



District 202 – COVID-19 Parent Handbook

District 202 COVID-19 – Parent Guide

For the 2020-2021 School year, District 202 has approved a phased in Return to School plan. The plan will begin the year on Remote Learning. We will continue to update guidance regarding the Return to School plan.

Plainfield School District 202 will follow direction from the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), Will County Health Department (WCHD) and the Centers for Disease Control (CDC). Plans are subject to change.

Updated 1/13/2021

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Board Policies

The following Board Policies directly address this topic:

- 4:130, Free and Reduced-Price Food Services
- 4:180, Pandemic Preparedness
- 5:40, Communicable and Chronic Infectious Disease
- 5:180, Temporary Illness or Incapacity
- 5:185, Family and Medical Leave
- 5:300, Schedule and Employment Year
- 5:330, Sick Days, Vacation, Holidays and Leaves
- 6:20, School Year Calendar and Day
- 6:150, Home and Hospital Instruction
- 7:70, Truancy
- 7:280, Communicable and Chronic Infectious Disease
- 8:100, Relations with Other Organizations and Agencies

Per the Board Policy, a Pandemic Planning Team has been preparing for the next steps for the district. The current members of the Pandemic Planning Team are listed below. Members participate in the process based on their individual area of expertise:

- Dr. Abrell, Superintendent
- Anthony Arbogast, Assistant Superintendent
- Mina Griffith, Assistant Superintendent
- Jennifer Orlos, Assistant Superintendent
- Glenn Wood, Assistant Superintendent
- Tom Hernandez, Director of Community Relations
- Christina Edwards, Health Services Administrator
- Paul Gonzalez, Director of Facilities
- Steve Belcher, Assistant Director of Custodial
- Jason Oskorep, Assistant Director of Maintenance and Grounds
- Lori Lenckus, Lead RN

Local emergency and health departments – consultative
District committees - consultative

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.

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 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

Who is it currently impacted by Coronavirus the most?

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. Individuals at highest risk include people aged over 60 years.

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID. Based on what we know at this time, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Preventative Measures

According to the CDC, the best way of preventing the disease is to avoid close contact with people, cover your mouth and nose with a cloth face covering when around others, cover coughs and sneezes, avoid touching your eyes, nose, and mouth with unwashed hands, clean and disinfect, and monitoring your daily health. Additionally, 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
- Wearing face covering when around others
- Social distancing
- Cleaning frequently touched surfaces
- Washing hands often
- Watch the handwashing video in class <https://www.cdc.gov/handwashing/videos.html>
- CDC resources such as posters will be posted with messages for staff and students.

COVID – 19 Communication Plan

The district will continue to share 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/page/school-year-info>
- 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

COVID-19 Self-Certification Form

The District has developed a District Wide self-screening program that is linked to staff or students district login and ID number. All District 202 staff and students are required to complete a COVID-19 self-certification form prior to entering any District 202 building. For more details on the Self-Certification Form, go to the District website:

- [Student Self-Certification Procedure: Procedure for symptom checking prior to reporting to school](#)
- [Autocertificación del estudiante: Procedimiento para la comprobación de síntomas antes de presentarse a la](#)

Each day, prior to arriving to school, a parent/guardian or student over the age of 18 must complete the self-certification form for each child who will be attending school in-person.



of 18
school in-

- The link for the building Self Certify Form is:
<https://www.psd202.org/covid.php>
- Or you can scan the QR code

If your child has any of the listed symptoms or has been in contact with anyone with COVID or someone currently being tested or awaiting testing results for COVID-19 due to direct exposure, your child should not attend school in-person.

- Follow your school's attendance procedure
- If the symptoms, continue for more than 2 days, we recommend you contact a physician

Prevent and Reduce Transmission Among Students and Staff

Individuals who are sick must stay home

- Students and staff who have [symptoms](#) should stay home.
- Students and staff who are well but who have a sick family member at home with COVID-19 not attend school and follow [CDC recommended precautions](#).
- Students and staff who have been in contact with anyone with COVID or someone currently being tested or awaiting testing results for COVID-19 due to direct exposure, should not attend school
- All students are required to certify that that they completed a self-screening symptom checklist daily and that they will not report to school if any symptoms are present

Steps students can take to protect themselves:

- Stay home if they are sick, except to get medical care, and to learn [what to do if they are sick](#).
- Inform the building nurse if they have a sick family member at home with COVID-19 and to learn what to do [if someone in their home is sick](#).
- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for students to clean their hands include:
 - Before and after school
 - Before and after school breaks
 - After blowing their nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings

- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or sneeze or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.

Recommended practices for social distancing.

- Classrooms will be arranged to help students and staff maintain social distancing and physically separate from each other and from others, when possible.
- Practice social distancing by avoiding [large gatherings](#) and maintaining distance (at least 6 feet) from others when possible.
- When needed, increase physical space between students with the use of physical barriers such as partitions.
- Buildings will have signs, tape marks, and other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Common areas where students are likely to congregate and interact will be closely monitored.
- Physical contact such as handshaking, high fives, hugs, etc. should be avoided
- Students and staff will be encouraged to use other noncontact methods of greeting.

Use Best Practices

- Students and staff should refrain from using each other's supplies, tools, and equipment, when possible. If shared, there will be a procedure in place to clean and disinfect them before and after use.
- When practical, schools will avoid seating students directly facing each other
- Schools will minimize the use of shared work materials / equipment
- Students should bring their own headphones. If headsets are required for a specific course or program, the school will provide cleaning wipes to clean and disinfect before and after use.

Students and staff will be provided with what they need to clean their hands

- Restrooms and sinks will be open and social distanced.
- When handwashing is not possible, the school will provide alcohol-based hand sanitizer that is at least 60% alcohol.
- Hand sanitizer stations will be placed in multiple locations to encourage hand hygiene.
- [Posters](#) will be posted that encourage [hand hygiene](#) to help [stop the spread](#) at the entrance to the school and in other areas where they are likely to be seen.

Building Safety Measures

General Building Safety Measures

- All students will receive a reusable, washable face mask
- All classrooms are equipped with hand sanitizer
- All classrooms are equipped with disinfectant spray
- Hand sanitizer stations will be set up in each Middle School and High School.
- Hand sanitizer stations will also be added to elementary schools that do not have sinks in the classrooms including Crystal Lawns and Grand Prairie
- Decals are placed on floors including directional arrows and decals for social distancing
- Traffic patterns have been established to assist with one-way student traffic, when possible
- Plastic partitions will be in classrooms and areas where staff and students may need to be less than 6ft apart (ie. Main office, related service providers, ELL, reading specialists, PreK, Kdg., etc.)
- Isolation area for students who have COVID-19 symptoms

Face Coverings

- All staff and students must wear a cloth face covering at all times when in school buildings or in transit to and from school (school buses)
 - The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others.
 - To be effective, face coverings must be worn properly and must completely cover both the nose and mouth.
 - Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others.
 - CDC does not recommend the use of gaiters or face shields. Considerations for these can be made based on a Face Covering Accommodation Request.
 - In the school setting, face coverings must be worn by everyone except children younger than 2 years old, people with physical or intellectual disabilities who are unable to remove a face covering without assistance, and on rare occasions, individuals with severe breathing problems at rest.
 - Personal cloth face coverings should be taken home, laundered daily, dried in a dryer, and reused
 - Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container
 - Students who have not been provided an accommodation to the face covering requirement and who refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be sent home and excluded from instruction, transportation, and other school activities.
- Face coverings may be temporarily removed at school:
 - When eating – if eating is permitted in the school setting
 - When outdoors and physical distancing of at least 6 feet can be maintained
 - When playing a musical instrument outdoors with at least 6 feet social distancing
 - If using a face shield when other methods of protection are not available or appropriate
 - <https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>

Face Covering Accommodation Request

A full version of the District Protocol – Face Covering Accommodations can be found at:

[District Protocol – Face Covering Accommodations](#)

Students who cannot independently remove a face covering due to their age or a physical or intellectual disability may be exempt from the District’s requirements to wear face coverings or may be entitled to accommodations to the requirement. In rare cases, students with a medical condition that impacts their ability to breath at rest may also be entitled to accommodations regarding this requirement.

- A Student Face Coverings Accommodation Form must be completed, verified by a physician, and submitted to the building nurse
- Each Face Covering Accommodation Request will be reviewed by the District and must be approved by the district before a staff member or student is permitted to not wear a mask on school grounds.

Cleaning and Disinfecting

- The district will follow the [Guidance for Cleaning and Disinfecting](#) to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- All disinfectants must be stored in a responsible and appropriate manner according to the label.
- Dirty surfaces will be cleaned prior to disinfection.

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- Staff will be provided with cleaning supplies so that employees can wipe down shared surfaces prior to use
- To disinfect, the district is using a variety of [products that meet EPA's criteria for use against SARS-CoV-2](#)^{external icon}, the cause of COVID-19, and are appropriate for the surface.
- Custodial staff will disinfect touch points throughout the building and restrooms hourly (e.g., doorknobs, handrails, restroom touchpoints, other work tools and equipment)
- A disinfecting check sheet will be added to all restrooms to initial once disinfecting is complete

Eating while in the building

At this time, lunch will not take place in the building due to a shortened schedule. When eating is permitted, the following procedures will be implemented:

- Wash hands prior to and after eating or preparing food
- Face coverings must be removed during eating, so it is important to ensure 6-foot distance between individuals as much as possible
- Do not share food, no treat days or celebration days with food will be permitted

Click here for a full description of the [Snack and Water Bottle Procedures](#)

Visitors to the building

- Visitors to the building will be limited to an as required basis
- All visitors must complete a symptom checker and self-certify that they are symptom free before allowing a visitor to enter, or when requiring them to wait in a designated area
- All visitors must wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

Operations: Maintain a healthy work environment

The District Maintenance department regularly monitors ventilation systems throughout the district on a regular schedule.

Air Filtration System

As recommended by the CDC, the District has:

- Upgraded the filtration in all HVAC Systems
- All systems are set to run during all hours when staff and students are present plus an additional 3 hours prior to staff/students entering the building and 3 hours after the building is occupied
- Ventilation rates have been increased to ensure proper ventilation
- HVAC (Heating, Ventilation, and Air Conditioning) have been inspected to ensure systems are in working order

Athletics and Activities

District 202 follows the guidelines per IDPH, ISBE, and IHSA regarding High School Athletics. For an up to date view of the IHSA Return to Play Plan, modified seasonal sports schedules, and considerations for activities please refer to the IHSA website:

<https://www.ihsa.org/Resources/COVID-19>

School Trips

- All school/field trips are cancelled for the 2020-2021 school year
- All trips for athletics or extra-curricular activities are cancelled until further notice.

Remote Learning

Please refer to the district Remote Learning plan found at: <http://www.psd202.org/documents/1595891870.pdf>

Transportation/Bussing – New 1/13/2021

District 202 has created procedures for student transportation that are aligned with state and federal guidelines.

Masks, Self-Certification, and Safety

- Drivers and monitors will self-certify prior to starting the workday
- Drivers or monitors that get sick during their route(s) will immediately contact their supervisor
- Drivers and monitors will wear approved and appropriate PPE
- Visuals will be posted on the bus to remind everyone about social distancing, wearing a mask, and general ways to help reduce the risk of COVID-19
- Families must self-certify their students prior to getting on the bus, however the drivers will not be checking the application. **School personnel will verify all students self-certified upon arriving at school.
- All students must wear masks, unless they have been approved for a mask accommodation due to medical reasons
- Additional masks will be available for students who do not have one

Seating on the Bus

- Seating charts will be established and maintained for contact tracing purposes
- The district will follow the [ISBE guidelines](#) and ensure that there is no more than 50 individuals on each bus (including the driver and monitor)
- Smaller buses will have a lower total number of students permitted on the bus based on the size of the bus
- No bus will have more than two students per seat
- Social distancing will be maintained as much as possible

Cleaning and Air Circulation

- Drivers will sanitize/disinfect high touch points between routes using products that meet the EPA guidelines
- Two windows will be open on each bus to allow for additional air flow. Families must ensure that students are dressed appropriately to ride the bus on cooler days

Bus Behavior

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of the school district and the school they attend. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

All school rules and behavior expectations for students as defined in the Student Discipline policy and the Student Handbook are applicable while traveling to and from the bus stop, waiting at the bus stop, boarding the bus, riding the bus, and disembarking from the bus

- Students who do not follow the expectations on the bus including social distancing, appropriately wearing a mask, sitting in assigned seats, etc. will be subject to discipline

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- Inappropriate bus behavior may result in, but is not limited to verbal warning, parent contact, bus suspension, student contract, permanent removal from bus, social probation, suspension, or expulsion in accordance with District policy and procedures

Please review the [student handbook](#) for additional information regarding student expectations both in school and on the bus.

Meal Service during Remote Learning

Schools participating in the National School Lunch Program and/or School Breakfast Program are encouraged to continue to provide meals to their students.

During Remote Learning, District 202 schools will provide meal services to ALL children through age 18. The meals will be a cold, grab-n-go lunch which will meet the USDA guidelines. Meals will also be provided in a manner that meets the social distancing requirements to keep our community and staff safe.

Meal service will be provided on Thursdays from 2:30 pm-6:00 pm. Families will receive one week's worth of breakfasts and lunches.

The service will be located at 12 total sites.

- Plainfield Central High School
- Plainfield East High School
- Plainfield North High School
- Plainfield South High School
- Aux Sable Middle School
- Richard Ira Jones Middle School
- Indian Trail Middle School
- Drauden Point Middle School
- Timber Ridge Middle School

A limited number of meals will be served at these locations until 5pm:

- Grand Prairie Elementary School
- Lakewood Falls Elementary School
- Lincoln Elementary School

Locations, dates, and times are subject to change

Student Illness—

When a student is sick at school

There will be three clear areas used for health services at all schools:

1. Health Office
2. Screening Space
3. Isolation Room

Health Office

The Health Office will be used for students who require medical management, such as medications, tube feedings, assessment of injuries or first aid. Whenever possible, Building RNs should stagger students' routinely scheduled visits to avoid having multiple students in the health office at the same time. Healthy students should avoid contact with potentially ill children.

- The health office will be utilized for routine care.
- Maintain social distance of at least 6 feet apart
- Areas will be clearly identified for student care

- Cot will only be utilized when a student has a significant issue. Student will sit in chair
- Health Office restroom is reserved for only for students in the medical office
- Items that cannot be sanitized should not be utilized unless there is an emergency. These include such items as blankets, pillows etc.

Screening Space

Each school will have a designated screening space. The screening space will be an area where the nurse will evaluate a student to determine if the student's needs should be met in the health office or in the isolation room. Any student who develops symptoms listed in the IDPH School Screener while at school will be sent to the isolation room and sent home.

Students who are exhibiting COVID-19 Like Symptoms at school

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported, from mild symptoms to severe illness. In the school setting, we have no way of determining if the symptoms are caused by COVID or another cause.

- Therefore, nursing staff will assume any student with the symptoms listed in the screener could potentially have COVID-19 and will need to be sent home.
- Students sent home with COVID-19 like symptoms can return when he/she has met the IDPH return to school guidelines regardless of student's health history.
- Symptom screenings do not provide enough information to diagnose someone with COVID-19.

Known Medical Conditions

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on his/her personal health history. Each episode of new symptom onset should be evaluated. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms; it is possible to have COVID-19 and other health conditions at the same time.

Isolation Room

Each school will establish a dedicated space for symptomatic individuals who arrive at school ill or become ill at school and are waiting to go home. This area will be identified as the Isolation Room. Isolation "separates sick people with a contagious disease from people who are well."

Schools must immediately isolate any student who presents with COVID-19 symptoms while at school and isolate them from others until the student can be picked up. The District will follow the guidelines of IDPH for an Isolation room.

The Isolation Room should:

- Accommodate social distancing, either by physical distancing or physical barriers such as partitions
- Be located close to an exit
- Have an identified isolated restroom for use
- The isolation area should be set up in a way that allows for clear visibility for supervision from at least 6 feet away
- Only essential staff and students assigned to the space may enter the room

Procedures if an individual has had direct exposure or is diagnosed with COVID-19

The District cannot share any identifying information about the individual who was diagnosed (name, position, gender, etc.) If the individual has chosen to share that information with others, that is their decision.

In most cases, schools will not close. However, any areas used for prolonged periods of time by the sick person may be closed and cleaned following the [CDC cleaning and disinfection recommendations](#).

If there is a Confirmed Case of Coronavirus (Updated 1/13/2021)

Plainfield School District 202 will follow the direction from the CDC, Illinois Department of Public Health (IDPH), and Will County Health Department (WCHD). This is an evolving situation; therefore, we will continue adjust and adapt as new information is coming in.

- **Students and staff who are diagnosed with COVID-19 should not report to school and should follow the direction of their physician.**
- **Any student or staff who is diagnosed will need stay home from school until the WCHD/CDC determines the individual is no longer contagious.**
- **Any student or staff who is diagnosed will need to complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the building RN.**
- **Or they can provide the district a “Release from Isolation” letter from the local health department before returning to school**

Communication Plan if there is a Confirmed Case

The district will follow the required communication, per direction from CDC, IDPH, and Local Health Department. Typically, we communicate to a broader group than required. People will receive individualized communication if they had [direct exposure](#) with an individual with COVID-19 during a time the individual was an [exposure risk](#) (see [below](#)). Communication will be through email, and phone call if needed.

All school district staff must maintain the confidentiality of the staff member or student who is diagnosed. **No identifying information (name, position, gender, etc.) can be shared with staff, students, parents, or the community.**

When is the exposure risk for COVID-19?

People are at risk for exposure if they were with an individual who was diagnosed with COVID-19 during the time frame of 48 hours before the individual had symptoms onset for symptomatic or 48 hours before positive test date for asymptomatic. For example, if an individual started experiencing symptoms on Wednesday and was later diagnosed, we would contact anyone who was with that individual since Monday of the same week.

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 that a person can get 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, but this is not thought to be the main way the virus spreads.

Who will receive notification if there is a confirmed case? (Updated 1/13/2021)

The District will communicate with individuals who were direct exposure to the individual during the time of exposure risk. **Students and staff who are not considered to be directly exposed, but are in the same class or on the same bus as the individual who was diagnosed will also receive communication about potential indirect exposure.**

For more information about Community-Related Exposure to COVID-19, please go to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Building COVID-19 Team Members

Each building has established a COVID team that consists of:

- Build Administrator
- Building Nurse
- Building Contact Tracer

Types of Exposure

Direct Exposure

Individual who has had close contact (< 6 feet)** for a cumulative total of 15 minutes during a period of 24 hours*** EXPOSED TO:

- Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until he/she meets criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until he/she meets criteria for discontinuing home isolation).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE)

Indirect Exposure

All U.S. residents, other than those with a known risk exposure, could have possible unrecognized COVID-19 exposures in U.S. communities.

Contact Tracing

Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with, (contacts), and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily. All buildings will have a Contract tracing team that will go through training at the beginning of August.

Contact Tracing involves (updated 1/13/2021)

- Interviewing parents/staff and reviewing the online contact tracing form to identify everyone that may have had close contact with an individual diagnosed with COVID-19 during the time they were considered infectious.
- Notifying contacts of their potential exposure (direct and indirect exposure letters).
- Encouraging contacts to monitor for [signs and symptoms of COVID-19](#). Contacts should complete the [Direct Exposure Self-Monitoring Symptom Tracker](#).

Documents required for Contract Tracing Purposes

The building requirements should be accessible outside of the school day

- All classroom seating charts
- Bus seating charts

District 202 COVID-19 Plan – Updated 1/13/2021

- Bus lists
- Daily Attendance list
- Related Service Providers schedules and the students they serve and their seating chart for each group
- Athletics and activities attendance and grouping

Students and staff MUST adhere to that seating chart. If a change is needed, staff must

- keep the old seating chart and put the dates the old seating chart was in effect.
- date the new seating chart with the start date

Contact Tracer Expectations

- Inform District Health Services/Student Services Administrators of any cases ASAP
- Ask the designated questions bases upon the situation
- Inform the diagnosed individual/parent/guardian that he/she can return after following the IDPH guidance
- Complete the building tracking sheet to monitor attendance
- Determine the students and staff who could have had direct exposure to the diagnosed individual. Share this information with Building Contact Team and Student Services

Building RN

- Monitor diagnosed individual's attendance and return to school notes based upon the [IDPH IDPH COVID-19 Interim Exclusion Guidance](#) to determine when the diagnosed individual can return to school
- Review doctor's notes, and release letters from the local Health Department to confirm that the diagnosed individual or direct exposure has meet the [IDPH COVID-19 Interim Exclusion Guidance](#) return to school

District Contact Tracing Procedure – Updated 1/13/2021

All students who are diagnosed with COVID-19 or directly exposed to an individual with COVID-19 must complete the [Student Online Contact Tracing Form](#). Staff will complete an online staff contact tracing form.

The first questions on the online Student Contact Tracing form will determine if the school will complete the contact tracing process. Example questions are:

1. Is your child currently attending in person or scheduled to return in person within the next two weeks for school, athletics, or activities?
2. Has your child been in any District school buildings for any other reasons in the past week for more than 15 minutes (such as testing)?
3. Does anyone else living in your household currently attend District 202 school, activities, or athletics in person?
4. Does anyone living in your household currently work in person at any District 202 buildings?
5. Is anyone living in your household scheduled to return to in person learning in District 202 in the next two weeks?

If all five questions are answered "no", the student's family/staff member will need to contact the Local Health Department where they reside for contact tracing purposes.

If they answer yes to at least one of the five questions, the parent/guardian will be prompted to complete the form.

It is critical that staff and parent/guardian of a student complete the online contact tracing form ASAP when they are aware that they meet one of the criteria listed above. For contact tracing purposes, timeliness is critical in preventing the potential spread of COVID-19. Staff must thoughtfully answer all questions on the form.

Each contact tracing form will be different depending on the individual's responses. The contact tracing form is an adaptive form. This means that as the individual answers questions, the form will adjust the follow up questions based on the individual's responses. For example, when an individual answers that they were diagnosed with COVID-19, a series of questions will pop up that need to be answered. These follow up questions will not appear if an individual answers that they were indirectly exposed to someone with COVID-19.

Positive COVID-19 Case While Staff or Students are in the Building– Updated 1/13/2021

When the district receives an online Contact Tracing Form that a staff member or student has tested positive for COVID-19, **this individual will be referred to as Diagnosed COVID (DC).** This is not for suspected cases or cases without confirmed test results.

1. Parents/Guardians of the student diagnosed will complete the [Student Online Contact Tracing Form](#). Staff member will complete the [Staff Online Contact Tracing form](#).
2. The Building Contact Tracing team will review the completed contact tracing form and contact the parent/guardian to gather any additional information needed.
3. Based on the results of the form and communication with the family, the Building Contact Tracing team will create a list of students and staff with potential direct exposure (less than 6 feet for 15 minutes or more over a 24-hour period utilizing two days before symptoms started.) This includes people who may have been directly exposed in school, on the bus, or in school sponsored athletics or activities.
4. Create a list of indirect exposure (other students or staff present in the student's classes or on the bus that were not close enough to be direct exposure)
5. Building Administration will provide the student DC's family/staff member with a letter with the next steps.
6. Building Administration will provide the individuals who were identified as directly exposed to the DC with a letter with the next steps.
7. Building Administration will provide the individuals who are considered indirectly exposed with a letter.

Cleaning

- The identified areas that the DC occupied will be left alone for 24 hours since last known exposure if possible.
- After 24 hours the custodial staff will clean the areas following the cleaning procedures

Direct Exposure – Updated 1/13/2021

The school receives information that a student or staff member has had direct exposure (Less than 6 feet for more than 15 minutes) with an individual diagnosed with COVID-19. **This individual will be referred to as the Directly Exposed person (DE).** The CDC and IDPH currently recommend a quarantine period of 14 days for a Direct Exposure. The DE may be able to return sooner than 14 days if they meet specific criteria as recommended by the CDC and IDPH. Please refer to [Returning to School following a Positive COVID Case, Direct Exposure, or Symptomatic](#) for more information.

Building COVID-19 Team Expectations

1. Parents/Guardians of the student who was Directly Exposed must complete the [Student Online Contact Tracing Form](#).
2. The Building Contact Tracing team will review the completed contact tracing form and contact the parent/guardian to gather any additional information needed.
3. Based on the results of the form and communication with the family, the Building Contact Tracing team will inform the family of the anticipated quarantine dates.
4. Monitor the DE's return to school requirements based on IDPH Guidelines
5. Follow up with family/individual at [day 2](#) and [day 6](#) to see if the individual developed symptoms or tested positive
6. Building Administration will provide the student's family/staff member with a letter with the next steps.

Cleaning

Per the CDC no extra or specific cleaning is required for person has had direct exposure.

Individual School Building Closure or Entire School District Closure

The closing of an entire school building or the entire school district will be at the direction of the District 202 Superintendent of Schools (or designee). While the district administration consults with the local county health departments, authority on the opening or closing of schools is under the authority of the District 202 Superintendent of Schools. It is rare that a building would close. In the event a building needs to close, students and staff will be informed via a Connect Ed notification.

Returning Staff and students to School after quarantine or isolation (Updated 1/13/2021)

The district will be following the [IDPH COVID-19 interim exclusion guidance](#) decision tree for symptomatic Individuals in Pre-K, K-12 Schools. The district is allowed to permit staff and students to return from isolation or quarantine without a Release from Isolation/Quarantine letter from the county with, as long as they have completed their required isolation/quarantine days.

For Students:

- If a student is scheduled to return in person for school, athletics, WILCO, or activities **AND**
- The student has completed his/her required period of isolation/quarantine
- **THEN the family has two options to complete the isolation/quarantine process**

Option 1

- The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form) that they can receive from a member of the building contact tracing team

Option 2

- The family can provide the building RN with a release letter from the County Health Department

Returning to School following a Positive COVID Case, Direct Exposure, or Symptomatic – Entire Chart Updated 1/13/2021

According to the Illinois Department of Public Health and the Local Health Departments, an individual **must quarantine/isolate** until he/she meets the all the **criteria to return in either A, B, C, D, or E as listed below.**

Medical evaluation and testing are strongly recommended for all persons with COVID-like symptoms.

A. COVID Like Symptoms	B. Physician Confirmed Condition
1. Stay home for 10 days since the onset of symptoms, AND 2. At least 24 hours with no fever <i>without the use of fever reducing medication</i> AND 3. Symptoms have improved/resolved AND 4. A note from Parent/Guardian documenting the ill student or household contacts are without a fever without the use of fever reducing medication and symptoms have improved.	If your physician has confirmed the individual has a non-COVID viral illness, the individual may return with: 1. Stay home until symptoms have improved/resolved AND 2. A doctor’s note explaining an individualized plan of care for your specific medical concern. AND 3. 24 hours fever free <i>without the use of fever reducing medication</i> AND/OR 4. 24 hours of antibiotic treatment for contagious infections when appropriate

Negative COVID 19 Diagnostic Test WITHIN 48 hours of symptom onset	
C. With Evaluation by a Health Care Provider	D. Without clinical evaluation
1. Stay home until symptoms have improved/ resolved AND 2. Provide a dated Negative Nasal Swab (RT-PCR COVID-19) test result OR 3. Health care provider’s note indicating the negative RT-PCR test results AND 4. Health care provider note with: * Alternative diagnosis AND * Return to school date consistent with school policies for the diagnosis.	1. Stay home until symptoms have improved/resolved AND 2. Provide a dated Negative Nasal Swab (RT-PCR COVID-19) test result

Direct Exposure		
Direct Exposure (DE) with an individual who is a confirmed or probable COVID-19 case		
E. In School	F. Exposure outside home or inside the home, but the diagnosed individual can be separated.	G. Exposure inside the home-multiple diagnosed and/or cannot separate or avoid close contact
1. Self-quarantine for at least 14 days regardless of test results AND 2. No symptoms the entire quarantine period AND 3. Complete one of the options below Option 1: The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the building RN OR Option 2 The family provides a release letter from the County Health Department to the building RN	1. Self-quarantine for at least 14 days regardless of test results AND 2. No symptoms the entire quarantine period AND 3. No more than one person in the household experienced symptoms or tested positive AND 4. Complete one of the options below Option 1: The family can complete a Student Release from Isolation/Quarantine Questionnaire. Form is approved by the building RN OR Option 2 : The family provides a release letter from the County Health Department to the building RN	1. Self-quarantine for 24 days regardless of test results AND 2. No symptoms the entire quarantine period AND 3. Complete one of the options below Option 1: The family can complete a Student Release from Isolation/Quarantine Questionnaire. Form is approved by the building RN OR Option 2 The family provides a release letter from the County Health Department to the building RN

H. Probable COVID-19 (New 1/13/2021)

Individual has COVID-like symptoms without COVID-19 testing and Direct Exposure to a confirmed case. Medical Evaluation and Testing are **STRONGLY RECOMMENDED** for ALL Persons with COVID-Like Symptoms

1. Stay home for at least 10 days since the onset of symptoms **AND** completed the Direct exposure quarantine time (Whichever is the later date)
2. At least 24 hours with no fever without the use of fever reducing medication **AND**
3. Symptoms have improved/resolved **AND**
4. A note from Parent/Guardian documenting the ill student or household contacts are without a fever without the use of fever reducing medication and symptoms have improved **AND**
5. The child has been cleared to return by the Building RN based upon IDPH guidance

Diagnosed COVID-19

An individual is diagnosed with COVID-19

I. Asymptomatic, No symptoms	J. Diagnosis, Symptoms
1. Home for 10 days since first positive COVID test AND 2. Must provide proof of COVID test with date AND 3. Complete one of the options below Option 1: The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the building RN OR Option 2 The family provides a release letter from the County Health Department to the building RN	1. Home for at least 10 days since symptom appeared AND 2. At least 24 hours fever-free <i>without fever reducing medication</i> AND 3. Symptoms have improved AND 4. Complete one of the options below Option 1: The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the building RN OR Option 2 The family provides a release letter from the County Health Department to the building RN

Previously tested positive for COVID-19 – New 1/13/2021

For those who have had prior diagnoses of COVID-19 confirmed by viral testing within 3 months, isolation and quarantine may not be needed. The table below describes various scenarios that may occur.

Status of Previous COVID-Positive Individual	Less than 90 days (3 months) from last Positive Test	Greater than 90 days (3 months) from last Positive Test
Refer for clinical evaluation if COVID-like symptoms are present?	YES	YES
Repeat COVID-19 test if COVID-like symptoms are present?	NOT Recommended Healthcare Provider may decide to test based on clinical assessment.	YES
Exclude from school if COVID-like symptoms are present?	Refer to Column C in Exclusion Guidance Decision Tree.	If COVID test positive: Refer to Column A in Exclusion Guidance Decision Tree. If COVID test negative: Refer to Column B in Exclusion Guidance Decision Tree.
Place in quarantine (for 14 calendar days) if named as a close contact to a known case of COVID-19?	No	Yes

Local Health Department Release Letters

The Local Health Department will issue a release letter if the individual is in the tracking system and fulfills the requirements below:

The County Health Department will issue a release letter if the individual is in the tracking system and fulfills the requirements below:

The quarantine release letter (for individuals who were directly exposed to an individual with COVID-19) is sent to the close contact who resides in Will/Kendall County if the following criteria are met:

- The close contact has been reported to Will/Kendall County Health Department (by a confirmed case or the school (if the case is a student or staff member of the school)) as a close contact
- They were responsive
- They complied with all monitoring
- They were symptom-free on their last day on monitoring in their Health Assessment
- They completed the required quarantine period

The isolation release letter (for individuals who were diagnosed with COVID-19) is sent to the case who resides in Will/Kendall County, if the following criteria are met:

- The case has been reported to the Local Health Department (by the school or through the Illinois' National Electronic Disease Surveillance System (I-NEDSS).
- They were responsive
- They complied with all monitoring
- They were symptom-free on their last day on monitoring in their Health Assessment
- They completed the required isolation period.

Frequent Asked Questions

Please visit ISBE, IDPH and CDC for up to date FAQs.

<https://www.isbe.net/Documents/IDPH-School-FAQs.pdf>

<https://www.isbe.net/Documents/FAQ-Part-3-Transition-Guidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

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