



## District 202 COVID-19 Parent Handbook

Beginning with the 2021-22 school year, all schools must resume fully in-person learning for all student attendance days.

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 8/17/2021**

### Contents

<b>District 202 – COVID-19 Staff Handbook</b> .....	1
Board Policies.....	3
COVID – 19 Communication Plan <b>Updated 8/10/21</b> ..	4
Prevent and Reduce Transmission Among Students and Staff.....	4
COVID-19 Self-Certification and Attendance – <b>Updated 8/10/21</b> .....	4
Student Illness - Students should stay home if they are sick .....	4
When a student is sick at school.....	5
Building Safety Measures –.....	5
General Building Safety Measures.....	5
Cleaning and Disinfecting .....	5
Maintain a healthy work environment.....	5
Air Filtration System .....	5
Improved Air Filters .....	5
Hand and Respiratory Hygiene: .....	6
Physical Distancing - <b>Updated 8/10/21</b> .....	6
Vaccination – <b>New 8/10/21</b> .....	6
Sharing Student/Staff Vaccination Information ....	7
COVID-19 Testing – <b>New 8/10/21</b> .....	7

Face Masks - <b>Updated 8/17/21</b> .....	7
Exceptions to Universal Face Masks <b>New 8/10/21</b> ..	8
Face Shields – <b>New 8/10/21</b> .....	8
Face Mask Accommodation Request – <b>Updated 8/10/21</b> .....	9
Visitors to the building.....	9
Athletics and Activities .....	9
Remote Learning - <b>Updated 8/17/21</b> .....	9
<b>Staff Expectation for Remote Instruction</b> .....	10
<b>Homebound Instruction – New 8/17/2021</b> .....	10
Transportation/Bussing - <b>Updated 8/10/21</b> .....	10
Masks, Self-Certification, and Safety .....	10
Seating on the Bus .....	10
Cleaning and Air Circulation .....	11
Bus Behavior .....	11
Food and Drink Procedures - <b>Updated 8/10/21</b> .....	11
Lunch and Snack .....	11
Water Bottles.....	12
Health Services - <b>Updated 8/10/21</b> .....	12
Health Office .....	12
Screening Space.....	12
Students who are exhibiting COVID-19 Like Symptoms at school - <b>Updated 8/10/21</b> .....	12
Area for Symptomatic Students - <b>Updated 8/10/21</b> .....	12
Overview of Contact Tracing Procedure.....	14
What is Contact Tracing?.....	15
Online Contact Tracing Form .....	15
Contact Tracing Team Responsibilities for the Online Contact Tracing Form .....	15
Documents required to be maintained for Contract Tracing Purposes.....	16
How to determine type of exposure – <b>Updated 8/10/21</b> .....	16
Who is Direct Exposure?.....	16

The building contact tracing team will contact trace the following to determine who is Direct Exposure .....16

Individual Diagnosed with COVID-19 (DC) .....17

DC - Building Contact Tracer Expectations for Student/ District Office for Staff .....17

Individual with Direct Exposure – Updated 8/10/21 .....17

DE - Building Contact Tracing Team Expectations.....17

IDPH Return to School Guidance .....19

Guidelines for Ending a Quarantine Early for a DE – Updated 8/10/21 .....20

Student Early Quarantine Guidelines .....20

Quarantine Guidelines for Vaccinated Individuals – New 8/10/21 .....20

Previously tested positive for COVID-19.....21

Frequent Asked Questions – Updated 8/10/21 .....21

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. Lane 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
- Curtis Alsip, Assistant Director of Maintenance and Grounds
- Sheryl Szczesniak, Lead RN
- Local emergency and health departments – consultative
- District committees - consultative

## Board Policies

The following Board Policies directly address this topic:

- 4:130, Free and Reduced-Price Food Services
- 4:180, Pandemic Preparedness

## COVID – 19 Communication Plan Updated 8/10/21

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 website is updated frequently to include information about Coronavirus. Please visit the [School Health, Safety, and COVID-19 Information](#) page on the District website.

## Prevent and Reduce Transmission Among Students and Staff

Per ISBE and IDPH, schools must implement layered prevention strategies to the greatest extent possible.

Prevention strategies include:

- Promote and/or provide COVID-19 immunization for all eligible staff and students.
- Encourage individuals who are sick to stay home and get tested for COVID-19.
- Improve ventilation to reduce the concentration of potentially virus-containing droplets in schools' indoor air environments.
- Clean and disinfect surfaces in schools to maintain healthy environments.
- Promote and adhere to hand hygiene and respiratory etiquette.
- Facilitate physical distancing. Schools should configure their spaces to provide space for physical distancing to the extent possible in their facilities.
- SARS-CoV-2 testing for diagnostic testing for suspected cases, close contacts, and during outbreaks, as well as screening testing for unvaccinated staff and students according to the CDC's testing recommendations.
- Consistent and correct universal indoor mask use, contact tracing, isolation, and quarantine.

## COVID-19 Self-Certification and Attendance – Updated 8/10/21

All District 202 staff and students must have a signed Annual Self-Certification Commitment Form. Link to the [student](#) form is: <https://www.psd202.org/forms/covid.php>

The parent/guardian must log in with the student's email address and password. Families that have multiple students must complete the form for one student and then click the link to enter the email address of another student.

## Student Illness - 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 of 100.4 F or higher
- New onset of moderate to severe headache
- Shortness of breath
- New Cough
- Sore throat
- Vomiting
- Diarrhea
- New loss of taste or smell
- Fatigue from unknown cause
- Muscle or body aches from an unknown cause

If your child is experiencing any symptoms of COVID-19, they 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 [non-vaccinated](#) 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, 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. [Symptomatic student room](#)

## Building Safety Measures –

### General Building Safety Measures

- All classrooms are equipped with hand sanitizer
- All classrooms are equipped with disinfectant spray
- Floor decals, including directional arrows and stand here for social distancing may be used in buildings, as needed.
- Traffic patterns have been established to assist with one-way student traffic, when possible
- Plastic partitions may be in classrooms and areas where staff and students may need to be less than 3ft apart (ie. Main office, related service providers, ELL, reading specialists, PreK, Kdg., etc.)

### Cleaning and Disinfecting

The district will follow the [Guidance for Cleaning and Disinfecting](#) to implement and maintain 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

## Maintain a healthy work environment

### Air Filtration System

Per the CDC, ventilation is one component of maintaining a healthy environment and is an important COVID-19 prevention strategy for schools. The District Maintenance department regularly monitors ventilation systems throughout the district on a regular schedule. The District follows the [CDC guidelines for ventilation in schools](#).

### Improved Air Filters

- All air handling units in the district were upgraded from MERV 8 to MERV 13. The MERV 11 is the highest MERV rating that can be used due to the design specifications of the unit vent motor and it's capabilities

- MERV rating stands for Minimum Efficiency Reporting Value. The higher the MERV rating the SMALLER the particle it catches. A MERV 8 filter is 20% efficient catching a 0.3-1-micron particle, a MERV 11 filter is 85% efficient and a MERV 13 is over 90% efficient.
- Studies find that the COVID 19 particle is attaching itself to these 0.3-1-micron particles and going downstream. That is why using the new filters is very important in combating the virus and improving indoor air quality.

### Hand and Respiratory Hygiene:

- Wash 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. Key times for students and staff to clean their hands include:
  - Before and after school/work shifts
  - Before and after 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 masks
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Cover your 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.
- Watch the handwashing video in class <https://www.cdc.gov/handwashing/videos.html>
- Post CDC resources such as posters with messages for staff and students. Refer to the district website or the intranet for additional resources.

### Physical Distancing - Updated 8/10/21

- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk.
- When it is not possible to maintain a physical distance of at least 3 feet, it is especially important to layer multiple other prevention strategies.

### Vaccination – New 8/10/21

Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Students and staff who are fully vaccinated with no COVID-19 like symptoms do not need to quarantine or be restricted from school or extracurricular activities.

- The District encourages individuals who are eligible to get the vaccine. The vaccine is NOT required
- Achieving high levels of COVID-19 vaccination among eligible students as well as teachers, staff, and household members is one of the most critical strategies to help schools safely resume full operations.
- People 12 years and older are now eligible for COVID-19 vaccination.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.

## Sharing Student/Staff Vaccination Information

- Any information about vaccinations will be optional for the parent/guardian/staff member to submit. This information will be confidential, similar to other immunization and health status information.
- The District may ask parents/guardians for proof of vaccination in specific circumstances (i.e. contact tracing)
- Parents/guardians are encouraged to complete a confidential [Vaccine Status Form](#) if their child is vaccinated
- Parents/guardians are encouraged to submit a copy of their child’s vaccine card on the [Vaccine Status Form](#) or turn in a copy of their child’s vaccine card to RN office.

## COVID-19 Testing – New 8/10/21

Per the CDC, screening testing identifies infected people, including those with or without symptoms (or before development of symptoms) who may be contagious. In K-12 schools, screening testing can help promptly identify and isolate cases, quarantine those who may have been exposed to COVID-19 and are not fully vaccinated and identify clusters to reduce the risk to in-person education.

- District 202 is currently researching COVID-19 screening testing.
- All COVID-19 screening testing would require parent/guardian consent.

## Face Masks - Updated 8/17/21

August 4, 2021, Governor Pritzker announced an Executive Order requiring that masks be worn inside school buildings by teachers, staff, students, and visitors of Pre-K-12 schools, regardless of vaccination status. This Order supports safe in-person learning. Local boards of education, schools, and school districts do not have the authority to deny the Governor’s Executive Order requiring universal indoor masking in schools.

District 202 will comply with the governor's Executive Order to ensure the health, safety, and well-being of all students, staff, families, and the community. All staff and students are required to wear face mask during the school day and while on transportation (school busses). Face masks 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 mask without assistance, and on rare occasions, individuals with severe breathing problems at rest.

The face mask should have two or more layers to stop the spread of COVID-19 and should be worn over the nose and mouth, be secured under the chin, and should fit snugly against the sides of the face without gaps. Reusable face masks should be machine washed or washed by hand and allowed to dry completely after each use. For additional information, see CDC guidance for wearing masks. Students who do not have a face mask will be provided one by the district.

A full version of the District 202 Protocol – Student Face Masks and Accommodations can be found at <https://www.psd202.org/page/2020-21-covid>

Staff are encouraged to schedule opportunities for mask breaks for students including recess, lunch, outdoor PE, and other opportunities, outdoors, when available.

### Face Mask 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 masks when there are two layers of fabric.

- DO remove your face mask touching ONLY the straps or ties, and clean your hands again.
- Wash face masks daily, dry in a dryer, and reuse
- Store face Masks between uses in a clean sealable paper bag or breathable container
- Only temporarily remove a face Mask 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 Mask accommodation for mask breaks

#### Face Mask 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.
- Masks with exhalation valves or vents should NOT be worn to help prevent the person wearing the mask from spreading COVID-19 to others.

Students who refuse to wear a face mask in the school building, on the school bus or other school activity where face Masks are required will be subject to discipline and may be suspended from school, transportation, and other school activities. The only exception is students who have an approved face mask accommodation that allows for alternative options.

Staff who refuse to wear a face mask in the school building or other school activity where face masks are required may be subject to discipline for non-compliance. The only exception is staff who have an approved face mask accommodation that allows for alternative options.

#### Exceptions to Universal Face Masks **New 8/10/21**

Per ISBE and IDPH, there are some exceptions to universal consistent use of face masks include the following limited situations:

- When eating.
- For staff when alone in classrooms or offices with the door closed.
- For fully vaccinated staff when meeting with other fully vaccinated staff outside of settings where unvaccinated persons are present.
- For staff and students when they are outdoors. However, particularly in areas of substantial to high transmission, staff and students who are not fully vaccinated should wear a mask in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.
- For individuals who are approved for a Face Mask Accommodation. See below.

#### Face Shields – **New 8/10/21**

Face shields do not provide adequate source control because respiratory droplets may be expelled from the sides and bottom. They may only be used as a substitute for face masks in the following limited circumstances:

- Individuals who are approved to wear a face shield as a Face Mask Accommodation. See Below.
- Teachers needing to show facial expressions where it is important for students to see how a teacher pronounces words (e.g., English Learners, early childhood, world language, etc.).
  - However, teachers will be required to resume wearing face masks as soon as possible.



- Preferred alternatives to teachers wearing face shields include clear face masks or video instruction.
- There must be strict adherence to physical distancing when a face shield is utilized in lieu of a face mask.

### Face Mask Accommodation Request – Updated 8/10/21

Students may be entitled to accommodations to the universal face mask requirement or may be exempt from the requirement to wear a face Masks. This may include:

- Individuals with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions
- Individuals with an intellectual, developmental, cognitive, or psychiatric disability that affects the person’s ability to understand the need to remove a mask if breathing becomes obstructed
- Individuals with a contraindication that prevents them from wearing a face mask.

Individuals who meet the criteria above may apply for a Face Mask Accommodation. Accommodations may include mask breaks, the option to wear a face shield in lieu of a face mask, or a full mask exemption in rare circumstances. Families who want to request a face Mask accommodation should contact the building nurse.

- A Face Masks 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 Mask 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.

A full version of the District 202 Protocol – Student Face Masks and Accommodations can be found at <https://www.psd202.org/page/2020-21-covid>

### Visitors to the building

- All visitors are required to wear face masks 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 mask)
- 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 be symptom free prior to entering the building

### 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](#) and the [IDPH Sports Safety Guidance](#).

### Remote Learning - Updated 8/17/21

Beginning with the 2021-22 school year, District 202 will resume fully in-person learning for all student attendance days. Remote instruction will be made available for students **only while they are under quarantine** consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health. This includes students who

- have not received a COVID-19 vaccine or
- are not eligible for a COVID-19 vaccine or
- are exhibiting COVID-19 like symptoms and are not permitted to attend school

District 202 offers remote instruction through Google Classroom for students who are sick from school and those who are required to quarantine.

Remote Instruction is:

- Daily assignments are posted by teachers in Google Classroom
- Instruction is asynchronous. Asynchronous instruction allows students to view and complete the work on their own schedule. It is NOT live instruction on Google Meets or Zoom
- Students may e-mail their classroom teacher for support on coursework.

Staff Expectation for Remote Instruction

- Ensure that all students have a general knowledge of how to use Google Classroom, in the event that they are quarantined
- Maintain Google classroom
- Post work daily for students who are quarantined or sent home with symptoms
- If using digital instruction tools, such as videos, post the videos
- Check email daily and respond promptly to student or parent questions related to remote instruction
- If needed, set up a time to conference with the student or parent regarding remote instruction.

Homebound Instruction – New 8/17/2021

There are situations in which a student is unable to attend school due to a medical need and the provision of homebound tutoring services may become necessary. Students may qualify for homebound services when the medical condition is of such a nature or severity that the student cannot attend school. Homebound instruction is not the same as remote learning. For more detailed information about homebound services, visit the district website at <https://www.psd202.org/page/homebound>

Transportation/Bussing - Updated 8/10/21

Per ISBE and IDPH, there is no recommended capacity limit for school transportation. Bus drivers will facilitate physical distancing to the extent possible, given the space available.

Masks, Self-Certification, and Safety

- All individuals are required to wear a face mask on the bus, unless approved by the district for a Face Mask Accommodation
- Additional masks will be available for students who do not have one
- 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

Seating on the Bus

- Seating charts will be established and maintained for contact tracing purposes
- Social distancing will be maintained as much as possible

## Cleaning and Air Circulation

- Drivers will sanitize/disinfect daily 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

- There is no eating or drinking allowed on 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 - Updated 8/10/21

### Lunch and Snack

Lunch will be served daily. It will primarily take place in the school cafeteria/lunchroom. Schools will maximize physical distance as much as possible when students are moving through the food service line and while eating.

This year, District 202 and Aramark will provide free breakfast and lunch to all interested K-12 grade students. The United States Department of Agriculture will pay for all meals. Students will be given two choices at the elementary level and three choices at middle school and high school. Meals will not be individualized, and ala carte items will not be offered at the start of the school year.

- Students may remove their face mask only when eating. It must be immediately put back on when eating is completed.
- Students will be spaced approximately 3 feet apart.
- In the event that a lunch period has too many students to be appropriately social distanced, some students may have to eat in alternative locations such as a classroom or open area in the building.
- Social distancing should be maintained as much as possible.
- Teachers and students must either wash hands or use a hand sanitizer that contains at least 60% alcohol before and after eating.
- Shared tables and chairs will be cleaned and disinfected 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. In the event that lunch may need to take place in a classroom, all efforts will be made to try to not hold lunch in classrooms where a student has a food allergy.

## Water Bottles

- When returning to in-person learning, students will be allowed to bring one water bottle.
- 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 mask only when drinking. It must be immediately put back on when drinking is completed.

## Health Services - Updated 8/10/21

### Health Office

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 3-6 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 symptomatic student room. Any student who develops symptoms listed in the IDPH School Screener while at school will be sent to the symptomatic student room and sent home.

### Students who are exhibiting COVID-19 Like Symptoms at school - Updated 8/10/21

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. Per IDPH, students should be sent home or denied entry if any COVID-19 symptoms are present. Students who are sent home or denied entry due to COVID-19 symptoms will be provided with remote learning. Per ISBE and IDPH, schools will use a tracking process to maintain ongoing monitoring of individuals excluded from school because they have COVID-19 like symptoms.

- 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.

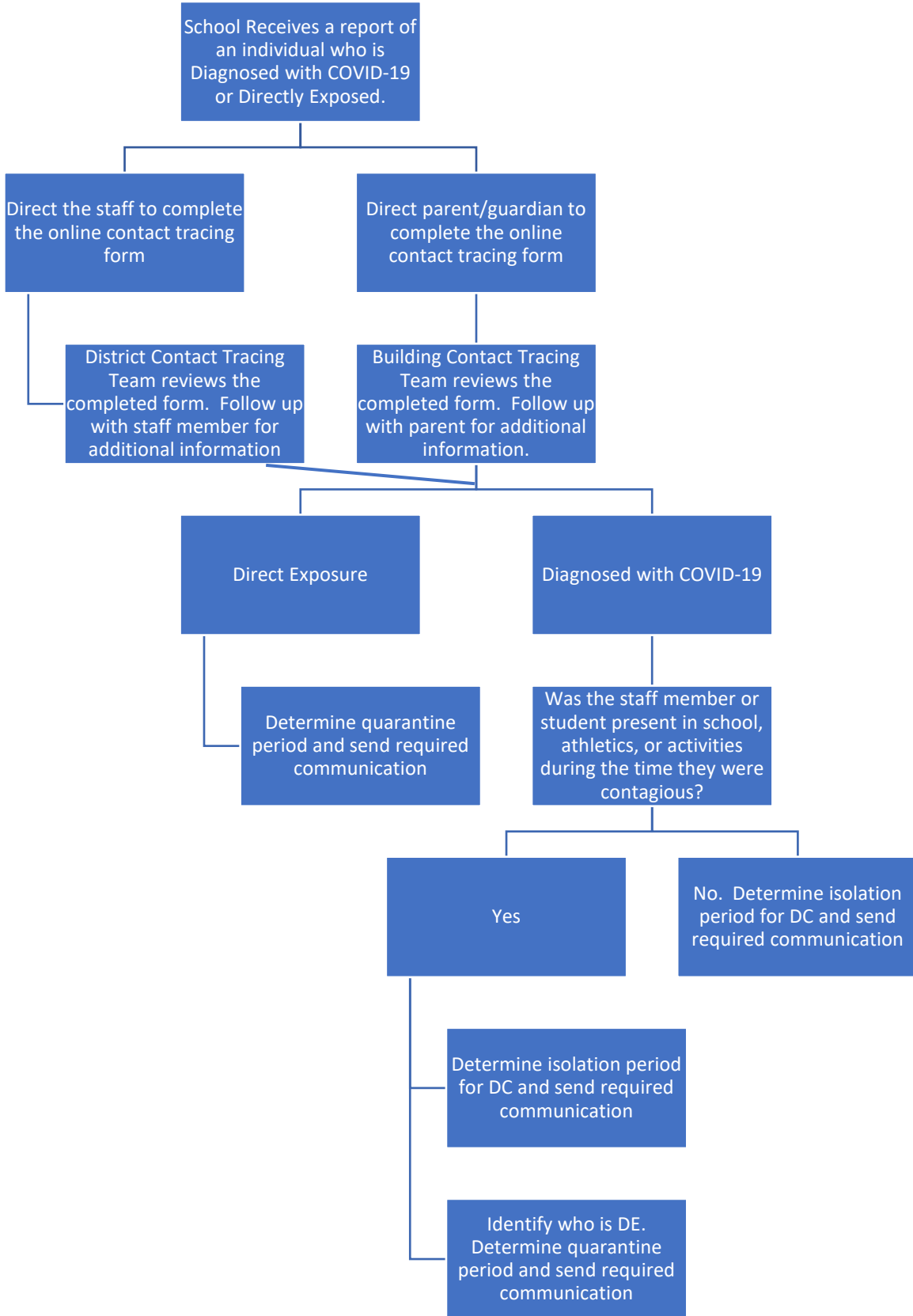
### Area for Symptomatic Students - Updated 8/10/21

**When space is available, it is highly recommended** that each school has 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 separate sick people with a contagious disease from people who are well. Schools must immediately separate any student who presents with COVID-19 symptoms while at school and isolate them from others until the student can be picked up.

The Symptomatic Student 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 3-6 feet away
- Only essential staff and students assigned to the space may enter the room

### Overview of Contact Tracing Procedure



## What is Contact Tracing?

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. Per ISBE and IDPH, school are required to comply with contact tracing, in combination with isolation and quarantine. Contact tracing 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](#)

**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. When possible, 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 Contract Tracing Purposes

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

- All classroom seating charts:
  - Students and staff MUST adhere to the 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

### How to determine type of exposure – Updated 8/10/21

#### 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”. An individual not fully vaccinated against COVID-19 who was with an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Distance varies, see below.
  - a. In school, an individual is considered to be a “close contact” if both contacts were wearing masks and were less than 3 feet apart.
  - b. If one individual is not wearing a mask (such as an individual with a face accommodation approval) then a “close contact” is less than 6 feet apart.
  - c. Individuals who are solely exposed to a confirmed case while outdoors should not be considered close contacts.
3. Fully vaccinated individuals who are in less than 3 feet apart from an individual diagnosed with COVID-19 will be noted for monitoring purposes.
4. Athletics/Activities: Teammates and opponents, and music class participants may be assessed for contact less than 15 minutes.

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
- Individual student needs
- Are there multiple individuals who are positive within the classroom/group/ Pod at the same time

### Individual Diagnosed with COVID-19 (DC)

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/ District Office 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 symptomatic student 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 District Health Services if they have any positive cases that were in attendance in school, athletics, or activities ASAP.
5. Complete the contact tracing procedure to determine who is [direct 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 – no ride list
  - e. Building custodians, if a diagnosed individual was in the building during the time he/she was contagious.

### Individual with Direct Exposure – Updated 8/10/21

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 **non-vaccinated** 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 symptomatic student 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 **Non-Vaccinated or Vaccinated** DE letter within 1 workday of being informed that a student was directly exposed to an individual with COVID-19
  - b. Transportation – no ride list
5. Monitor 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.
- 7. If the vaccinated individual who was exposed to COVID-19 later develops symptoms, they will be required to quarantine.**

## IDPH Return to School Guidance

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
<b>Negative COVID 19 Diagnostic Test WITHIN 48 hours of symptom onset</b>	
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
<b>Probable COVID-19: A probable case is an individual who meets the following criteria:</b>	
<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>	
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> 2. At least 24 hours with no fever without the use of fever reducing medication <b>AND</b> 3. Symptoms have improved/resolved <b>AND</b> 4. Be cleared to return by the Building RN based upon IDPH guidance	
<b>Diagnosed COVID-19: <u>An individual is diagnosed with COVID-19</u></b>	
Asymptomatic, No symptoms	Diagnosis, Symptoms
1. Home for 10 days since first positive COVID test <b>AND</b> 2. Must provide proof of COVID test with date <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. Home for at least 10 days since symptom appeared <b>AND</b> 2. At least 24 hours fever-free <i>without fever reducing medication</i> <b>AND</b> 3. Symptoms have improved <b>AND</b> 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

Direct Exposure - DE		
Direct Exposure (DE) with an individual who is a confirmed or probable COVID-19 case		
** Refer to Guidelines for Ending a Quarantine Early for a DE		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

Guidelines for Ending a Quarantine Early for a DE – Updated 8/10/21

Students and staff can end a period of quarantine earlier than 14 days after direct exposure to an individual diagnosed with COVID-19 **if** they meet the following criteria and submit evidence to the building RN. **A 24-day quarantine may not end earlier than 24 days.**

When a student or staff member is required to quarantine due to direct exposure, the contact tracer gives the staff member/family the following:

- Updated direct exposure letter with directions on criteria to reduce the 14-day quarantine to 10 days (or 7 if staff member)
- Symptom tracking form

Student Early Quarantine Guidelines

<b>Unvaccinated or Partially Vaccinated Students:</b> Can return after 10 days if:	
Criteria	Evidence to submit to Building Contact Tracing Team
Have not had any COVID-like symptoms since the direct exposure date.	Complete the Symptom Tracking form for students
Are able to maintain social distancing and mask wearing at all times when returning	Complete the Return from Isolation Quarantine Form for Students (provided by the building contact tracing team)

Quarantine Guidelines for Vaccinated Individuals – New 8/10/21

Individuals are considered fully vaccinated when:

- Greater than 2 weeks after they received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or
- Greater than 2 weeks after they received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen)

Per the CDC and IDPH, fully vaccinated individuals:

- Can refrain from quarantine following a known exposure, if asymptomatic
- In order to refrain from quarantine following exposure in the school setting, staff or parent/guardian of the student must provide the following:
  - A copy of the individual’s CDC- COVID-19 Vaccination Record Card.
  - Vaccination Card must be filled out including: Name, DOB, and date each dose was received.
- It is recommended, but not required, that fully vaccinated individuals test three to five days after a close contact exposure to an individual with COVID-19.

If symptomatic, fully vaccinated individuals should:

- Get tested if experiencing COVID-19 symptoms.
- Get tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- Isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing COVID-19 symptoms.

### 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

### Frequent Asked Questions – Updated 8/10/21

#### Who will receive letters if someone is diagnosed, directly exposed, or indirectly exposed?

Letters are sent to staff for a variety of reasons and circumstances. Each case is unique and follow up is based on the circumstances and the guidance from the local health department at the time of the situation. **Indirect exposure letters will NOT be sent.** Currently, letters are sent in the following situations:

1. If staff or student is **diagnosed** positive for COVID-19 and were in person for school, athletics, or an activity during the window of time when they were contagious, the following people will receive a letter:
  - a. The individual diagnosed will receive their own specific letter and be required to quarantine

- b. Anyone who was considered close contact during the time period the individual was contagious will receive a Direct Exposure letter and be required to quarantine. Close contact is within 6ft or less of the individual for a total of 15 min. in one day.
  - c. Custodians will receive a Custodial Indirect Exposure letter and do not need to quarantine
2. If staff were determined to be in **Direct Exposure** to an individual diagnosed or probable for COVID-19
  - a. The individual who was directly exposed to an individual with COVID-19 will receive a letter and be required to quarantine
  - b. Letters are not sent to anyone else if an individual is only considered Direct Exposure. This is typically for staff or students who were directly exposed out of work

**If a student is sick and can't attend in-person school, can they attend remotely?**

Remote learning will only be made available for students **only while they are under quarantine** consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health. This includes students who

- have not received a COVID-19 vaccine or
- are not eligible for a COVID-19 vaccine or
- Students who have COVID-19 like symptoms and are not permitted to attend school

The District will follow the requirements set forth by the Illinois State Board of Education (ISBE) as they relate to remote learning.

**When should I complete the District Contact Tracing Form?**

Families should complete the form ASAP if their child has been diagnosed or directly exposed to someone with COVID-19. It is critical for families to complete the form quickly if they are diagnosed in order to start the contact tracing process and to determine if any staff or students have been directly exposed and need to quarantine.

**What if a student/staff member was a Direct Exposure and is now positive?**

The parent/staff member will need to complete a new Contact Tracing Form indicating the positive diagnosis.

**Why do I have to quarantine if I was directly exposed at school, we are all wearing our masks?**

Individuals who were in close contact with a diagnosed individual during the time period the individual was contagious are required to quarantine. **In schools, close contact is within 3ft or less of the individual for a total of 15 min. total in one day, if both individuals are wearing a mask.** In some cases, the local health department has recommended that individuals quarantine, even if they were not in close contact with the diagnosed individual, if there are unique circumstances.

Masks offer some protection to you and are also meant to protect those around you, in case you are unknowingly infected with the virus that causes COVID-19. A mask is NOT a substitute for social distancing. Masks should still be worn in addition to staying at least 3 feet apart in schools. For more information about mask wearing, please visit the [CDC website](https://www.cdc.gov).

**Do I need to quarantine if I have been in close contact to someone who has been directly exposed to someone with COVID-19?**

Contacts of a person who is a close contact to a COVID-19 case (i.e., contacts to contacts) do not need to self-quarantine unless they develop symptoms or if the person identified as the close contact develops COVID-19. They should, however, monitor themselves closely for symptoms of COVID-19 and if they become symptomatic, self-isolate and seek medical evaluation/testing.

**I know that someone I was in close contact at school with an individual who was diagnosed with COVID.**

**Why wasn't I contacted to quarantine?**

Anyone who was considered close contact during the time period the individual was contagious will receive a Direct Exposure letter and be required to quarantine. Close contact is within 6ft or less of the individual for a total of 15 min. in one day. If you were in close contact with the individual during a time that he/she was not considered contagious, you would not be contacted.

**Visit the District 202 Website for up to date FAQ:** <https://www.psd202.org/page/2122backtoschool>

**Please visit ISBE, IDPH and CDC for up-to-date information and FAQs. Click on the link for more info.**

- [ISBE Coronavirus \(COVID-19\) Updates and Resources](#)
- [IDPH Frequently Asked Questions](#)
- [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
- [IDPH Guidance for COVID-19 Prevention in K-12 Schools](#)
- [Centers for Disease Control and Prevention \(CDC\) FAQ](#)