Newly Established Procedures:

* [Symptom Checklist](#FamilyChecklist): this checklist will be sent home to students and parents to establish appropriate guidelines for sending students to school.
* [What to do if someone feels sick](#IfYouFeelSick): Steps to take if a student feels sick and help prevent the spread of COVID-19.
* [Confirmed Case: this procedure will be implemented when there is a confirmed case within the district, and it was determined an infected individual potentially exposed unvaccinated staff and/or student.](#ConfirmedCase) Contact tracing will be done at the direction of the Carroll County Health Department.

District Health & Safety Investments:

* 4,000 disposable masks
* 500 cloth masks for students
* 520 N95 masks
* 120 face shields
* 200 cloth logo masks for staff
* 500 pleated cloth reusable masks
* 10 automatic hand sanitizer stations
* Health safety posters throughout both buildings
* 80,000 hospital grade wipes
* 20 infrared thermal scan thermometers
* 9 additional hand washing stations in classrooms
* Clorox electrostatic fogger for sanitation
* rZero UV full room hospital grade sanitation machine
* 100 64 oz. pump dispensers of hand sanitizer for every classroom
* Two tents for outdoor eating and instruction
* Additional custodian for cleaning during the day
* Additional instructor for 5th grade to reduce class size
* Hired a bachelor’s degree RN nurse to provide immediate care for students/staff

Social Distancing and Personal Protective Equipment (PPE) Expectations:

* All staff and students will socially distance whenever possible.
* Masks may be worn as a matter of personal choice.
* Frequent hand washing and sanitation will be required.

School Day:

Chadwick-Milledgeville C.U.S.D. #399 will run a tradition full length school day from 8:10 a.m.-3:10 p.m.

* The school building will not open until 8 a.m.
* Any students arriving before 8 a.m. must remain outside.

Visitors:

Chadwick-Milledgeville C.U.S.D. #399 will limit visitors during the school day.

Daily Health Screening:

* Staff and students will self-certify that they are fever free each day.
* Staff and students will be asked to self-certify that they are symptom free each day.
* Parents will be provided a symptom checklist and encouraged to take their child’s temperature prior to putting them on the bus or sending them to school. If you are sick stay home.

Students Exhibiting Symptoms:

* Student will be isolated immediately.
* Parents will be contacted.
* Any child exhibiting symptoms will be required to see a doctor and obtain a release to come back to school.

Student Transportation:

* Students will sit socially distanced as space allows.
* Drivers will have as many bus windows down as possible when weather permits to maximize fresh air exchange.
* Students will exit the bus in an orderly fashion starting from the front of the bus.
* Drivers will have masks available for students who choose to wear one.

Pickup Dropoff:

* Route buses will drop off at the north east corner of the building (Door 8).
* Parents in cars will drop off at the main entrance.
* No cars will be allowed to travel past the northwest corner of the gym.
* Parents when picking up your child early for any reason please come to the main rear entrance and remain in your vehicle. Call the office at 815-225-7141 and request your child. DO NOT enter the building a staff member will escort your child to your car and confirm your identity prior to releasing the student.

Arrival at School:

* K-5 will report directly to their rooms and wash their hands.
* 6-12 will report directly to their 1st hour class if it has a sink or to the nearest restroom to wash their hands.
* Staff will wash their hands prior to starting work.

Classroom**:** Classroom procedures will vary slightly based on each individual teacher.

* Students will be allowed to wear a mask if they so choose.
* Social distancing will be encouraged, when possible, in the classroom.
* Regular hand washing and sanitizing will be built into the school day.
* Sharing of student learning materials will be discouraged.
* Student will use hand sanitizer upon entering the classroom.
* K-12 students will wipe down desks and frequently touched surfaces at the direction of their teacher.
* HVAC filters will be changed on a regular basis.
* Each classroom will be sanitized using an electrostatic fogger or UV sanitation machine each day.

Teacher Expectations for Instruction Delivered Remotely:

* Use of video conferencing and direct instruction videos.
* Whenever possible content will be delivered digitally via the teacher’s chosen learning platform.
* Consistent and frequent communication with students and parents.
* Grades 6-12 daily contact is expected for each class/subject via video conference during your normally assigned bell schedule.
* Maintain up to date grades and prompt feedback to students/parents.
* A detailed E-Learning Plan is available on the district website.

Student Remote Learning Expectations:

* Full participation.
* Logged in for every class period with video and audio enabled.
* Same accountability as in person instruction.
* Grading the same as in person instruction.
* Conduct expectations same as in person instruction.
* Due dates the same as in person instruction.

Hallway Procedures:

* Social distancing will be encouraged.
* Students will be asked to walk on the right side of the hallway
* 6-12 students will be encouraged to limit their use of lockers.
* 4-5 will use lockers as directed by teachers.
* Students will not be allowed to ride elevator unless physically required.

Restrooms:

* The number of students allowed to use the restroom will be limited in order to encourage social distancing.
* Restrooms will be cleaned twice a day.

Food Services:

* Staff will follow rigorous sanitation and safe food handling procedures.
* Staff will wear gloves while preparing or serving food.
* All surfaces will be sanitized multiple times each day.
* No buffets or self-serve salad bars will be allowed.
* 6-12 will be dismissed by table to go through the lunch line.

Lunch:

Elementary

* + A staggered lunch and recess will be implemented to maintain social distancing. Students will eat in the cafeteria limited to 6 students per table.
  + Lunch schedule:
    - 6-8 10:50-11:20 A.M.
    - 9-12 11:36 A.M.-12:06 P.M.
    - K-5 12:10-1:00 P.M.
  + A staggered extended lunch/recess will be scheduled for K-5 to accommodate teacher lunch time
  + Students will be encouraged to socially distance during recess

Recess:

* Social distancing will be encouraged.
* Students will be allowed to use the playground equipment and it will be sanitized regularly.

Physical Education:

* Will be modified to exercise social distancing.
* Will be conducted outside when weather permits.
* Locker rooms will be used and social distancing will be encouraged.

Extra Curriculars:

* Will be modified to exercise social distancing.
* IHSA rules will dictate protocols that will be required.
* Sanitation of practice equipment and workout areas will be completed between each session.
* Locker rooms will be used and social distancing will be encouraged.

Procedure for in-school confirmed case:

* Contact tracing will be done at the direction of the Carroll County Health Department.
* Any student or staff member exposed will be required to quarantine for 5 days unless they are vaccinated and non-symptomatic.
* Students in quarantine will receive remote learning instructional services.

Vaccination:

* Vaccines and boosters are available for anyone ages 5 and above.
* They are readily available at area pharmacies, clinics, and the health department.

Testing:

* The district has a limited supply COVID-19 tests for students with parental consent if they become symptomatic.

Definitions:

* **Acceptable temperature range:** temperatures no greater than 100.4 degrees Fahrenheit / 38 degrees Celsius.
* **Acceptable social distancing standards:** a minimum of 3 feet of distance between individuals.
* **Designated quarantine Area:** The designated quarantine area will be the ticket booth by the northeast corner of the building near door #8 or the Nurse’s Office.
* **Quarantine:** Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.
* **Isolation:** Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it’s safe for them to be around others](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html). In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).
* **Exposure:** Unvaccinated individual who is within 3 feet of a confirmed COVID-19 positive person for 15 minutes within a 24 hour period without a mask.

Appendix A:

Family Safety Checklist

In an effort to ensure the safety of staff and students the Chadwick Milledgeville CUSD 399 has established this family safety checklist. Please familiarize yourself with and implement these guidelines to help keep everyone in our school safe.

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

Appendix B:

Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html#precautions), follow the steps below to care for yourself and to help protect other people in your home and community.

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| --- | --- |
|  | **Stay home except to get medical care** |

* **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
* **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
* **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#warning-signs), or if you think it is an [emergency](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#emergency).
* **Avoid public transportation**, ride-sharing, or taxis.

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|  | **Separate yourself from other people** |

**As much as possible, stay in a specific room**and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

* Additional guidance is available for those living in [close quarters](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/living-in-close-quarters.html) and [shared housing](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html).
* See [COVID-19 and Animals](https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Animals) if you have questions about pets.

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|  | **Monitor your symptoms** |

* [**Symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**of COVID-19 fever, cough, or other symptoms**.
* **Follow care instructions from your healthcare provider and local health department.**Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for **emergency warning signs\*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care** **immediately**

* Trouble breathing
* Persistent pain or pressure in the chest
* New confusion
* Inability to wake or stay awake
* Bluish lips or face

\*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 or call ahead to your local emergency facility:**Notify the operator that you are seeking care for someone who has or may have COVID-19.

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|  | **Call ahead before visiting your doctor** |

* **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
* **If you have a medical appointment that cannot be postponed, call your doctor’s office,**and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

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|  | **If you are sick wear a cloth covering over your nose and mouth** |

* **You should wear a**[**cloth face covering,**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html)**over your nose and mouth**if you must be around other people or animals, including pets (even at home)
* You don’t need to wear the cloth face covering if you are alone. If you can’t put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
* Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

**Note:**During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

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|  | **Cover your coughs and sneezes** |

* **Cover your mouth and nose**with a tissue when you cough or sneeze.
* **Throw away used tissues**in a lined trash can.
* **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

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|  | **Clean your hands often** |

* **Wash your hands** often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
* **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
* **Soap and water** are the best option, especially if hands are visibly dirty.
* **Avoid touching** your eyes, nose, and mouth with unwashed hands.
* [Handwashing Tips](https://www.cdc.gov/handwashing/)

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|  | **Avoid sharing personal household items** |

* **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
* **Wash these items thoroughly after using them** with soap and water or put in the dishwasher.

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|  | **Clean all “high-touch” surfaces everyday** |

* **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
* **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

* **Clean and disinfect areas that may have blood, stool, or body fluids on them**.
* **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  + Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  + Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [hereexternal icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
  + [Complete Disinfection Guidance](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html)

Appendix C:

IHSA Phase 4 Return to Play Plan

As a result of the Governor’s Restore Illinois Plan, as regions reach Phase 4 on June 26th or after, IHSA member schools are permitted to begin use of voluntary summer contact days. School districts should work with their local health departments on current restrictions in their area prior to beginning contact. Local school administration determines the permitted activities at their school. Prioritizing the health and safety of all students and staff must remain the focus of each IHSA member school.

Phase 3 of the IHSA RTP Plan correlates to Phase 3 of the Restore Illinois Plan.

Phase 4 of the IHSA RTP Plan correlates to Phase 4 of the Restore Illinois Plan.

The following are best practices when conducting summer contact days:

Students are limited to 5 hours of participation per day.

Pre-Workout:

* Schools must maintain a daily record of what athletes are participating, when, symptoms they may present (see attachment).
* Athletes should be screened at the start of practice for temperature >100.4F/38C or symptoms of COVID-19 (fevers, chills, cough, muscle aches, headache, sore throat, runny nose, nausea, vomiting, diarrhea, or loss of taste or smell).
* Any person with symptoms (refer to attached form) or a positive COVID-19 test, should not participate in practice, competition, or conditioning and should bereferred to a physician for evaluation and only return after clearance to do so from a physician.
* Signage about symptoms and transmission of COVID-19 should be posted around facilities.
* Gatherings of up to 50 individuals, indoors or outdoors, are allowed. Thirty feet of space must be maintained between gatherings of 50 when outdoors. Indoors limits of 50 individuals is the maximum no matter the spacing.
* When students are not actively participating in a drill, practice, or contest, care should be taken to maintain social distance between individuals.
* If locker rooms are a necessity, capacity should be limited to ensure members can maintain 6 ft of social distance.
* Individuals should sanitize or wash their hands for a minimum of 20 seconds with warm water and soap, or use alcohol-based hand sanitizer and rub until dry before touching any surfaces or participating in workouts.
* Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
* Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Facilities Cleaning:

* Adequate cleaning schedules, before and after each use by a group of athletes, should be created and implemented for all athletic facilities to mitigate any communicable diseases.
* Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
* Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
* Weight equipment should be wiped down thoroughly before and after an individual’s use of equipment.
* Please see ISBE and CDC for more cleaning details.

Physical Activity and Athletic Equipment:

* On June 26 or when your region reaches Phase 4, summer contact days will begin. Coaches are encouraged to use a staged approach to build back up to full summer contact activity and competitions. Local districts should work with their health departments and local school officials to make decisions about team travel to summer competitions.
* Athletes who did not participate in phase 3, are encouraged to follow the fall acclimatization schedule for any sport.
* Football players should maintain their summer acclimatization schedule, per IHSA By-Law 3.157.
* There should be no shared athletic towels, clothing, or shoes between students.
* Hand sanitizer or hand washing stations should be plentiful at summer contact events.
* Athletic equipment such as bats and batting helmets should be cleaned between each use. Other equipment, such as catchers gear, hockey helmets/pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/pads/gloves/eyewear should be worn by only one individual and not shared.
* Shared equipment such as athletic balls, thud pads, sleds should be cleaned frequently during practice and competitions.
* In phase 4 spotters for weightlifting are allowed while masked. Maximum lifts should be done only with power cages for squats and bench presses. Spotters should stand at each end of the bar.

Hydration:

* All students shall bring their own water bottle. Water bottles must not be shared.
* Hydration stations (water cows, water trough, water fountains, etc.) may be utilized to fill individual water bottles but must be cleaned after every practice/contest.

Contests:

* Group sizes should be limited to 50 total participants, coaches, and referees (i.e. excludes spectators).
* Any additional team members can sit on the sidelines 6 feet apart from one another.

• During the use of summer contact days, multiple groups of 50 or fewer participants are permitted in an outdoor facility at once as long as:

o the outdoor facilities allow for social distancing of students, coaches, and spectators

o 30-ft of distancing is maintained between groups/opposing teams on the sidelines, and

o areas for each group are clearly marked to discourage interaction between groups outside of competitive game play.

• Students should maintain social distancing on the sidelines when not engaged in activities.

• Schools must have information posted at entrances and around facilities explaining the transmission as well as symptoms of COVID-19, encouraging all visitors to

maintain social distance, and reminding people to stay home if they feel sick or have any of the symptoms of COVID-19: temperature >100.4F/38C, fevers, chills,

cough, muscle aches, headache, sore throat, runny nose, nausea, vomiting, diarrhea, or loss of taste or smell.

• If schools choose to permit spectators, there should be a designated area for spectators with existing seating capped at 20% of capacity and allows 6 feet of

distance between families/household units.

• Visual markers shall be displayed at queue points (Check-ins, along sidelines, concessions, bleachers, etc.) to help people maintain social distance.

• Concession stands may open in line with restaurant businesses physical workspace guidelines. There should be markers to encourage social distancing while in

queue.

• Encourage spectators to bring their own chairs from home for outdoor activities.

• No handshakes, high fives, fist bumps, hugs, etc. can occur pre or post-match.

• No spitting or blowing of the nose without the use of a tissue is allowed.

PPE:

• Coaches/volunteers must wear a mask.

• Officials must wear a mask except when ACTIVELY exercising as part of their officiating duties and use an electronic whistle. Mouth whistles and blow horns are

not allowed for safety. Officials are encouraged to be masked whenever feasible to decrease risk of transmission.

• Participants should be encouraged to wear a mask if feasible for the sport.

It is the responsibility of each IHSA member school to comply with the above requirements.

* If available, it is encouraged that an Athletic Trainer or medical personnel be available for workouts. They should be masked for any interactions with athletes and maintain appropriate social distance when feasible.
* Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate healthcare professional.

Should the conditions warrant, these requirements will be adjusted. Any further official updates will be posted on IHSA.org and the IHSA social media platforms.

**Appendix D: IDPH Guidance FAQ**















