



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 2/18/2021

### Contents

Board Policies.....	3
What is Coronavirus? .....	4
Who is it currently impacted by Coronavirus the most? .....	4
COVID – 19 Communication Plan.....	4
COVID-19 Self-Certification Form – Updated 2/18/2021 .....	4
Prevent and Reduce Transmission Among Students and Staff.....	5
Steps students can take to protect themselves:.....	5
Recommended practices for .....	5
Use Best Practices .....	5
Students and staff will be provided with what they need to clean their hands.....	6
Building Safety Measures.....	6
General Building Safety Measures .....	6
Face Coverings (Entire Section Updated 2/18/2021) .....	6
Face Covering Accommodation Request .....	7
Cleaning and Disinfecting.....	7
Visitors to the building .....	7
Operations: Maintain a healthy work environment .....	7
Air Filtration System.....	8
Athletics and Activities.....	8
Remote Learning .....	8
School Trips.....	8
Transportation/Bussing .....	8
Masks, Self-Certification, and Safety .....	8

Seating on the Bus .....	8
Cleaning and Air Circulation.....	9
Bus Behavior .....	9
Food and Drink Procedures.....	9
Eating while in the building .....	9
Water Bottles.....	9
Snack Procedures.....	10
Meal Service during Remote Learning.....	10
Student Illness – Updated 2/18/2021.....	10
Students should stay home if they are sick .....	10
When a student is sick at school.....	11
Health Office .....	11
Screening Space .....	11
Students who are exhibiting COVID-19 Like Symptoms at school.....	12
Known Medical Conditions .....	12
Isolation Room .....	12
What is Contact Tracing? – Entire Contact Tracing Section Updated 2/18/21.....	13
Online Contact Tracing Form .....	13
Contact Tracing Team Responsibilities for the Online Contact Tracing Form .....	14
Documents required to be maintained for Contract Tracing Purposes.....	14
Overview of Contact Tracing Procedure – New 2/18/21.....	15
How to determine type of exposure – Entire Section Updated 2/18/21 .....	16
Who is Direct Exposure? .....	16
The building contact tracing team will contact trace the following to determine who is Direct Exposure.....	16
How to determine who is Indirect Exposure .....	16
Individual Diagnosed with COVID-19 (DC) –Entire Section Updated 2/18/21.....	16
DC - Building Contact Tracer Expectations for Student/ Becky Sipes for Staff.....	16
Individual with Direct Exposure –Entire Section Updated 2/18/21.....	17
DE - Building Contact Tracing Team Expectations .....	17
Individual School Building Closure or Entire School District Closure.....	17
IDPH Return to School Guidance –Updated 2/18/2021 .....	18
COVID Like Symptoms.....	18

Physician Confirmed Condition.....	18
Negative COVID 19 Diagnostic Test WITHIN 48 hours of symptom onset .....	18
with clinical evaluation .....	18
without clinical evaluation .....	18
Previously tested positive for COVID-19.....	19
Frequent Asked Questions.....	20

## 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.

## 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 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 is updated frequently to include information about Coronavirus.

<http://www.psd202.org/page/school-year-info>

## COVID-19 Self-Certification Form – Updated 2/18/2021

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](#)

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 grades Prek-8 who will be attending school in-person. High school students may complete the self-certification form themselves.

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



**Students experiencing ANY symptoms should stay home and not report to school.**

- If your child has any of the listed symptoms Contact the attendance office to inform them your child will be out sick. Make sure to share the symptoms with the school.
- If your child has been in contact with anyone with COVID-19 or has been diagnosed with COVID-19, you should complete the online [Student Contact Tracing Form](#)

## Prevent and Reduce Transmission Among Students and Staff

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.

### Steps students can take to protect themselves:

- Stay home if they are sick. Refer to the section [Student Illness](#) for additional information.
- 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 [\(Entire Section Updated 2/18/2021\)](#)

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). 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. All students will receive a reusable, washable face mask.

#### Face Coverings Do's

- Wash your hands or use hand sanitizer before putting on a mask.
- Put on your facemask so it fully covers your mouth and nose.
- [Gaitors can be worn as face coverings when there are two layers of fabric. CDC has updated guidance on this, based on additional science.](#)
- Remove your facemask touching ONLY the straps or ties and clean your hands again.
- Wash face coverings daily, dry in a dryer, and reuse
- Store face coverings between uses in a clean sealable paper bag or breathable container
- Only temporarily remove a face covering when...
  - When eating – if eating is permitted in the school setting
  - When outdoors and physical distancing of at least 6 feet can be maintained
  - When an individual has a face covering accommodation for mask breaks

#### Face Covering Don'ts

- DON'T wear your facemask under your nose or mouth.
- DON'T allow a strap to hang down.
- DON'T touch or adjust your facemask without cleaning your hands before and after.
- DON'T wear your facemask on your head, around your neck or around your arm.

- DON'T wear masks with exhalation valves or vents to help prevent the person wearing the mask from spreading COVID-19 to others.

Students 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. The only exception is students who have an approved face covering accommodation that allows for alternative options.

### Face Covering Accommodation Request

Students who cannot independently remove a face covering due to their age or a physical or intellectual disability may be entitled to accommodations to the requirement or may be exempt from the District's requirements to wear face coverings. In rare cases, staff or students with a medical condition that impacts their ability to breath at rest may also be entitled to accommodations regarding this requirement. A full version of the District Protocol – Face Covering Accommodations can be found at <http://www.psd202.org/documents/1602004706.pdf>

- A Face Coverings Accommodation Form must be completed, verified by a physician, and submitted to the building nurse for students and to A&P for staff
- 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.

- 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.
- All disinfectants will be stored in a responsible and appropriate manner according to the label.
- Dirty surfaces will be cleaned prior to disinfection.
- Custodial staff will disinfect touch points throughout the building and restrooms (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
- Staff will be provided with cleaning supplies so that employees can wipe down shared surfaces prior to use (copy machine, laminator, refrigerator, etc.)

### Visitors to the building

- Visitors to the building should be limited to an as required basis. When visits are required, contact between visitors and employees should be limited
- All visitors must complete a self-certify form indicating they are symptom free prior to entering the building
- Visitors should 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>

## Remote Learning

Please refer to the district Remote Learning plan found at: [SCHOOL INFORMATION IN-PERSON AND REMOTE LEARNING](#)

## 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.

## Transportation/Bussing

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
- 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.

## Food and Drink Procedures

### 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](#)

### Water Bottles

When returning to in-person learning, students will be allowed to bring one water bottle.

- The spigots on the water fountains have been disabled.
- Each building will have at least one water bottle filler available for student use.
- Students are permitted to bring one water bottle per day.
- Students may remove their face covering only when drinking. It must be immediately put back on when drinking is completed.

## Snack Procedures

Students will not be permitted to bring a snack to school unless they meet the criteria below:

- Students who require a snack for medical needs per their Medical Care Plan
- Students in specialized programs who may require a snack due to their individual needs or disability.
- Students who have specialized reasons for a snack that have been approved by the building principal.

Building administration will work with the appropriate school staff to create plan for students who may require access to a snack during the day. Social distancing should be maintained as much as possible.

Per the Illinois State Board of Education, schools are allowed to have a students eat in their classrooms when they are not wearing their masks. Per the CDC, children can eat outdoors or in classrooms, while maintaining social distance (at least 6 feet apart) as much as possible. Students who are approved to have a small snack during the day must follow the procedures below:

- Teachers and students must wash their hands with soap and water for 20 seconds or use a hand sanitizer that contains at least 60% alcohol before and after eating.
- Students may remove their face covering only when eating. It must be immediately put back on when snack is completed.
- Shared tables and chairs will be cleaned and disinfect between each use.
- Students will not be allowed to share food.
- If there are any food allergies in class, all students in the classroom will be expected to send in a snack that does not contain these allergens.

## Meal Service during Remote Learning

- Meal service will be provided to ALL children through age 18 on Wednesdays from 2:30 pm-6:00 pm. Families will receive one week's worth of breakfasts and lunches.
- Families needing food but unable to make these pickup times may contact 1.815.436.6270 to schedule an alternative pickup time.
- For more information, visit the district website: [Curbside Meal Service](#)

The service will be located at 9 total sites. \*Locations, dates, and times are subject to change\*

- Plainfield Central High School
- Plainfield East High School
- Plainfield North High School
- Plainfield South High 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

## Student Illness – Updated 2/18/2021

Students should stay home if they are sick

- If a student is sick, follow your school's absence procedure
- Make sure to list the symptoms your child is experiencing when you leave a message or speak to an attendance secretary

## Symptoms of COVID-19

- 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
  - Abdominal pain from unknown cause
- If your child is experiencing any symptoms of COVID-19, he/she cannot self-certify and should not attend school in person. If your child develops COVID-19 symptoms at school, he/she will be sent home from school and will need to follow the [IDPH Return to School Guidance](#) before returning to in-person school, athletics, or activities.
  - All other household members attending in-person learning must remain home. This includes employees of PSD202.
  - Household members will be cleared to return once the symptomatic student meets the return to school guidelines and is symptom-free. Household members must also be symptom free to return.
  - If the symptoms, continue for more than 2 days, we recommend you contact a physician
  - If your child has been in contact with anyone with COVID-19 or has been diagnosed with COVID-19 they should stay home and you should complete the online [Student Contact Tracing Form](#)

## 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 Guidance 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

## What is Contact Tracing? – Entire Contact Tracing Section Updated 2/18/21

This is a condensed version of the Contact Tracing Team’s Procedures

Contact tracing is used 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:

- Informing people with COVID-19 to isolate
- Interviewing/reviewing contact tracing form for people diagnosed with COVID-19 to identify everyone they had close contact with during the time they may have been infectious.
- Notifying contacts of their potential exposure and to quarantine
- Encouraging individuals who were directly exposed to an individual with COVID-19 to monitor for [signs and symptoms of COVID-19](#).

Each building has established a Contact Tracing Team that consists of:

- Build Administrator
- Building Nurse
- Building Secretary/Clerk

### Online Contact Tracing Form

- 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 be directed to complete the [Staff Contact Tracing Form](#)

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

1. Does anyone living in your household currently work or attend District 202 school, activities, or athletics in person?
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)?

If the parent answers no to both questions, the form will end with the following message:

*Thank you for starting a Student Contact Tracing form. At this time, District 202 schools are only doing contact tracing for students and staff currently in person at a District 202 building. Please contact the health department in the county where you live for more information on the next steps.*

If they answer yes to either question, the parent/guardian will be prompted to complete the form for the student who is diagnosed with COVID-19 or directly exposed to an individual with COVID-19.

**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.

If you are diagnosed with COVID-19, be prepared to share a list of other staff who may have been directly exposed to you. If you need to go back and edit your responses, you will receive an email link that you can use to edit your form.

#### Contact Tracing Team Responsibilities for the Online Contact Tracing Form

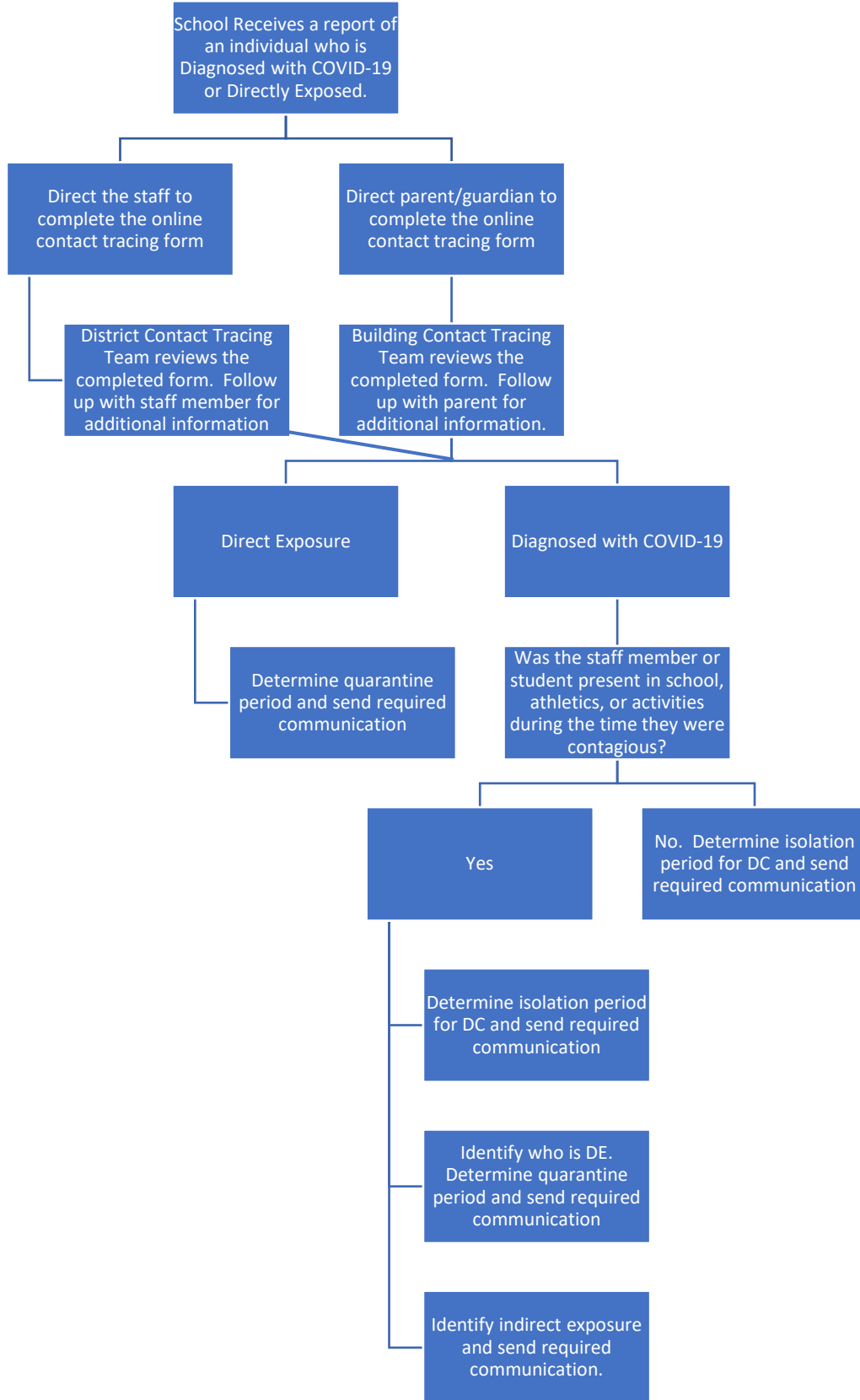
1. Contact Tracing teams will receive an email when the contact tracing form is completed.
2. All forms must be reviewed on the same workday they are received. An Administrator will review forms received after work hours.
3. Review the form and determine if/what additional information is needed.
4. Follow up with parent/guardian/staff member.
5. Determine tentative return date.
6. If the individual is diagnosed with COVID-19, follow the directions in [Individual Diagnosed with COVID-19 \(DC\)](#)
7. If the individual is directly exposed, follow the directions in [Individual with Direct Exposure](#)

#### Documents required to be maintained for Contact Tracing Purposes

**All documents must be accessible outside of the school day.**

- All classroom seating charts:
- Bus stop lists and seating charts
- Daily Attendance for each of the student's classes, athletics, activities, or related services
- Related Service Providers schedules and the students they serve and their seating chart for each group
- Athletics attendance and grouping

Overview of Contact Tracing Procedure – New 2/18/21





## How to determine type of exposure – Entire Section Updated 2/18/21

### Who is Direct Exposure?

1. Determine time frame individual was contagious:
  - a. Symptomatic:
    - i. 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.
    - ii. For example, if an individual started experiencing symptoms on Wednesday and was later diagnosed, we would contact trace anyone who was with that individual since Monday of the same week.
  - b. Asymptomatic:
    - i. People are at risk for exposure if they were with the individual during the 48 hours prior to the day they were tested for COVID-19.
    - ii. For example, if the individual was tested on a Thursday and got results on Saturday, we would contact trace anyone who was with the individual since Tuesday of the same week.
2. Determine who was considered to be a “close contact”. Consider stating: A close contact is anyone who was within 6 feet of a confirmed case of COVID-19 for a cumulative total of at least 15 minutes or more over a 24-hour period during the infectious period. 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).

The building contact tracing team will contact trace the following to determine who is Direct Exposure

- All of the student’s classes
- Transportation: either bus or carpool
- Athletics or activities
- Environment/Program
- Individual student needs
- Are there multiple individuals who are positive within the classroom/group/ Pod at the same time

### How to determine who is Indirect Exposure

Students and staff are considered to have indirect exposure if they:

- Are Not considered DE **and**
- Are present in any of the following (the same class, on the same bus, or in the same athletics or activities) on days the DC was present and contagious.

Those with Indirect Exposure

- Have no restrictions and should return to school or work
- Should continue to self-monitor daily prior to coming to school or work
- If person develops symptoms, he/she should contact his/her health care provider

## Individual Diagnosed with COVID-19 (DC) –Entire Section Updated 2/18/21

When the district receives a report that a staff member or student has tested positive for COVID-19 and the individual has been in a school building, **this individual will be referred to as Diagnosed COVID (DC)**. This is not for suspected cases or cases without confirmed test results.

### DC - Building Contact Tracer Expectations for Student/ Becky Sipes for Staff

1. If a parent or staff member directly informs an administrator, staff member, or RN that an individual was diagnosed with COVID-19, he/she should refer the staff or parent to the appropriate online contact tracing form

2. Ensure the individual who is diagnosed with COVID-19 (DC) is not in attendance at the school building.
  - a. If the DC is in school, send the staff member home or send the student to the isolation room with his/her belongings.
3. Enact plan to get student home safely and cannot be through using school transportation
4. The Building Contact Tracing Team will inform Christina Edwards and Mina Griffith if they have any
5. Complete the contact tracing procedure to determine who is [direct exposure](#) or [indirect exposure](#)
6. The following groups will receive communication from the building administration:
  - a. Family will receive the Diagnosed with COVID-19 letter within 1 workday of being informed that a student was diagnosed with COVID-19
  - b. Individuals who were directly exposed
  - c. Individuals who were indirectly exposed
  - d. Transportation
  - e. Building custodians, if a diagnosed individual was in the building during the time he/she was contagious.

### Individual with Direct Exposure –Entire Section Updated 2/18/21

The school receives information that an individual has direct exposure with an individual diagnosed with COVID-19 (less than 6 feet for 15 minutes or more over a 24-hour period utilizing two days before symptoms started.) **This individual will be referred to as the [Directly Exposed person \(DE\)](#).**

#### DE - Building Contact Tracing Team Expectations

1. If a parent or staff member directly informs an administrator, staff member, or RN that an individual was diagnosed with COVID-19, he/she should refer the staff or parent to the appropriate online contact tracing form
2. The Building Contact Tracing team will review the completed Student Contact Tracing form and contact the parent/guardian to gather any additional information needed. Becky will review the Staff Contact Tracing form
3. Ensure the individual who had direct exposure (DE) is not in attendance at the school building.
  - a. If the DE is in school, send the staff member home or send the student to the isolation room with his/her belongings.
  - b. Enact plan to get student home safely and cannot be through using school transportation
4. The following groups will receive communication from the building administration:
  - a. Family will receive the appropriate DE letter within 1 workday of being informed that a student was directly exposed to an individual with COVID-19
  - b. Transportation
5. The school will monitor the student's attendance based upon IDPH Guidelines.
6. Building RN will Follow up with family at day 2 and day 10 to see if the student developed symptoms or tested positive
  - a. If the student develops symptoms encourage the individual to get tested for COVID-19
  - b. If the student tests positive, have the parent/staff member complete a new contact tracer form. The team will need to start the DC process including a new letter.

### 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.

IDPH Return to School Guidance – Updated 2/18/2021

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 in the box listed below**.

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

COVID Like Symptoms	Physician Confirmed Condition
1. Stay home for 10 days since the onset of symptoms, <b>AND</b> 2. At least 24 hours with no fever <i>without the use of fever reducing medication</i> <b>AND</b> 3. Symptoms have improved/resolved <b>AND</b> 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 <b>AND</b> 2. A doctor’s note explaining an individualized plan of care for your specific medical concern. <b>AND</b> 3. 24 hours fever free <i>without the use of fever reducing medication</i> <b>AND/OR</b> 4. 24 hours of antibiotic treatment for contagious infections when appropriate

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

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

Probable COVID-19
<p>A probable case is an individual who meets the following criteria:</p> <ul style="list-style-type: none"> <li>• With COVID-like symptoms</li> <li>• Without a positive COVID-19 test</li> <li>• Known Direct Exposure to a confirmed case</li> </ul>
<p>1. Stay home for at least 10 days since the onset of symptoms <b>AND</b> completed the Direct exposure quarantine time (Whichever is the later date) <b>AND</b></p> <p>2. At least 24 hours with no fever without the use of fever reducing medication <b>AND</b></p> <p>3. Symptoms have improved/resolved <b>AND</b></p> <p>4. Be cleared to return by the Building RN based upon IDPH guidance</p>

Diagnosed COVID-19	
An individual is diagnosed with COVID-19	
Asymptomatic, No symptoms	Diagnosis, Symptoms
<p>1. Home for 10 days since first positive COVID test <b>AND</b></p> <p>2. Must provide proof of COVID test with date <b>AND</b></p> <p>3. Complete one of the options below</p> <p><b>Option 1</b> The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the Building RN <b>OR</b></p> <p><b>Option 2</b> The family provides a release letter from the County Health Department to the Building RN</p>	<p>1. Home for at least 10 days since symptom appeared <b>AND</b></p> <p>2. At least 24 hours fever-free <i>without fever reducing medication</i> <b>AND</b></p> <p>3. Symptoms have improved <b>AND</b></p> <p>Complete one of the options below</p> <p><b>Option 1</b> The family can complete a Student Release from Isolation/Quarantine Questionnaire (Google Form). Form is approved by the Building RN <b>OR</b></p> <p><b>Option 2</b> The family provides a release letter from the County Health Department to the Building RN</p>

### Previously tested positive for COVID-19

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

District 202 COVID-19 Plan – Updated 2/18/2021

## Frequent Asked Questions

Visit the District 202 Website for up to date FAQ: <https://www.psd202.org/documents/1611190924.pdf>

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>