



THOMAS | GREENBRIER | IVY HILL | OLIVE | PATTON
SOUTH | DRYDEN | WESTGATE | WINDSOR

Friday, August 7, 2020

Dear Arlington Heights School District 25 Families:

We are looking forward to the beginning of the 2020-2021 school year and welcoming our students back in a safe and healthy manner. We know, however, that this school year will look different than those of the past. We are dedicated to opening school to the greatest extent possible while prioritizing the health and safety of our students and employees. Our success as a school district will require all of us, school employees and families, to work together. We will need to adhere to the safety guidelines of our partner health organizations, be flexible, presume positive intent, and be ready to deal with the unknown.

Arlington Heights School District 25 (AHSD25) is implementing a *Transitional Model of Reopening* the school year. This model is based on the goal of bringing our students and staff together, returning to in-person learning through a safe and gradual process. There are 4 steps to this model.

- Step 1 All Students Remote Learning
- Step 2 Remote Learning with Gradual Return
- Step 3 2-day/3-day Hybrid Schedule
- Step 4 All Students In-Person Learning

The *Transitional Model of Reopening* is based on the public health information available at this time. The plan will be adjusted as new data and guidance from the Illinois State Board of Education, Illinois Department of Public Health, Centers for Disease Control and other public health officials is received and reviewed by the Transition Advisory Committee (TAC). This committee consists of staff, parents, and Board of Education members. The TAC will make recommendations to the Superintendent and Board of Education to help determine the timeline of transitioning students back to in-person learning. The committee schedule is below:

TAC Announcement to Community	TAC Date of Possible Step Movement
September 4	September 8
September 11	September 21
October 2	October 12
October 23	November 2
November 6	November 16
December 4	December 14
January 8	January 19



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All updates will be posted online at www.sd25.org/COVID19 and shared with our families and employees. As a district, we are preparing for a variety of fluid scenarios and, as always, we are committed to keeping you informed every step of the way.

Please read through the comprehensive information in this booklet. We will update this booklet as information changes and mark all changes with the **updated date in red**.

We are all eager to resume teaching and learning. Together, we can maneuver the many changes we are sure to experience during this school year. Thank you for all of the flexibility you've already shown, and for the continued support you will provide to your students, their teachers, and your neighbors.

Sincerely,

Lori D. Bein, Ed.D.
Superintendent



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ILLINOIS STATE GUIDANCE

The Illinois State Board of Education released the following minimum public health requirements that all schools must meet as they create local reopening plans in Phase 4.

The guidance advised the following.

- In-person instruction is strongly encouraged, but districts must plan for fluid movement between in-person instruction and remote instruction pending a resurgence of the virus;
- Districts must prepare an alternative option for students with elevated health risks when it is hosting in-person instruction;
- The use of appropriate personal protective equipment (PPE), including face masks, is required;
- More than 50 individuals gathering in one space is prohibited;
- Require 6-foot social distancing be observed to the greatest extent possible;
- Schools must conduct symptom screenings and temperature checks, or have individuals self-certify that they are free of symptoms before entering school buildings (see Self- Screener);
- Districts must increase cleaning and disinfection protocols.

Face Coverings and P.P.E

Arlington Heights District 25 does understand that physical distancing may not be possible for all circumstances. Staff and students will be required to properly wear a nose and mouth covering in all areas, including when walking to the restroom, in hallways, in common areas or outside of your classroom or work area. Gloves, face shields, or other PPE must be used as needed when assisting students requiring close contact.

Hand Hygiene

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff and students should clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer may be used. Staff and students should avoid touching their mouth, eyes, or nose as much as possible. Staff and students must hand sanitize upon entering the classroom each time and before and after lunch. Hand sanitizer will be provided by the District. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students.



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AHSD25 COVID-19 SELF SCREENER

All AHSD25 students and employees must complete the self-screening questions listed below each morning prior to reporting to school.

District 25 is going to operate under the following assumption:

If an employee decides to come to school that employee is confirming that every response to the following self-screening questions is "NO".

If a student attends school, a parent is confirming that every response to the following self-screening questions is "NO".

People with COVID-19 have had a wide range of reported symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Have you experienced ANY of the currently known symptoms of COVID-19 below in the past 24 hours?

- | | |
|--|--------------|
| 1. Fever (Temperature greater than 100.4 degrees F/38 degrees C): | YES __ NO __ |
| 2. Cough: | YES __ NO __ |
| 3. Shortness of Breath or Difficulty Breathing: | YES __ NO __ |
| 4. Chills: | YES __ NO __ |
| 5. Fatigue: | YES __ NO __ |
| 6. Muscle and Body Aches: | YES __ NO __ |
| 7. Headache: | YES __ NO __ |
| 8. Sore Throat: | YES __ NO __ |
| 9. New Loss of Taste or Smell: | YES __ NO __ |
| 10. Congestion or Runny Nose: | YES __ NO __ |
| 11. Nausea: | YES __ NO __ |
| 12. Vomiting: | YES __ NO __ |
| 13. Diarrhea: | YES __ NO __ |
| 14. In the last 14-days; have you had *close contact with or cared for someone diagnosed with COVID-19 or that had all the currently known symptoms of COVID-19 that are listed above? | YES __ NO __ |

*Close contact is defined as being within approximately 6 feet of a COVID-19 case for greater than 15 minutes; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). If the answer is "yes" to any question do not come to school.



REMOTE LEARNING

Launching the School Year through Remote Learning

Teachers will spend the first week or two of school building an online classroom community, empowering successful online learners, and identifying student gaps or needs in learning. Teachers and students will spend time getting to know each other as learners and as people in an effort to create trusting relationships between teachers and students and grow friendships between students.

- Teachers will have a daily presence through Google Meet and/or Zoom.
- All classes will mirror a typical school day with five instructional hours and will align with the AHSD25 curriculum, using a balance of textbooks and digital instruction.
- Social-emotional learning lessons will be embedded in the curriculum to support the unique needs students are facing during this pandemic. Teachers will focus on creating relationships and connections during the first few weeks.
- Dates will be set for supply pickup, so that students can receive any technology, textbooks and other supplies necessary to engage in remote learning.
- Registration for the remote learning program will be for an entire trimester/quarter.
- AHSD25 grading practices will be followed in the remote learning program. The district will not be using pass/fail options.
- English Learner (EL) teachers, Special Services staff, and Intervention providers will continue to meet with small groups of students remotely.

Technology

AHSD25 will be a 1:1 district, with all students in kindergarten through second grade provided an iPad and all students in third through eighth grade provided a Chromebook.

- Device distribution will be announced by each school principal.
- People experiencing problems with AHSD25 technology (Chromebooks and iPads for students) should email their classroom teacher. The teacher will coordinate with their building technology staff for further assistance.
- Families who cannot afford internet service can request a district-provided WiFi hotspot by calling Tech 25 at (847) 758-3010.

Attendance

In accordance with ISBE reporting requirements, attendance will be taken every day. Attendance will be taken at 9:10 and 12:50 in early childhood, at 9:05 am in elementary school and at the beginning of various periods in middle school. Parents will be expected to report a student absence via the school website or by calling the school office.

Class Meeting / Home base / Advisory

Elementary school will start with a class meeting. This general routine time allows teachers to take attendance and guide the students through the day's schedule, lessons, activities, materials needed for the day, and answer any questions the students may have. This time may also include social and emotional learning activities, community



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building, calendar activities, or a read aloud. Middle school students will have a home base or advisory period which may include social and emotional learning activities or community building.

Strategic Academic Time

At the elementary and middle schools most students will be working on self-paced independent activities. Some students may participate in small group instruction such as English language, intervention, or special education services.

Instructional Models

We will continue to utilize researched-based instructional models that have been used in-person. They will be adapted to meet the needs of remote learning, as feasible. Grade level content is the academic priority of all students and we will be addressing the content standards as per ISBE guidance.

Learning Time

In order to enhance the learning for all students and adhere to the state requirements for remote learning, the following time allotment dedicated to each subject area is reflected in the chart and sample schedule below.

Final adjustments to schedules will occur at the building level, such as movement of the specials time. Occasional flexibility in the schedule is appropriate for subject integration, further inquiries, authentic learning opportunities, project based learning, and other activities that support engagement and community.

Please note the time allotment for each subject area can include synchronous, asynchronous, and independent learning experiences. Teachers will balance synchronous and asynchronous learning experiences based upon the needs of the learners and learning goals. As in on-campus learning, teachers will be mindful of the brain research on student attention spans when planning their learning experiences.

Synchronous - existing or occurring at the same time	Asynchronous- not existing or happening at the same time
<p>For two-way communication and interaction; when collaboration and brainstorming to an immediate issue are needed:</p> <ul style="list-style-type: none">● Whole class direct instruction● Polling your audience● Live assessments of mastery - can be small groups with breakout rooms● Morning meetings, social emotional learning, opportunity for students to socialize and build relationships	<p>One-way communication where feedback can be provided after the fact or no feedback is needed:</p> <ul style="list-style-type: none">● A short lesson by the instructor that can be viewed at a later time● Posted assignments that are completed by students and uploaded for instructor feedback● Allows students to learn at their own pace, place, and time● Allows students to return to materials when necessary during later lessons

Synchronous vs. Asynchronous Learning - Digital Promise VILS



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Early Childhood

Sample Remote Learning Schedule <i>Final student schedules will be determined by buildings</i>	
AM Early Childhood	
9:10 - 9:40	Check-in and Class Meeting
9:40 - 10:40	Centers for pre-academic activities and play
10:40-11:00	Motor Break
11:00-11:30	Group meeting for story time and music
11:30-11:40	Check out and Dismissal

Elementary

Sample Remote Learning Schedules <i>Final student schedules will be determined by buildings and/or based on grade levels</i>			
AM Kindergarten		Grade 4	
9:05 - 9:20	Class Meeting/ Check-in/ Social & Emotional Learning (SEL)	9:05 - 9:15	Class Meeting/ Check-in/ Social & Emotional Learning (SEL)
9:20 - 9:40	Strategic Academic Time	9:15 - 10:15	Math
9:40 - 10:10	Math	10:15 - 11:00	Writing
10:10 - 10:40	Art	11:00 - 11:15	Break
10:40 - 11:40	Literacy	11:15 - 12:15	P.E./Music
11:40 - 11:50	Check-out/Dismissal	12:15 - 1:15	Lunch
		1:15 - 2:45	Literacy
		2:45 - 3:00	Break
		3:00 - 3:30	Strategic Academic Time
		3:30 - 3:35	Check-out/Dismissal



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Weekly Student Learning Time <i>Identical to in-person learning time</i>			
Kindergarten		Grades 1-5	
Class Meeting/ Social & Emotional Learning (SEL)	75 minutes	Class Meeting/ Social & Emotional Learning (SEL)	50 minutes
Literacy	300 minutes	Literacy	450 minutes
Strategic Academic Time	100 minutes	Strategic Academic Time	150 minutes
Math	150 minutes	Writing	210 minutes
Physical Education/Music	30 minutes	Math	300 minutes
Art	30 minutes	Social Studies/Science	90 minutes
Library Media Center	45 minutes	Physical Education/Music	60 minutes
		Art	45 minutes
		Library Media Center	K-2: 45 minutes & 3-5: 60 minutes
		SEL	45 minutes



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Middle School

Sample Remote Learning Schedule <i>Final student schedules will be determined by buildings and/or based on grade levels</i>		
Grade 6		
Period	Time	Class
1	7:50 - 8:09	Homebase
2	8:13 - 8:53	Social Studies
3	8:57 - 9:37	PE
4	9:41 - 10:2	Spanish
5	10:25 - 11:05	Math
6	11:09 - 11:49	Lunch
7	11:53 - 12:33	ELA
8	12:37 - 1:17	Science
9	1:21- 2:01	ELA
10	2:05 - 2:45	Art

Grading

If we are in a period of short-term remote learning or intermittent periods of remote learning, we will continue with our grading system and report cards as in-person. At the middle schools, there will be a minor modification in that we will no longer have the option of an “F”. This will be replaced with an “I” for incomplete. If we are in long-term remote learning, we will follow ISBE guidance, and if necessary, modify our current report cards as recommended.

Teachers will share regular feedback, scores, grades, etc. related to student work with students and parents.

Common Communication Structures for Remote Learning

Common communication structures are imperative to ensure parents and students have a clear and consistent way of accessing and interacting with their learning experiences.

- Teachers will share the class schedule with parents and students at the beginning of the school year, as well as contact information. They will also help students and families set up home routines and schedules as well as establish and practice norms of remote instruction and participation. Early Childhood Teachers will share a weekly remote learning plan with asynchronous activities for the days that students are not participating in-person instruction. Elementary Teachers will share a daily agenda with their students via



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Seesaw by 8:30 am, knowing some of the links may not be live until the class period. Middle School Teachers will share learning experiences via Schoology by 8:00 am and will be due at teacher discretion.

- Starting in the 2020-2021 school year, all K-5 teachers will use Seesaw and all 6-8 teachers will use Schoology as their primary launch point for digital learning management. This will create a single access point for digital learning materials at each elementary and middle school grade level for all students and parents throughout the district. This does not preclude teachers from continuing to use a variety of digital learning tools and will merely create a clear and predictable starting point for students at a given grade level. Zoom will continue to be our primary video conferencing tool.
- Coordination of pick-up/drop off of student materials will occur at the building level and will be communicated clearly to families.

STUDENT SERVICES

AHSD25 employees working with students who require instruction or related services that involve hands-on work or other intervention in close proximity will wear personal protective equipment (PPE) in order to keep themselves and the students safe. This includes gloves, masks and/or face shields. Students will also be required to wear face masks unless documentation is provided by a physician that it poses a health risk to the student and a medical exemption is acquired. Evaluations that were unable to be completed due to the need for in-person testing will be completed as quickly as possible once school resumes. IEP meetings will continue to be held remotely.

Students will receive all services as listed on their Individualized Education Plans. Most students will participate remotely in general education and special education classes. Any service that is listed on the IEP will be provided via synchronous activities, asynchronous activities, possible live-stream services and may be considered for in-person instruction. IEP teams will determine how to best meet the individual needs of each student receiving special education services. Special Education Teachers and Related Service Providers will deliver guaranteed and viable individualized instruction through synchronous and some asynchronous approaches. Services will be delivered in a small group or individually, depending on the needs of the students. Teaching assistants will support students as indicated in their IEP.

Early Childhood Program

During this time, D25's Early Childhood Program model will start as a combination of in-person and remote learning. We will offer our morning 9:10-11:40 AM and afternoon 12:50-3:20 PM class groups Monday through Thursday. We will decrease the number of students per classroom. Most students will attend in-person 2 days a week. Students will be offered remote learning on the days that they are not in the building. We will try our best to provide all related service minutes during in-person attendance.

Students Receiving Special Education Resource Services

Resource services will be provided remotely by a special education teacher or related service provider. Students will follow their general education class schedule remotely. Case managers will work with general education teachers to individualize schedules for students who receive special education services. Any special education service that is listed on the IEP will be provided via synchronous activities or asynchronous activities.

Students Receiving Special Education Instructional Services:

- Integrated Services Program at Westgate: D25's Integrated Services Program model will start as a combination of in-person and remote learning. We will offer in person instruction Tuesday-Friday: Kindergarten morning (9:00-11:50) & afternoon (12:50-3:35). 1st -5th grades from 9:00-12:00. Remote



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learning on Mondays will be a combination of synchronous and asynchronous instruction. 1st-5th remote learning on Tuesday-Friday afternoons 1:00-3:35 PM will be through asynchronous instruction. Related services in person and/or synchronous instruction. We will try our best to provide all related service minutes during in-person attendance.

- Instructional Programs at Windsor: D25's Instructional Program models include Communications and Foundations classrooms. These programs will start as a combination of in-person and remote learning. We will offer in-person instruction in the morning 9:00 AM-12:00 PM Tuesday through Friday. Remote learning on Mondays will be a combination of synchronous and asynchronous instruction. Remote learning on Tuesday-Friday afternoons 1:00-3:35 PM will be through asynchronous instruction. We will try our best to provide all related service minutes during in-person attendance.
- Middle School Instructional Programs: D25's Instructional Program models at the Thomas Middle School and South Middle School include the Individual Learning Program and the Extended Resource Program. Our model will start as a combination of in-person and remote learning. We will offer in-person instruction in the morning 7:50-11:45 AM Tuesday through Friday. Remote learning on Mondays will be a combination of synchronous and asynchronous instruction. Remote learning on Tuesday-Friday afternoons 12:25-2:50 PM will be through asynchronous instruction. Related services in person and/or synchronous instruction. We will try our best to provide all related service minutes during in-person attendance.

HYBRID MODEL OF INSTRUCTION

AHSD25 will start the 2020-21 school year in full remote instruction with a goal to transition all 9 schools for in-person, hybrid instruction, while also taking prudent steps to keep our students, employees and community safe and adhering to all applicable public health orders. When we are able to transition, the Hybrid Model will follow a 2-days in / 3-days remote schedule.

	Students with Last Names Beginning with A - K	Students with Last Names Beginning with L - Z
Monday	Remote Learning	Remote Learning
Tuesday	Full Day In-person Learning	Remote Learning
Wednesday	Full Day In-person Learning	Remote Learning
Thursday	Remote Learning	Full Day In-person Learning
Friday	Remote Learning	Full Day In-person Learning



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When present on District 25 property, we ask all employees, students and visitors to practice the following protocols.

Arrival

- Arrival and dismissal procedures will be set at each school. More information on updated procedures will be sent by your school principal prior to students returning to school.
- All students, employees and visitors will be required to complete the AHSD25 COVID-19 Self-Screener PRIOR to boarding a bus and/or arriving at AHSD25 schools or offices (see the screener questions on the following page).
- Face masks will be mandatory for all students, employees and visitors, unless medical documentation is provided by a physician, the individual is under age 2, the individual is having difficulty breathing, or the individual requires modifications under the Americans with Disabilities Act.
- Anyone refusing to wear a mask at any time throughout the day will not be allowed to remain in school.
- Shaking hands, high-fiving, touching or hugging will be discouraged.

Classrooms

- Classroom seating will be configured with 6-foot distance between students and with chairs facing the same direction as much as possible. Non-essential furniture will be removed from classrooms.
- Elementary and middle school schedules will be developed in a way that will limit student movement throughout the day as much as possible. Middle School schedules will be staggered to limit the number of students in the hallway at the same time. Students will continue to move, however, to each subject, and many students do redistribute into groups for advanced coursework, support services, and specials.
- Employees will modify instructional plans to reduce student contact, sharing of materials or equipment and maintain appropriate social distancing to the greatest extent possible.
- No classes will have more than 50 individuals in one space at one time, including PE, orchestra, band, etc.

Hallways/Restrooms

- Face masks are required.
- Six feet physical distancing will occur to the greatest extent possible.
- Students will be guided to proceed directly from one instructional space to the next. Hallways may be limited to one-way movement, and/or will be organized so movement happens on the right side of the hallway. Limits may be placed on the number of students allowed in a hallway at one time.
- Restroom procedures will be established at each school to limit the number of students transitioning in the hallway and in restrooms at one time.
- The use of lockers will be suspended. Students will be allowed to carry a backpack with them.

Art, Music, PE and Middle School Electives

- Face masks will be required while indoors in all of these classes - including during indoor PE and while singing.
- Face masks may be removed if classes move outside and if students and staff are able to maintain 6 feet of social distance at all times.
- Students may remove face masks during instrumental music classes while playing their instrument.



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- *Music for Youth* will be held, and participants are expected to follow all AHSD25 safety guidelines.
- Middle school locker rooms will be closed. Students will not change into PE uniforms.

Lunch

- Students will be allowed to remove masks when eating or drinking.
- Leaving school during the lunch period will be strongly discouraged.
- Students will be required to bring their lunch with them to school or access lunch through the school lunch program. No lunch deliveries will be allowed.
- Middle school students may eat in classrooms. Other lunch locations and spacing of students will be arranged to stay under the 50-person threshold.
- Elementary students may eat lunch in their classrooms. Other lunch locations and spacing of students will be arranged to stay under the 50-person threshold.
- All students in a class where a student has a life-threatening food allergy will be prohibited from bringing food items containing that allergen.
- Further details about food services will be sent to our families as students return. .

Outdoor Recess (Elementary)

- Face masks are not required outside if 6 feet of distance is maintained at all times.
- Limits will be placed on the number of students on playground equipment at one time.
- Classrooms may be assigned to specific play areas during recess.
- No more than 50 students may congregate in one section of a play area at a time.
- Students will wash hands before and after using playground equipment.
- Playgrounds will not routinely be cleaned or disinfected

Other Activities

- Guidance from the Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) will be considered in determining next steps regarding interscholastic sports at the middle school level this year.
- Extracurricular activities and/or clubs will be considered starting October 1, 2020, on a case by case basis if all safety requirements can be met.
- Field trips, assemblies and other large gatherings will not be allowed.
- Curriculum nights, open houses, back-to-school events, and parent-teacher conferences will likely be facilitated remotely instead of in person.
- AHSD25 will close its facilities to outside groups this year, with the exception of CAP, the before and after-school care program offered by the Arlington Heights Park District, and the Music for Youth program.

Shared Objects

- The borrowing or sharing of any items will be restricted.
- Typical classroom shared items, such as toys, may not be available.
- The use of reusable water bottles will be encouraged.
- Social distancing markings will be placed around drinking fountains.
- Drinking fountains will be closed, but bottle fillers will be open. They will be cleaned throughout the day.



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Transportation

- Bus routes will be created with a maximum number of 50 students on each bus.
- Parents should complete the AHSD25 COVID-19 Self-Screener before their children board the bus and keep them home if they have any symptoms.
- Students will be required to wear face masks while riding on the bus.
- Students from the same household will be encouraged to sit together.
- We will not host paid riders this year. Busing will only be provided for students who qualify for free transportation. We will revisit this decision throughout the school year if there is room on buses.
- There will be NO late/activity buses at the middle school.

Visitors

- Limits will be placed on nonessential visitors, volunteers and activities with external groups to maintain physical distancing.
- Essential visitors will be required to sign a Symptoms Screening Log, which will include a temperature check. This will also be used should contact tracing be necessary.
- Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. This will be in addition to the normal sign in procedures.

Cleaning

- Increased daily cleaning protocols will be instituted at all facilities with an emphasis on repeated cleaning of high-touch/high-traffic areas.
- Disinfectant has been provided to ALL staff so that cleaning can occur throughout the day.
- Objects and equipment will be cleaned and sanitized before and after use.
- Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.
- Extensive deep cleaning of all AHSD25 facilities is being completed this summer.
- See the Facilities Management section of this document for more information.

FACILITIES MANAGEMENT

Arlington Heights School District 25 has developed a comprehensive Environmental Hygiene Plan (EHP) to address multiple topics as it relates to re-opening. This plan has been reviewed by a third-party industrial hygienist for completeness and consistency with applicable CDC, IDPH, and applicable industry standards. In summary, the plan focuses on:

- Cleaning and Disinfecting Procedures
- Indoor Air Quality
- Training and Certifications
- Personal Protective Equipment (PPE) for Facilities Staff
- Custodial Products, Disinfectants, Tools, Supplies, and Equipment
- Inventory Management
- Signage
- This plan focuses on high touch, non-porous surfaces and routine regular cleaning as necessary.



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- The following is a summary of items to be disinfected and when they will be disinfected
 - Classrooms - Disinfected: Each Evening
 - Desks and Tables
 - Switches
 - Door Handles
 - Non-Porous Chairs
 - Pencil Sharpeners
 - Note: Staff is encouraged to disinfect communal items in the classroom regularly throughout the day with the provided disinfectant spray bottle. Desks only need to be cleaned and disinfected after lunch or if another student occupies a desk for longer than 15 minutes.
 - Nurses Office - Disinfected: Each Evening. Routinely disinfected throughout the day by nurses.
 - Cot or Bed
 - Desks or Hard Surfaces
 - Soap / Sanitizer Dispensers
 - Door Knobs
 - Switches
 - Other High Touch Surfaces
 - Restrooms - Disinfected: Mid Morning, Mid Afternoon and Each Evening
 - Door Handles
 - Switches
 - Dispenser and Paper Towel Holders
 - Bathroom Handles, Toilet, Flush Valve, Faucet Tape
 - Toilets and Splash walls
 - Offices / Conference Rooms - Disinfected: Each Evening
 - Desks - Only if free of personal belongings. Custodial staff will not move personal belongings to clean or disinfect the surface.
 - Switches
 - Door Handles
 - Metal High Touch Surfaces as Needed
 - Locker Rooms - Not Routinely Disinfected UNLESS PE Locker Rooms are Re-Opened
- Hospital-grade disinfectant spray and paper toweling are available for all classroom spaces.

Indoor Air Quality (IAQ)

Arlington Heights School District 25 operates its buildings with modern HVAC equipment in order to control spaces for ventilation, air filtration, outside air, exhaust, heating and cooling. These systems are regularly maintained to ensure they are operating as intended.

1. In accordance with ASHRAE (The American Society of Heating, Refrigerating and Air-Conditioning Engineers) and in consultation with our third-party industrial hygienist, the following strategies in accordance with their COVID-19 guidance will be implemented:
2. Increase Outdoor Air Ventilation to Highest Level Achievable
 - a. Considerations



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- i. Open windows when outside weather conditions permit.
 - ii. Occupant Comfort (Temperature, Humidity, Air Flow)
 - iii. System Performance
3. Install minimum MERV-13 air filters or highest level achievable
 - a. Unit Ventilators MERV-13 Filters Installed
 - b. Air Handlers MERV-13 Filters Installed
 - c. Fan Coil Units MERV-13 Filters Installed
4. Keep Systems Running Longer if Possible
5. Maintain temperature and humidity as applicable.
 - a. Temperature - Maintained District wide by Building Automation System (BAS)
 - b. Humidity -
 - i. Winter - No humidification equipment present for winter months
 - ii. Summer - Humidity control via central A/C equipment
6. Bypass energy recovery ventilation systems that leak potentially contaminated exhaust air back into the outdoor air supply.
 - a. Locker Rooms Use Energy Recovery Ventilation to maximize outside air flow to reduce odors. No air cross contamination occurs with AHSD25 ERV systems.

Signage

Signage will be installed at buildings for:

- o Main Entrances. Signage will be installed that informs visitors, students, and staff of the following health protocols:
 - Do Not Enter if You Have the Following Symptoms and the recommendations of wearing face coverings, maintaining social distance and washing hands frequently
- o Building Interiors and Corridors. Signage will be installed throughout the buildings to relay the importance of the following protocols:
 - Face Coverings Required
 - No Gatherings of 50 or More People In One Space at a Time
 - Wash Hands Frequently
 - Maintain Social Distancing
 - At drinking fountains and other potential gathering spots
 - Showing Symptoms, Stay Home.
 - Protect Yourself and Others
 - Maximum Occupancy for Elevators is 2 Individuals

WHEN SOMEONE IS SICK

- Any individual who shows any signs or symptoms of illness should stay home.
- Students will not be penalized for missing school if they can participate in remote learning (synchronous/asynchronous) and are encouraged to stay home when they are not feeling well.
- School nurses will ask about symptoms when absences are reported.
- CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.
- Students, employees and visitors with any of the following symptoms of COVID-19 must remain home:



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- Cough,
- Fatigue,
- Fever or chills,
- Headache,
- Known close contact with a person who has been diagnosed with COVID-19,
- Measured temperature of 100.4 degrees Fahrenheit or greater,
- Nausea or vomiting,
- Diarrhea
- New loss of taste or smell,
- Shortness of breath or difficulty breathing, or
- Sore throat.
- Any student or employee who begins to exhibit any of these symptoms must report to the school nurse.
- Isolated waiting rooms have been identified in all facilities for individuals demonstrating COVID-19 symptoms. It is really important that parents promptly pick their students up from school if they are suspected of having COVID-19 symptoms.

CASES OF COVID-19

If Someone Tests Positive for COVID-19

- If an employee or student tests positive, AHSD25 will contact the Illinois Department of Public Health and follow its guidance for quarantine requirements and the potential closure of a school.
- Any individual who tests positive for COVID-19 must quarantine at home.
- Individuals should not return to school for 14 days after symptoms first appeared (or specimen collection date if asymptomatic).
- Individuals must also be fever free for at least 24 hours, without the use of fever-reducing medications, before returning to school.
- Please report possible cases of COVID-19 to your school so that we can initiate contact tracing.
- Per CDC and IDPH guidance, persons who had close contact with the infected person will be notified of possible exposure. A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days prior to symptom onset (or for asymptomatic persons, 2 days prior to positive specimen collection) until the time the infected person is isolated.
- The state does not require complete school closure due to a positive COVID-19 test, however, entire classrooms, clubs and/or bus routes may be impacted.
- Students or employees returning from illness related to COVID-19 will be required to check in with the school nurse and school administrator.

If Someone is Exposed (in close contact) to Someone Who Tests Positive for COVID-19

- People who have had close contact with someone who tested positive for COVID-19 must quarantine at home and monitor symptoms for 14 days from the date of the last close contact. Per CDC and IDPH guidance, close contact is defined as being within 6 feet of an infected person for at least 15 minutes starting from 2 days prior to symptom onset (or for asymptomatic persons, 2 days prior to positive specimen collection) until the time the infected person is isolated.



SUPERINTENDENT UPDATE

- The state does not require complete school closure due to a positive COVID-19 test, however, entire classrooms, clubs and/or bus routes may be impacted.
- Students or employees returning from quarantine will be required to check in with the school nurse and school administrator.

Quarantine Situations

- If an individual student is required to quarantine, they will be provided the option to transition into remote learning during the quarantine period. If the student is physically able to participate, those days will not be counted as absences.
- If a classroom or multiple classrooms are required to quarantine due to a positive test, impacted students will transition into remote learning during the quarantine period. If a student is physically able to participate, those days will not be counted as absences.

COMMUNICATION REGARDING COVID19

It is important that our parent community feels informed, especially as conditions surrounding the coronavirus pandemic continue to change. Information about COVID-19 and how it impacts District 25's school plans for 2020-2021 is fluid and will be continually evaluated and updated in accordance with local, state, and federal guidelines. In order to ensure that our parent community is as informed as possible, we put together the following guide on how you can best stay up-to-date as the 2020-2021 school year gets underway.

Website: visit www.sd25.org/COVID19 for all information that pertains to District 25 and COVID-19.

Here you will find:

- The complete remote learning/reopening guide.
- Information about remote learning
- Remote access and technology
- Best practices and reminders on how to stay safe and healthy while in school
- Information on food services

You will also find updates on COVID-19 and how it is impacting our schools in your principal's communication. There will be a dedicated section in each principal's communication for this update.

Positive Case or Possible Exposure

We plan to notify you if there is a possible exposure or positive exposure involving your child. Per CDC and IDPH guidance, exposure is defined as being within 6 feet of an infected person for at least 15 minutes starting from 2 days prior to symptom onset (or for asymptomatic persons, 2 days prior to positive specimen collection) until the time the infected person is isolated.

Text Message Notifications During Covid-19

The District plans to use the text messaging system to notify parents of COVID-19 updates, news, and reminders. If you wish to sign up to receive text messages from District 25, send a text message to **67587** with "Y" or "Yes" to subscribe. If you're not sure if you've previously opted in, you can still follow these instructions without causing duplicate notifications.