

## **Coronavirus Disease 2019 (COVID-19) - Staff Information**

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). The district is in direct communication, weekly, with WCHD. To date, none of the organizations are recommending school closures or cancelling activities. **This is an evolving situation; therefore, we will continue adjust and adapt as new information is coming in. Plans are subject to change.**

Per the Board Policy, a Pandemic Planning Team has been preparing for the next steps for the district. The district is reviewing and updating emergency operations plans (EOPs). This is being done in collaboration with local health departments and other relevant partners. On Monday March 9<sup>th</sup>, district staff will meet with Plainfield PD & EMA, Plainfield and Oswego FDs, HR to discuss the Coronavirus. To discuss potential impacts, to civilians and the work force, any response considerations, any equipment needs, precautions, etc.

### **What is Coronavirus?**

From the CDC: Coronavirus (COVID-19) is a respiratory illness that can spread from person to person. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible for a person to get Coronavirus (COVID-19) by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. \*\*\*However, this is not thought to be the main way the virus spreads.

Symptoms typically appear between 2 and 14 days. Most people start showing symptoms about five days after becoming infected. Children typically show mild symptoms. Patients with Coronavirus (COVID-19) have had mild to severe respiratory illness with symptoms of:

- fever
- cough
- shortness of breath

### **Who is it currently impacted by Coronavirus the most?**

Individuals at highest risk include people aged over 60 years and those with underlying conditions such as hypertension, diabetes, cardiovascular disease, chronic respiratory disease, and cancer. Disease in children appears to be relatively rare and mild with approximately 2.4% of the total reported cases reported amongst individuals aged under 19 years. A very small proportion of those aged under 19 years have developed severe (2.5%) or critical disease (0.2%)

### **Preventative Measures**

According to the CDC, the best way of preventing the disease is to avoid close contact with people who are sick, to avoid touching your eyes, nose, and mouth with unwashed hands, to wash your hands often with soap and water for at least 20 seconds, and to use a hand sanitizer that contains at least 60 percent alcohol if soap and water are not available. The district will utilize strategies at the building level to

reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). Building on everyday school policies and practices.

- Emphasize actions such as staying home when sick
- Appropriately covering coughs and sneezes
- Cleaning frequently touched surfaces
- Washing hands often.
- Watch the handwashing video in class <https://www.cdc.gov/handwashing/videos.html>
- Post CDC resources such as posters with messages for staff and students. Here are links to resources for staff and students:
  - <https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>
  - [staying home when sick](#)
  - <https://www.cdc.gov/handwashing/materials.html>

### **Return from travel and new students**

Currently, the following countries have travel restrictions due to COVID 19: China, Iran, Northern Italy, and South Korea. The district will continue to update buildings if any new countries are added. Here is a link to a website that you can check to see if any countries have been added. The district does not have any school sponsored trips scheduled out of the country this school year.

CDC Website of Countries <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

For current students and staff, schools should not allow students or staff to return to school until 14 days after returning from a trip to any of the countries listed above or on the CDC website. These absences will be considered excused.

For new students, staff can enroll students coming from any of the countries listed above or on the CDC website, however, those students cannot start school until 14 days after they left the country. This information can be located on the passport stamp.

### **Monitor and Plan for Absenteeism**

- Schools will continue to implement procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Schools will continue to utilize attendance monitoring procedures which are already in place due to influenza
- Buildings will alert Health Services Administrator when ADA attendance falls below acceptable threshold. Elementary 93%, Early Childhood, Middle, and High School 90%.
  - The building will complete the symptom track sheet and email completed sheet to the Health Services Administrator.
- Building administration must inform Health Services Administrator if a student or staff member has a suspected or confirmed case of Coronavirus. Although WCHD will communicate this to the district, sometimes buildings find out first. See below for further directions.
- All school district staff must maintain the confidentiality of the staff member or student who is suspected or diagnosed. **No identifying information can be shared with staff, students, parents, or the community.** See below for Communication Plan if there is a Confirmed Case.

### Cleaning Procedures

- District custodial staff are currently using Virex 256, a hospital grade disinfectant that is an approved product to use against the Coronavirus, specifically on all touchpoints.
- Every night the custodians clean and disinfect all desktops, tables, doorknobs, handrails, restrooms.

### General Communication Plan

The district will share the following information about COVID-19 as it becomes available through the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD).

- The district will support our school community by sharing resources with students (age-appropriate), their families, and staff.
- The district website has been updated to include information about Coronavirus. This website will be updated regularly. <http://www.psd202.org/announcements/5099>
- The website contains links to verified and reliable resources about the virus
- A general letter will be sent to all families with current information and plans
- An informational packet will be provided to all district staff and administration

### Suspected Case of Coronavirus in Staff or Student – Current Directions from CDC/WCHD

- The WCHD/CDC is required to inform the school district if a student or staff member is suspected, tested, and if confirmed
- If a case(s) of COVID-19 is suspected or confirmed, the Health Services administrator will work with WCHD to identify those individuals and will follow up on next steps
- Staff or students who are suspected to have Coronavirus by a physician: These individuals are currently being quarantined for 14 calendar days or until the test results are complete and the individual is released by a physician
  - Staff members who are quarantined by a physician, but not diagnosed with Coronavirus, should not report to work and should contact **Becky Sipes in Administration and Personnel.**
- Other information for Staff:
  - Staff members who have children with chronic medical conditions, or who themselves have fragile health conditions **should contact Becky Sipes in Administration and Personnel to clarify/confirm your FMLA status.**
  - Staff members who select to self-quarantine will need to use sick days. After 3 sick days, the staff member will need to produce a doctor's note, unless already under FMLA status.
  - We will consider each staff absence on a case by case basis.

All school district staff must maintain the confidentiality of the staff member or student who is suspected of having Coronavirus. **No identifying information can be shared with staff, students, parents, or the community.**

### **If there is a Confirmed Case of Coronavirus**

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). **To date, none of the organizations are recommending school closures or cancelling activities.** This is an evolving situation; therefore, we will continue adjust and adapt as new information is coming in. Letters have been drafted in the event that we have a student or staff who has a diagnosed case of Coronavirus.

- Students who are diagnosed with Coronavirus will not be permitted to attend school and should follow the direction of their physician.
- Any student diagnosed will need to be off school until the WCHD/CDC determines the student is no longer contagious.
- Staff members who are diagnosed with Coronavirus should not report to work and should follow the direction of their physician.
- Any staff member diagnosed will need to be off work until the WCHD/CDC determines the staff member is no longer contagious.

### **Communication Plan if there is a Confirmed Case**

The district will follow the required communication, per direction from CDC, IDPH, and WCHD. Typically, we communicate to a broader group than required. All school district staff must maintain the confidentiality of the staff member or student who is diagnosed. **No identifying information can be shared with staff, students, parents, or the community.**

- Communication will be through the Connect Ed system via text, email, and phone call if needed.
- The district has drafted letters prepared and ready to send
- Depending on the level of response, social media may also be used as a communication tool.
- Additionally, the district website has a new page with information regarding Coronavirus. This website will be updated accordingly.

### **Potential School Closing**

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). To date, none of the organizations are recommending school closures or cancelling activities.

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