



# DISTRICT 25 TRANSITIONAL MODEL OF REOPENING STEP 3

2020-2021 SCHOOL YEAR  
BEGINNING OCTOBER 12

updated 10/13/20

# PLAN AT A GLANCE

PLEASE READ THROUGH THE COMPREHENSIVE INFORMATION IN THIS BOOKLET TO BEST UNDERSTAND OUR TRANSITIONAL MODEL OF REOPENING | STEP 3.

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# FROM DR. BEIN

Dear Arlington Heights School District 25 Families:

In late July, we announced a plan to begin the year in full remote learning mode, with the goal and intent to get our students in our buildings as soon and as safely as possible. We implemented a Transitional Model of Reopening based on the goal of bringing our students and staff together, returning to in-person learning through a safe and gradual process. The model has 4 steps:

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

After receiving guidance from our Transition Advisory Committee, our Remote Learning Committee, and the Arlington Teachers Association, we are now ready to move to Step 3.

We are transitioning to a hybrid model of instruction beginning on Monday, October 12, 2020. This is an important step towards reaching the goal of returning to full in-person learning when it is safe to do so. Our community and our teachers and staff have done a truly amazing job with remote learning. Though this change will bring on new challenges, I am confident that together, as a community, we can take this next step.

Below is some general information to get us started with our transition.

## HYBRID SCHEDULE | REVISED

\*Note change to alternating in-person days.\*

	STUDENTS WITH LAST NAMES BEGINNING WITH A - K	STUDENTS WITH LAST NAMES BEGINNING WITH L - Z	FULL REMOTE SCHEDULE
MONDAY	Remote Learning	Remote Learning	Remote Learning
TUESDAY	In-person Learning	Remote Learning	Remote Learning
WEDNESDAY	Remote Learning	In-person Learning	Remote Learning
THURSDAY	In-person Learning	Remote Learning	Remote Learning
FRIDAY	Remote Learning	In-person Learning	Remote Learning

## HYBRID TIMELINE

SEPTEMBER 30	Due date for families to select Hybrid or Remote for their students (must commit through November 20th unless we transition out of the hybrid model)
OCTOBER 12	Kindergarten, 1st Grade, 5th Grade, and 6th Grade transition to hybrid model
OCTOBER 19	All Grades transition to Hybrid model

Please read through the comprehensive information in this booklet as there is a lot here that will answer your potential questions.

Again, together, we can continue to maneuver the many changes we are experiencing 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



# MAKING YOUR CHOICE

## THE CHOICE YOU'RE MAKING

Please review the details below before visiting [www.sd25.org/Step3Selection](http://www.sd25.org/Step3Selection) to choose from the following options. This selection form must be filled out by September 30 at midnight.

- September 30 | This is the deadline to make your selection: [www.sd25.org/Step3Selection](http://www.sd25.org/Step3Selection).
- Your student's ID number is needed to complete the online form.
- September 25 | Student's ID number and the link to the form emailed to families
- You must complete the [online selection form](#) for each student in your household.
- Further details on both options below can be found on pages 5-11 of this document.
- Students who are currently receiving special education services in-person will continue with their current schedule and will not need to make a selection. They will not receive an email with their student's ID number.

## OPTION 1

### Hybrid Learning Model

- Students will experience in-person interaction with their teachers.
- Students will remain 6 feet from all others to the extent possible while on-site.
- Students must wear a mask the entire time in the building except when eating or drinking.
- Students must bring their own lunch & water bottle. There will be no food sales or milk service on-site. (see page 8 for more on lunch)
- Students will continue to bring their devices to school charged for the day and with their charger in their bag.
- Student's temperatures will be verified daily.

## OPTION 2

### Remain Full Remote

- Every attempt will be made for students to continue to live stream with their current teacher and classroom.
  - It is probable that there will be materials sent home or additional staff working to provide additional support for our full remote students.
- 
- While remote, students will see an increased amount of asynchronous work, especially on Mondays. Asynchronous time on Mondays will be utilized by our teachers and staff to collaborate, with the goal of making our instruction the best it can be for on-site and at-home learners.
  - Middle Schools will shorten their periods on Mondays to provide time for teachers and staff to collaborate, with the goal of making our instruction the best it can be for on-site and at-home learners. Teachers & staff will provide asynchronous or independent work for students to complete from 2:00 pm - 2:45 pm on Mondays.

# ISBE GUIDANCE



The Illinois State Board of Education (ISBE) 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 understands 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 proximity.

## 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 sanitize their hands 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.



# AHSD 25 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".

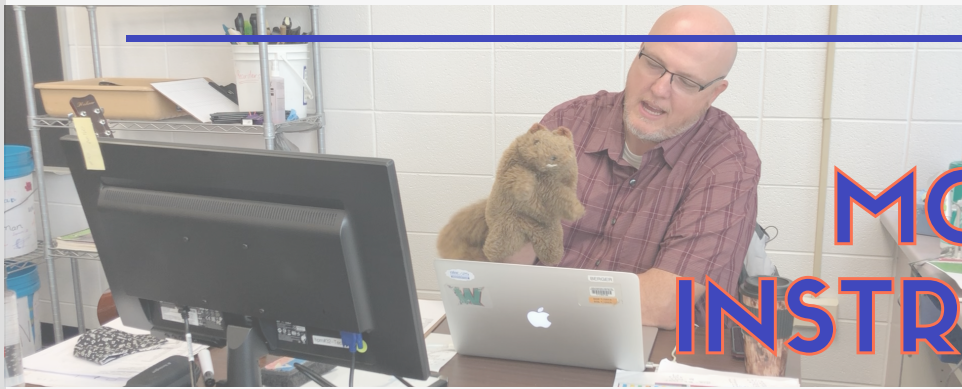
People with COVID-19 have had a wide range of reported symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

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 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.





# HYBRID MODEL OF INSTRUCTION

AHSD25 started the 2020-21 school year in full remote instruction with a goal to transition all 9 schools to hybrid instruction and then eventually full in-person while also taking prudent steps to keep our students, employees and community safe and adhering to all applicable public health orders.

Below are details about specific school topics and guidelines on how we plan to make this transition to Step 3 safely and impactfully.

## HYBRID DETAILS

- The District will begin its transition to a hybrid model on Monday, October 12.
  - October 12 | ONLY Kindergarten, 1st grade, 5th grade, & 6th grade will be hybrid
  - October 19 | All students transition to the hybrid learning model

## REASONS FOR THIS HYBRID MODEL

- A fluid transition to full in-person learning is supported by this model.
- Students' schedules and routines that are already established through remote learning are least impacted in this model.
- Greatest possibility for students to remain with current teacher.
- Maximize the availability for in-person learning while maintaining all COVID-19 health and safety requirements i.e. 6 foot social distancing.
- Students with EL and/or IEP resource and related services maintain their schedules and work with their currently assigned teachers/related service providers. This allows for "core + more" instruction.

## ARRIVAL | DISMISSAL

- Arrival and dismissal procedures will be set at each school using a drop-off and go, pick-up and go model. More information on updated procedures will be sent by your school principal prior to students returning to school.
- All District 25 students and employees must answer "No" to every the self-screening questions listed on page 3 of this document and on our website ([www.sd25.org/SelfScreening](http://www.sd25.org/SelfScreening)) prior to boarding a bus or reporting to one of our buildings.
- Face masks and social distancing will be required during arrival and dismissal for all students, visitors, and staff while on school property.
- Anyone refusing to wear a face mask at any time throughout the day will not be allowed to remain at school.
- Shaking hands, high-fiving, touching or hugging will be discouraged.

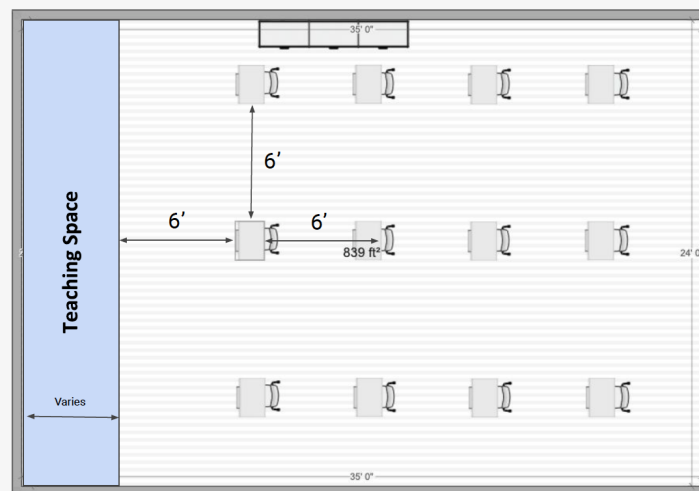


# HYBRID MODEL OF INSTRUCTION

## CLASSROOMS | GRADING

- Standard grading practices and grading periods will apply to in-person and remote learners.
- 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.
- 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 based on the available space at one time, including PE, orchestra, band, etc.
- Desktop dividers will be available for use during the school day.

### Example Classroom Setup



## 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 cleaning can occur throughout the day.
  - Students may assist in wiping down their workspace or eating area during 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.
- See the Facilities Management section of this document for more information.





# HYBRID MODEL OF INSTRUCTION

## TRANSPORTATION

- Bus routes will be created with a maximum number of 49 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.

### Additional Bus Cleaning Guidelines Include:

- Each bus will be cleaned and disinfected prior to the first day of the route. On the vehicles, the driver (and para-professional if applicable) will spray a disinfectant, let stand for a few minutes and then wipe down the high traffic touch points after each route. These include hand rails, seat tops and steering wheel.
- On buses that have safety vest straps and/or wheelchair belts/straps that are used by students, these items will also be sprayed and wiped down after each route.
- Once a week each bus will be disinfected thoroughly by spraying a disinfectant on all surfaces of the interior of the bus. The disinfectant will be left on the surfaces to dry.
- If a passenger who has been on our bus has been confirmed to have Covid-19 the bus will be immediately taken out of service and thoroughly disinfected before returning to service.

## HALLWAYS | RESTROOMS

- Face masks are required.
- 6 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.

# HYBRID MODEL OF INSTRUCTION

## LUNCH

- Lunch will not be provided on site, at school.
- Students must bring their own lunch & water bottle. There will be no food sales or milk service on-site. No lunch deliveries will be allowed.
- Students may eat in classrooms. Other lunch locations and spacing of students will be arranged to maintain 6 foot distancing. Desktop dividers will be available for use.
- Students will be allowed to remove masks when eating or drinking.
- Paper placemats will be provided.
- Free food distribution takes place once a week and is available to all of our families. Find out when and where you can pick up weekly meals by visiting: [www.sd25.org/Step3Food](http://www.sd25.org/Step3Food).

### Students with Food Allergies:

- Students will eat at their own desk or in the lunch room/commons 6 feet apart
- Students will stay at their own assigned seat for lunch.
- Supervisors will monitor distance, dismissing students to dispose of lunch and leave in an orderly fashion.
- If you have questions about your student's individual needs, please contact your school nurse.

## OUTDOOR RECESS (ELEMENTARY)

- Face masks will be required outside unless 6 feet of distance can be maintained.
- Classrooms will be assigned a play area at recess.
- Classrooms will be scheduled to rotate throughout play areas.
- Limits will be placed on the number of students on playground equipment at one time.
- Students will wash hands after using playground equipment.
- Playgrounds will not routinely be cleaned or disinfected.

### Example Recess Diagram





# HYBRID MODEL OF INSTRUCTION

## ART, MUSIC, PE, LMC, 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.
- Music for Youth will be held, and participants are expected to follow all District 25 safety guidelines.
- Middle school locker rooms will be closed as Hybrid Learning begins. PE teachers will determine if/when the locker rooms will be utilized.
- Elementary students will continue to receive instruction in specials (art, music, PE, LMC) either synchronously or asynchronously, depending on their daily schedule.

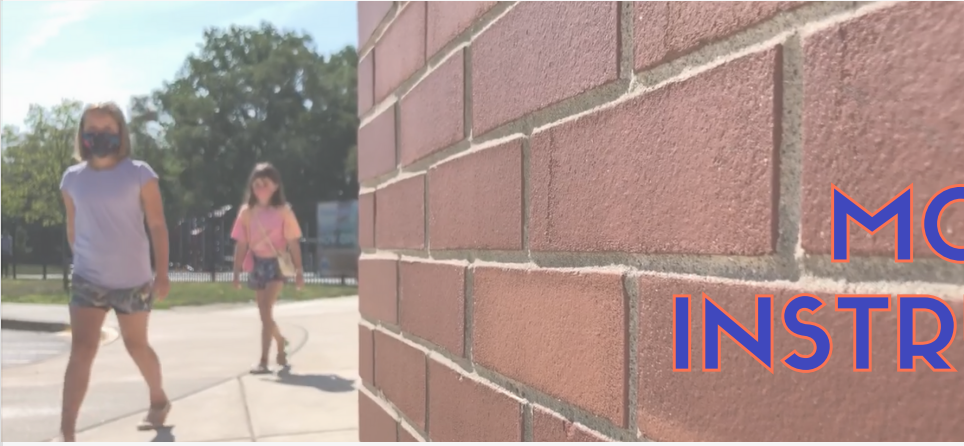
## OTHER ACTIVITIES

- 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 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.
- Currently, District 25 has closed its facilities to outside groups, with the exception of CAP, the before and after school core program offered by the Arlington Heights Park District, and the Music for Youth program.

## VISITORS

- Limits will be placed on nonessential visitors, volunteers, and activities with external groups to maintain physical distancing.
- Essential visitors will be required to review 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 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.





# HYBRID MODEL OF INSTRUCTION

## SHARED OBJECTS

- The borrowing or sharing of any items will be restricted.
  - Paper-based materials are not considered a likely COVID transmission route and do not require additional disinfecting or quarantine. Routine, proper hand hygiene should be encouraged any time items are used in a communal setting.
- Typical classroom shared items, such as toys, may not be available.
- Students should bring their own supplies on a daily basis. Teachers will provide guidance on what supplies are needed.
- The use of reusable water bottles will be encouraged.
- Social distancing markings will be placed around bottle filler stations and common areas.
- Drinking fountains will be closed, but bottle fillers will be open. They will be cleaned throughout the day.

## Devices Issued by the District

- Devices that were issued to students should be used only by the student assigned and should be properly cleaned by the student or family.
- Here are some general guidelines on how to maintain the cleanliness of your devices:
  - Before cleaning, please turn off the device and remove anything connected such as a monitor or mouse.
  - Wipe devices thoroughly with a microfiber cloth every other day to help remove grease and dirt.
  - Do not spray any cleaner directly on the screen or keyboard/trackpad. Moisture or drops of the solution may get inside and damage the internal circuits.
  - When using a cloth with an appropriate cleaner (such as 70% isopropyl alcohol) do not soak the cloth and then apply to the keyboard or chassis.



# FULL REMOTE LEARNING

We know that in-person instruction might not be an option for students at this time. Families who do not feel comfortable with their students attending in-person may choose the full remote option.

Full remote students will follow a teacher's regular schedule, join live instruction for portions of the day, and complete asynchronous independent activities for the remaining portions of the day.

## FULL REMOTE DETAILS

- Every attempt will be made for students to continue to live stream with their current teacher and classroom.
- It is probable that there will be materials sent home or additional staff working to provide additional support for our full remote students.
- While remote, students will see an increase amount of asynchronous work, especially on Mondays. Asynchronous time on Mondays will be utilized by our teachers and staff to collaborate, with the goal of making our instruction the best it can be for on-site and at-home learners.
- Middle Schools will shorten their periods on Mondays to provide time for teachers and staff to collaborate, with the goal of making our instruction the best it can be for on-site and at-home learners. Teachers & staff will provide asynchronous or independent work for students to complete from 2:00 pm - 2:45 pm on Mondays.

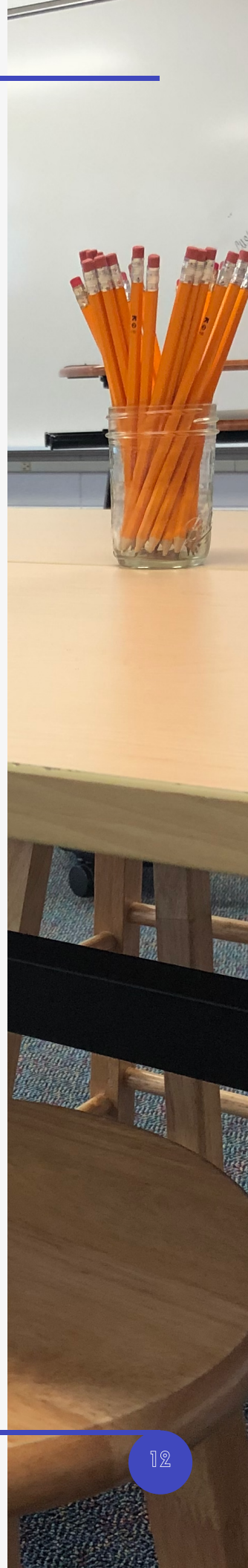
# STUDENT SERVICES

District 25 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. IEP meetings will continue to be held remotely.

Special Education Teachers and Related Service Providers will deliver guaranteed and viable individualized instruction. Students will receive all services as listed on their Individualized Education Plans. Any service that is listed on the IEP will be provided in-person and remotely via synchronous activities, asynchronous activities and through live stream services. IEP teams will determine how to best meet the individual needs of each student receiving special education services. 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

District 25's Early Childhood Program model will continue as a combination of in-person and remote learning. We offer our morning (9:10 am - 11:40 am) and afternoon (12:50 pm - 3:20 pm) class groups Monday through Thursday. Most students are attending in-person 2 days a week. Students are offered remote learning on the days that they are not in the building. We attempt to provide all related service minutes during in-person attendance.





# STUDENT SERVICES



## STUDENTS RECEIVING SPECIAL EDUCATION RESOURCE SERVICES

Resource special education services will be provided in-person and remotely by a special education teacher or related service provider. Students will follow their general education class schedule both while in-person and while working remotely. Case managers 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 in-person and/or via synchronous/asynchronous instruction. Asynchronous activities will be aligned for student progress toward IEP goals.

## STUDENTS RECEIVING SPECIAL EDUCATION INSTRUCTIONAL SERVICES

Students who are currently receiving special education services in-person will continue with their current schedule. The programs that are on site Tuesday- Friday mornings for in-person instruction are listed below:

Integrated Services Program at Westgate: District 25's Integrated Services Program model will continue as a combination of in-person and remote learning. In-person instruction is scheduled for Kindergarten on Tuesday through Friday in the morning from 9:00 am - 11:50 am and in the afternoon from 12:50 pm - 3:35 pm. In-person instruction is scheduled for 1st through 5th grade in the morning from 9:00 am - 12:00 pm. Remote learning instruction is scheduled on Mondays as synchronous and/or asynchronous instruction. Remote learning instruction is scheduled for Tuesday through Friday as asynchronous instruction for 1st through 5th grades in the afternoon from 1:00 pm - 3:35 pm. Related services are provided in-person and/or via synchronous /asynchronous instruction. Asynchronous activities are aligned for student progress toward IEP goals.

Instructional Programs at Windsor: District 25's Instructional Program models include Communications and Foundations classrooms. These programs are a combination of in-person and remote learning. In-person instruction is in the morning from 9:00 am - 12:00 pm Tuesday through Friday. Remote learning on Mondays is a combination of synchronous and asynchronous instruction. Remote learning on Tuesday through Friday afternoons 1:00 pm - 3:35 pm is through asynchronous instruction. Related services are provided in-person and/or via synchronous/asynchronous instruction. Asynchronous activities are aligned for student progress toward IEP goals.

Middle School Instructional Programs: District 25's Instructional Program models at Thomas Middle School and South Middle School include the Individual Learning Program and the Extended Resource Program. Our model is a combination of in-person and remote learning. In-person instruction is in the morning 7:50 am - 11:45 am, Tuesday through Friday. Remote learning on Mondays is a combination of synchronous and asynchronous instruction. Remote learning on Tuesday through Friday afternoons 12:25 pm - 2:50 pm is through asynchronous instruction. Related services are provided in-person and/or via synchronous/asynchronous instruction. Asynchronous activities are aligned for student progress toward IEP goals.

# FACILITIES MANAGEMENT

Arlington Heights School District 25 has developed a comprehensive Environmental Hygiene Plan 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 for Facilities Staff
- Custodial Products, Disinfectants, Tools, Supplies, and Equipment
- Inventory Management
- Signage

## DISINFECTANT PLAN

This plan focuses on high touch, non-porous surfaces and routine regular cleaning as necessary. The following is a summary of items to be disinfected and when they will be disinfected:

### Classrooms

#### Disinfected: Each Evening

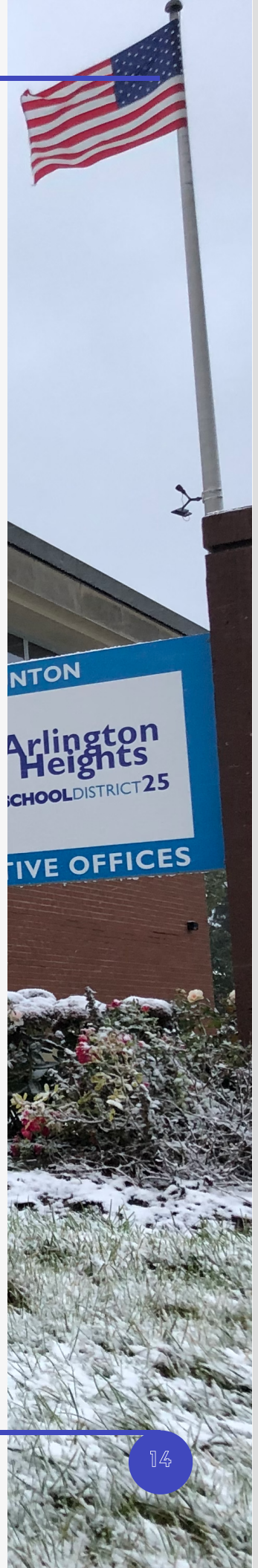
- Desks and Tables
- Switches
- Door Handles
- Non-Porous Chairs
- Pencil Sharpeners
- Note: Staff is encouraged to disinfect communal items in the classroom regularly throughout the day with the provided disinfectant spray bottle. Desks only need to be cleaned and disinfected after lunch or if another 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



# FACILITIES MANAGEMENT

## DISINFECTANT PLAN | Continued

### 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

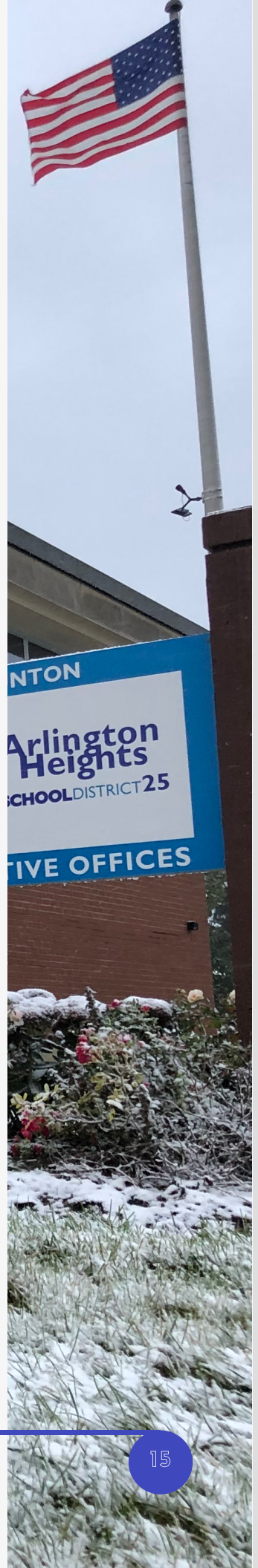
Hospital-grade disinfectant spray and paper towels are available for all classroom spaces.

## INDOOR AIR QUALITY

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.

In accordance with 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:

- Increase Outdoor Air Ventilation to Highest Level Achievable  
Considerations Include:
  1. Open windows when outside weather conditions permit.
  2. Occupant Comfort (Temperature, Humidity, Air Flow)
  3. System Performance
- Install minimum MERV-13 air filters or highest level achievable
  - Unit Ventilators      MERV-13 Filters Installed
  - Air Handlers          MERV-13 Filters Installed
  - Fan Coil Units        MERV-13 Filters Installed





# FACILITIES MANAGEMENT

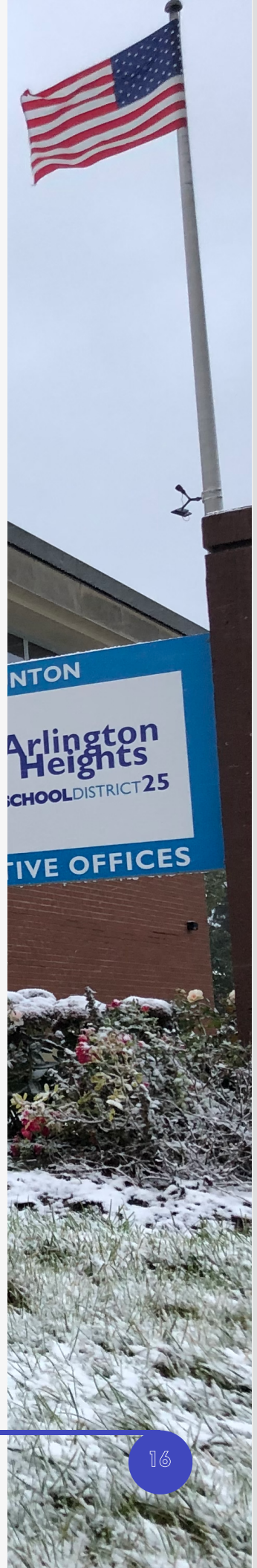
## INDOOR AIR QUALITY | Continued

- Keep systems running longer, if possible.
- Maintain temperature and humidity as applicable.
  - Temperature | Maintained District wide by Building Automation System
  - Humidity
    - Winter | No humidification equipment present for winter months
    - Summer | Humidity control via central A/C equipment
  - Bypass energy recovery ventilation systems that leak potentially contaminated exhaust air back into the outdoor air supply.
    - Locker Rooms Use Energy Recovery Ventilation to maximize outside air flow to reduce odors. No air cross contamination occurs with AHSD25 Energy Recovery Ventilation systems.

## SIGNAGE

Signage will be installed at buildings for:

- 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 Recommendation to wear face coverings, maintain social distance and wash hands frequently.
  - 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.

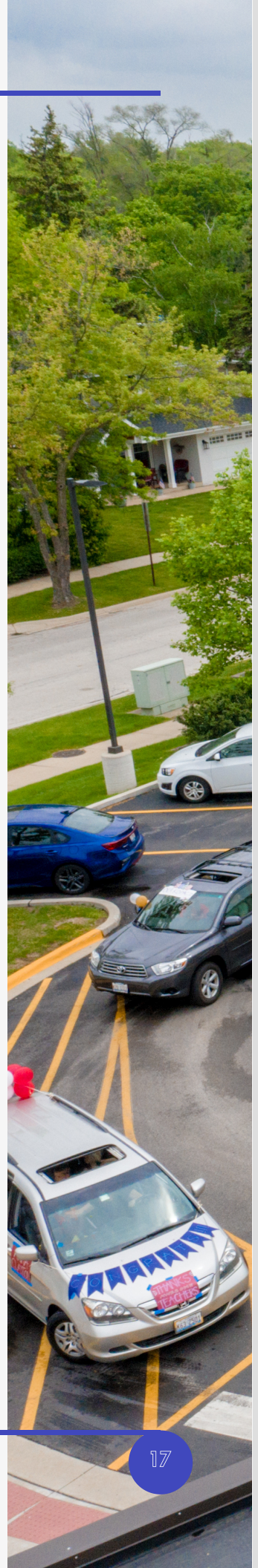




# WHEN SOMEONE IS SICK

## OVERVIEW

- Any individual who shows any signs or symptoms of illness should stay home.
- Students will not be penalized for missing school and are encouraged to stay home when they are not feeling well.
- If a child is sick on either an in-person or remote learning day, parents should report their child's absence via the online student absence form located on each school's website.
- School nurses will ask about symptoms when absences are reported.
- CDC and IDPH guidelines for students who are 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:
  - 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 very 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

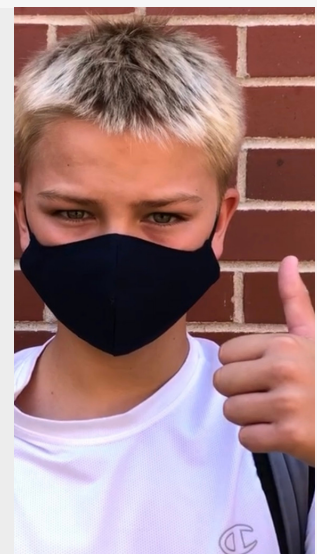
- If an employee or student tests positive, AHSD25 will contact the Illinois Department of Public Health and follow its guidance for quarantine requirements and the potential closure of a school.
- Any individual who tests positive for COVID-19 must quarantine at home.
- Individuals should not return to school for **10 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 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.
- 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 & TRAVEL

- If an individual student is required to quarantine, they will be provided the option to transition into remote learning, if physically able, and 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.
- A student or staff member who travels to an area of high risk will be subject to the quarantine guidance of the [Cook County Department of Public Health](#).



# COMMUNICATIONS

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](http://www.sd25.org/COVID19) for all information that pertains to District 25 and COVID-19 and Remote/Hybrid Learning.

Here you will find:

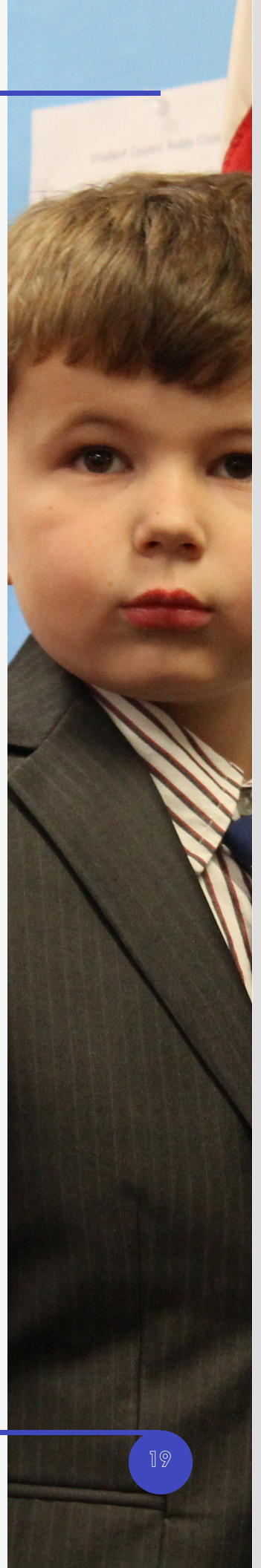
- This document.
- Information about remote/hybrid learning.
- Remote access and technology help and information.
- Information on food services.
- The COVID-19 Self-Screener. [www.sd25.org/SelfScreener](http://www.sd25.org/SelfScreener)
- District 25's Metrics for Return. [www.sd25.org/ReturnMetrics](http://www.sd25.org/ReturnMetrics)
- Information about school board meetings.

## 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 its 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.





# COMMUNICATIONS

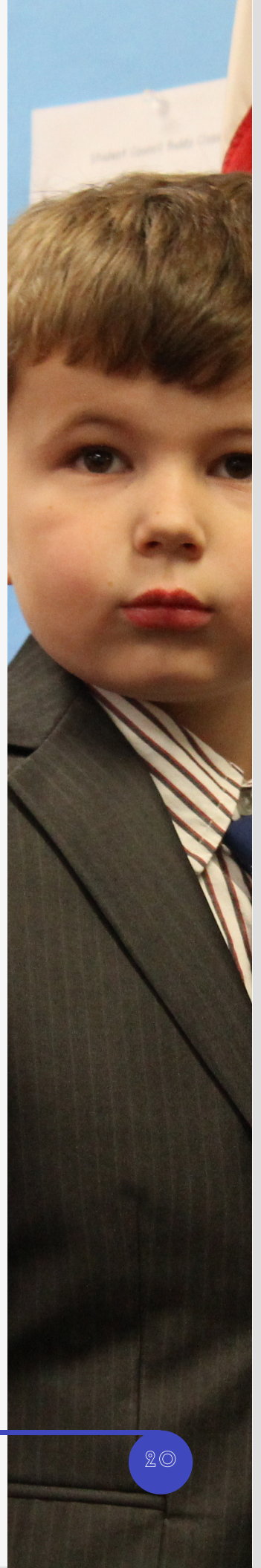
## TRANSITION ADVISORY COMMITTEE

→ The Superintendent's Transition Advisory Committee (TAC) will continue to meet most Tuesdays to discuss the various metrics related to COVID-19 and how and when we can move to full in-person instruction.

### Transition Advisory Committee Proposed Communication Timeline

#### TAC ANNOUNCEMENT TO COMMUNITY

October 2  
October 23  
November 6  
December 4  
January 8





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# THANK YOU

IF YOU HAVE ANY QUESTIONS  
FEEL FREE TO REACH OUT TO US:

DR. LORI BEIN  
[lbein@sd25.org](mailto:lbein@sd25.org)

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