

# Marquette Academy Re-Opening Plan

**Fall 2021**

## Health and Safety Strategies Action Plan

### And/or Procedure for Marquette Academy

#### How to maintain hygiene standards throughout the day

Students and staff will sanitize hands and wear masks upon entering the building.

Hand sanitizer will be available at multiple sites around the building as well as in every classroom.

Masks will be used upon entering and departing the building upon arrival and at the end of the day; in common areas of the building.

Masks will be used in the classrooms.

Sanitizing wipes or spray will be available in the classrooms to clean desks at the start and end of class/day.

Custodial staff will sanitize hallways with aerosol disinfectant at regular intervals during the day.

Planning for social distancing will be implemented in all areas of the building.

Any objects used by multiple students (computers, tables, desks, etc.) will be sanitized between use.

Students who leave the classroom during a class period (restroom, office, etc.) will be required to wear a mask while out of the room and required to use hand sanitizer before leaving and upon return to the classroom.

Staff and teachers will be required to use hand sanitizer in between classes when they will have a new group of students.

Random temperature scans will be conducted upon entering the building upon arrival in the morning and upon entering the bus (if applicable).

Students will not be allowed to share school supplies (pencils, markers, art supplies, etc.)

School supplies will be individually labeled and stored in individual containers, cubbies, desks, classrooms or book bags.

When practical, increase the circulation of outdoor air as much as possible by opening windows and inside doors. Do not open windows and doors if doing so poses a safety or health risk (eg. asthma symptoms, etc.) to students.

When possible, interior doors will be kept open to eliminate the need to use door handles. Be mindful of safety when determining whether to keep internal doors open. If possible have the doors set to lock when closed.

#### Masks and Personal Protective Equipment

All individuals in school buildings are to wear masks.

Families are asked to supply masks for their child.

- Reusable cloth masks are allowed with the stipulation they are washed daily if using the same mask.
- Disposable masks are preferred and are to be discarded at the end of each day.
- Parents should send multiple masks in case masks are lost or damaged during the school day.
- Masks should not contain messages or images that would distract from the educational environment.
- Masks may be removed in special circumstance, i.e., eating, drinking, outdoors. Individuals should wash or sanitize their hands before putting their mask on.
- A minimal supply of masks will be available for emergency student use

Masks, gloves and cleaning supplies will be provided for all employees

#### Temperature monitoring by whom and how often

Random temperatures will be taken by designated personnel who have received training in identifying COVID symptoms and monitoring.

Temperatures will be taken randomly of all persons entering the building upon arrival.

A random sample of temperatures will be taken as students and staff members enter the cafeteria during lunch periods.

Students who ride the bus will be tested before boarding the bus at the end of the day.

Coaches/supervisors will monitor and record temperatures of staff and participants before they enter the locker room, transportation, athletic or competition facilities prior to practices, events or games.

#### Procedure for faculty/staff/students that become ill during the school day, for whatever reason

If someone becomes ill during the school day they will be isolated from other students/staff.

The persons will have their temperature taken and logged in on the temperature monitoring record with any other symptoms.

High school will isolate individuals in the chapel.

Grade school will isolate individuals in the main office supply room.

Temperature monitoring and recording will be done by trained office staff.

Established protocol from the handbook will be followed in making the decision to monitor the illness or have the person leave school and determining when they can return.

ANY Fever, vomiting, and/or diarrhea will require the person to leave the building and not return until they are symptom free for 3 days without medication or a doctor's permission to return.

#### Response to COVID-19 Symptoms

**Students:** If a student is exhibiting a fever and two or more other COVID-19 symptoms, they will be immediately separated from others following the isolation protocol. Parents will be immediately contacted in order for the student to be taken home. Schools will utilize other emergency contacts if parents are not reached.

If it is determined that the illness is not COVID-19 either through a test or doctor's diagnosis, the student may return to school when symptoms subside with a doctor's note confirming the negative COVID-19 diagnosis.

If a student does not seek medical attention, students must isolate and not return to school until they have met the CDC's criteria to discontinue home isolation which currently includes:  
3 days (72 hours) with no fever and without fever reducing medication; and  
improvement of other clinical symptoms; and  
14 days home isolation from the time the symptoms first appeared.

Students will be allowed to complete and submit work remotely during this time away from school.

If a student is diagnosed as positive for COVID-19, follow the isolation protocol listed below.

**Employees:** If an employee is exhibiting COVID-19 symptoms, they will immediately be sent home.

Employees will be encouraged to read the CDC guidelines for caring for oneself and others and contact their doctor if symptoms become worse.

Employees that test positive for COVID-19, or that do not receive a negative diagnosis must not return until they have met the CDC's criteria to discontinue home isolation, which currently includes:

3 days (72 hours) with no fever and without fever reducing medication; and  
improvement of other clinical symptoms; and  
14 days home isolation from the time the symptoms first appeared.

If an employee is diagnosed as positive for COVID-19, follow the isolation protocol listed below.

**Volunteers:** If a volunteer is exhibiting COVID-19 symptoms, they will immediately be sent home.

Volunteers will be encouraged to read the CDC guidelines for caring for oneself and others and contact their doctor if symptoms become worse.

Volunteers that test positive for COVID-19, or that do not receive a negative diagnosis must not return until they have met the CDC's criteria to discontinue home isolation, which currently includes:

3 days (72 hours) with no fever and without fever reducing medication; and  
improvement of other clinical symptoms; and  
14 days home isolation from the time the symptoms first appeared.

If a volunteer is diagnosed as positive for COVID-19, follow the isolation protocol listed below.

### Isolation Protocol

If any student, employee or volunteer is diagnosed with COVID-19, Principals will immediately contact the Superintendent of Schools. While every situation is unique, the following steps will likely be implemented

- The student, employee or volunteer will be sent home and monitored for ongoing symptoms as described above.
- The principal will distribute the OCS COVID-19 Exposure letter to all parents and employees. Note that it is essential that the privacy of the impacted student or employee be protected. Principals should not disclose the specific identity of the infected individual to parents or any employees who do not need to know. For example, it would be appropriate to inform a grade level teacher or classroom teacher if a student in that teacher's class has been diagnosed with COVID-19. However, the principal should not inform other teachers in the school (or any parent).
- The student or employee's classroom/work area will be thoroughly cleaned. Windows in the area will be opened to maximize airflow.
- The principal will contact the local health department and follow all required protocol for quarantine.
- When cohorts are quarantined, the entire cohort (students and employees) is sent home. They are asked to remain home until they have met IPDH/LCHD/CDC's criteria to discontinue home isolation, which currently includes:
  - Three days with no fever and without fever-reducing medication and;
  - Improvement in other clinical symptoms

The Principal will distribute the OCS Quarantine Letter to all families and employees when a cohort or entire school is placed on quarantine.

The principal will work with the Superintendent of Schools to decide if and when some or all of the cohort members will return to school.

The principal will continue to closely monitor the health of all non-quarantined students and employees. In cases of widespread infections in a school (particularly multiple cohorts), an entire school may be quarantined. Principals will work with the Superintendent of Schools in determining if a school-wide quarantine is needed.

Students will be allowed to complete and submit academic work while quarantined.

### COVID-19 exposure to family members

In cases where students, employees or volunteers have exposure to immediate family members living in the same home. The individual and family members will be asked to follow the guidance of LaSalle County Health Department.

### Travel outside of Illinois

Families of students and employees are discouraged from traveling outside of Illinois and to areas experiencing COVID-19 outbreaks. After traveling to any of these areas or outside of the

country or to another state, students and employees will self-quarantine as determined by the Governor of Illinois, IDPH, and the CDC.

Families or Employees should inform the school immediately if they display COVID-19 symptoms during the self-quarantine period. Schools should follow the infection protocol in such instances.

#### International Students

International students will remain in their American residence for at least two weeks following travel to their country of origin and will be allowed to complete work through virtual learning while at home.

Families of international students should inform the school immediately if they display COVID-19 symptoms during the self-quarantine period. Schools should follow the infection protocol in such instances.

#### Training for office staff for signs/symptoms of COVID 19 and how to isolate, if suspected

Training will take place during the new school year orientation. Staff will receive instruction on how to identify symptoms, where and how to isolate a student, a quick reference sheet on symptoms, isolation, any procedures to follow. Training will be reviewed at regular intervals. Substitute staff and teachers will be given a review of procedures before entering the classroom.

#### Medical Care for Students

The school will continue to provide medical care as described in the school's handbook. This includes the authorization to administer approved medicines, prescriptions, and basic first aid. (Nebulizer treatments should not be administered at school)

Staff will wear gloves and masks when providing medical care at school.

#### Documentation and location of temperature checks storage

Documentation will be an excel type document with names of students and staff. Columns on the form will include but not be limited to date, time, temp recording, additional symptoms, and health questionnaire results. Paper copies will be held in the office for 90 days. Paper copies will then be scanned and saved on an office flash drive and backup drive. Scanned documents can then be discarded.

#### Physical distancing in the classroom and corridors and other areas of the building

Classrooms will be pre-arranged with markings to designate desk placement to maintain social distancing. Corridors will follow a "rules of the road traffic pattern" staying to the right side of

your path of travel. Stairways, narrow pathways, and corridors may be designated as one way travel areas. Students with a passing period between classes can have staggered dismissal if necessary to minimize the number of students in the hallway at one time

Cafeteria – Tables and seating will be pre-arranged to maintain social distancing. Students choosing to purchase a hot lunch will enter through the west door using the space on the stairway, landing, and the hallway north of the gym to maintain distancing on marked intervals.

Gym – bleachers have numbered seats and rows. Students will can sit in every 6<sup>th</sup> numbered seat and stagger numbers in each row or every other row.

Media Center/Library – Tables and seating will be pre-arranged to maintain social distancing.

#### Describe traffic pattern upon arrival, departure, and throughout the school day

Arrival - Students will enter the door designated for their grade level.

##### Grade school

Pre-k will use the north side (Superior St.) door. Times for Pre-k arrival will be staggered to allow social distancing. Students will be met at the door by their teacher at the designated arrival time.

Grades K-4 will use the north playground door and proceed to the cafeteria. Students will be seated to maintain social distancing. Classroom teachers will come and get their students to start the day. Teachers will stagger pick up to minimize the number of students in the hallway at one time.

Grades 5-8 will use the north playground door and proceed to the gym

Students will be seated to maintain social distancing.

Students will be released by grade level and use the center stairway (next to the office) to reach their storage area and first period class.

##### High school

Doors for IVCC classes will open at 7:00am

Grades 9-12 may enter using the east side parking lot door or the North Side

##### Main office door

Doors will open at 7:30am - Students will be allowed to go to their locker and proceed to their first period classroom

#### Departure – Grade School

Pre-k will use the north side (Superior St.) door. Students will be checked out to parents at the door by their teacher at the designated pick up time.

Elementary Bus Riders will meet with a designated adult at the south playground door prior to release of all students. Any bus riders, who have to wait for the bus, will maintain social distancing while waiting in the gym.

Grades K-4 will use the north playground door to exit. Classroom teachers will stagger pick up to minimize the number of students in the hallway at one time.

Grades 5-8 will use the north playground door to exit. Students will be released by grade level and use the center stairway (next to the office).

Departure – High School Students will be dismissed at the end of the school day. Students who drive to school or ride with another student will exit through the east side parking lot door. Bus riders will exit to the north (main office door) and load busses in the bus parking area. Students being picked up will exit the west side (Paul St.) door.

Corridors will follow a “rules of the road” traffic pattern, staying to the right side of your path of travel. Stairways, narrow pathways, and corridors may be designated as one way travel areas. Students with a passing period between classes can have staggered dismissal if necessary to minimize the number of students in the hallway at one time.

#### Monitoring hand washing and distancing in the bathrooms; sanitization during the school day

Bathrooms will be restricted to minimal students, when possible. Students will wear masks and try to remain socially distanced while in restrooms. Signage will be posted to indicate this policy. Items for use (sinks, etc.) will be marked or taped off for limited use to help maintain social distancing.

The elementary students in the lower grades will be accompanied by a teacher or aide when using the restroom to monitor hand washing and remind of proper procedure. Signage and intercom announcements will be used to remind students of the importance of proper handwashing as well as how to properly do so. When possible classes will be assigned to use a specific restroom.

Students in the elementary upper grades and junior high will have a staff member stationed outside the restroom to monitor hand washing and the number of students in the restroom at one time to maintain distancing. Signage and intercom announcements will be used to remind students of the importance of proper handwashing as well as how to properly do so.

High school students will self-monitor social distancing and hand washing in the restroom. Signage and intercom announcements will be used to remind students of the importance of proper handwashing as well as how to properly do so.

Students who need to use the restroom unsupervised during class time will be required to use hand sanitizer upon return to the classroom.

Restrooms will be spray sanitized at the start of the school day thoroughly cleaned at the end of each school day. Spray sanitizing will be scheduled throughout the day.

#### Physical distancing on the playground, cafeteria, gymnasiums, library, & weekly school mass or other church related activities

Playground –Classes will be encouraged to use a designated area of the playground. All equipment will be thoroughly disinfected after each recess. Recess times will be staggered.

Cafeteria – Tables and seating will be pre-arranged to maintain social distancing. Students choosing to purchase a hot lunch will enter through the west door using the space on the stairway, landing, and the hallway north of the gym to maintain distancing on marked intervals.

Gym – bleachers have numbered seats and rows. Students will be socially distanced while in the gym area.

Media Center/Library – Tables and seating will be pre-arranged to maintain social distancing.

Mass/Church related activities – Elementary students will be assigned to specific seating areas by class with spacing maintained for social distancing. We will work with the clergy to determine if staggered mass times need to be scheduled. At this time no guests will be allowed to attend school masses.

#### Arrangement of faculty/staff lounge to allow for physical distancing and maintaining hygiene

Tables and seating will be pre-arranged to maintain social distancing. Staff will self-monitor hand washing and use hand sanitizer upon entry and exit.

#### Signage in classrooms and throughout the building areas (refer to CDC website)

Each classroom and high traffic areas and entrances to the building will have CDC signage.  
Vulnerable teacher and staff protection

Teachers will be issued face masks to use during the school day. Face shields will be available. Classrooms will be arranged so that the teacher can maintain social distancing.

#### Training for substitute teachers, volunteers and procedures to ensure health and safety are maintained

Substitute staff and volunteers will be given and complete a review of procedures before entering the classroom.

#### Regular HVAC maintenance for ventilation and hygiene

HVAC systems will be inspected regularly and maintained according to CDC guidelines. Regular maintenance will be scheduled and major systems will be inspected by HVAC professionals annually.

#### How to dispose of PPE in classrooms and building areas

Non-contact containers will be available at each of the designated student exits. PPE containers will have individual liners which will be sealed and disposed of by staff at the end of each day. Any CDC guidelines for collection and disposal will be followed.

## **Physical Infrastructure Strategies Action Plan and/or Procedure**

### Signage for health & safety and where posted in the building and classrooms

Each classroom and high traffic areas and entrances to the building will have CDC signage.

### Entrance and exit traffic plan to ensure social distancing and safety

\*\*Parents will not be allowed to enter the building during student drop off or pick up. Any business to be conducted with the main office will be by appointment only. No persons will be admitted to the school building during student travel times or passing periods.

\*Any person authorized to pick up students is asked to remain in their vehicle except to buckle in students when required. (We are currently working on the traffic pattern for grade school pick up)

Arrival - Students will enter the door designated for their grade level.

#### Grade school

Pre-k will use the north side (Superior St.) door. Students will be met at the door by their teacher at the designated arrival time.

Grades K-4 will use the north playground door and proceed to the cafeteria. Students will be seated to maintain social distancing. Classroom teachers will come and get their students to start the day. Teachers will stagger pick up to minimize the number of students in the hallway at one time.

Grades 5-8 will use the north playground door and proceed to the gym. Students will be seated to maintain social distancing. Students will be released by grade level and use the center stairway (next to the office) to reach their storage area and first period class.

#### High school

Doors for IVCC classes will open at 7:00am

Grades 9-12 will enter using the east side parking lot door or the North Side Main office door

Doors will open at 7:30am - Students will be allowed to go to their locker and proceed to their first period classroom

#### Departure – Grade School

Pre-k will use the north side (Superior St.) door. Students will be checked out to parents at the door by their teacher at the designated pick up time.

Elementary Bus Riders will meet with a designated adult at the south playground door prior to release of all students. Any bus riders, who have to wait for the bus, will maintain social distancing while waiting in the gym.

Grades K-4 will use the north playground door to exit. Classroom teachers will stagger pick up to minimize the number of students in the hallway at one time.

Grades 5-8 will use the north playground door to exit. Students will be released by grade level and use the center stairway (next to the office).

#### Departure – High School

Students will be dismissed by grade level to minimize the number of students in the hallway. Students who drive to school or ride with another student will exit through the east side parking lot door. Bus riders will exit from the north (main office door) and load busses in the bus parking area. Students being picked up will exit using the west side (Paul St.) door.

Corridors will follow a “rules of the road” traffic pattern, staying to the right side of your path of travel. Stairways, narrow pathways, and corridors may be designated as one way travel areas. Students with a passing period between classes can have staggered dismissal if necessary to minimize the number of students in the hallway at one time.

#### Plan for utilization of spaces with the building for special and co/extracurricular activities to ensure health, safety and social distancing

Parish ministries and external groups will be asked to use vacant or unused instructional space, if possible. The pastor/chaplain and principal shall grant access to the required areas with the stipulation that the area will be sanitized and disinfected before and after use by the external groups.

Will follow approved policies of the IHSA, IESA, CDC and the CDOP to maintain social distancing and safety regulations.

#### Location of “sick bay” and isolation as needed

High school will isolate individuals in the chapel.  
Grade school will isolate individuals in the main office supply room.

#### Ordering procedures for PPE

Need assessment will be done by classroom teachers and custodial staff.  
Requests for PPE will be turned in to the building's main office staff and collected to be forwarded to Mrs. Rick for approval.  
Approved requests will be called in for order by Mrs. Rick or the head of maintenance.

(PPE supplies are ordered through the general cleaning supplies provider)

Cleaning service or in-house custodial crew – disinfectants and cleaning supplies meet COVID 19 sanitizing criteria

Cleaning will be done by our in-house custodial crew. Cleaning supplies meet or exceed standards for use against COVID 19

COVID 19 Contact person on-site

Brooke Rick – Principal

Todd Glade – Assistant Principal

Nadine Vicich – Head of Maintenance/Janitorial

Emergency Drills

Emergency drills in all diocesan schools will be conducted per OCS and ISBE requirements

## **Scheduling and Staffing Strategies Action Plan and/or Procedure**

Adjustments made and/or needed for classrooms based on social distancing

Classrooms will be pre-arranged with markings to designate desk placement to maintain social distancing. Corridors will follow a “rules of the road traffic pattern” staying to the right side of your path of travel. Stairways, narrow pathways, and corridors may be designated as one way travel areas. Students with a passing period between classes can have staggered dismissal if necessary to minimize the number of students in the hallway at one time

Staffing needs based on social distancing and vulnerabilities

Staff will be assigned to accommodate needs for student supervision. Any staff with vulnerabilities will be offered additional preventative measures and distancing options. Any additional precautions for students with additional vulnerabilities will be evaluated by the school administration based on availability. Marquette Academy will follow CDOP legal and OCS guidance in regard to staffing during the pandemic.

Accommodating Student needs

Students will have PPE including masks and face shields available at each building. Signage for CDC guidelines will be posted in classrooms, restrooms, and other high traffic areas.

Students will be reminded to maintain social distancing in all areas of the building. Classrooms will be arranged to promote social distancing. Sanitizing products will be readily available in multiple locations throughout the school buildings.

Additional student needs will be evaluated based on a physician's recommendation. Distance learning will be available if it is determined to be the best practice for individual students.

#### Staffing plan for high-risk and vulnerable faculty and staff

Any staff with vulnerabilities will be offered additional preventative measures and distancing options. Teachers will be issued face masks to use during the school day. Face shields will be available. Classrooms will be arranged so that the teacher can maintain social distancing. Class size or room size may be changed to accommodate faculty or staff needs. Virtual classrooms may be an option for highly vulnerable teachers.

#### Updating remote learning plans

Faculty will be required to prepare all lessons from the start of the school year to be taught in person or as at home learning assignments. Teachers will continue to build on what is currently in place for at home learning. Virtual assignments and paperless classwork will be emphasized from the beginning of the school year to ease any transitions to home learning due to an increase in the pandemic risk level. The school's most recent E-Learning Plan is on file with OCS.

#### Decision to close "campus" to visitors

School administration under the counsel of the diocese will decide to allow visitors, guests, and volunteers to enter the school buildings. Any decisions can be made on an individual basis. Any individuals entering the building that will have student contact will be subject to a health evaluation upon entering. No visitors will be allowed to enter the building without a mask or while students are transitioning through the hallways.

#### Plan for rotation and scheduling of students who transition to multiple classrooms

Classrooms will be pre-arranged with markings to designate desk placement to maintain social distancing. Corridors will follow a "rules of the road traffic pattern" staying to the right side of your path of travel. Stairways, narrow pathways, and corridors may be designated as one way travel areas. Students with a passing period between classes can have staggered dismissal if necessary to minimize the number of students in the hallway at one time.

## **Transportation and Food Service Strategies Action Plan and/or Procedures**

### Discussion of Safety plan for sharing bussing with local public schools

A meeting to discuss and plan for safety and social distancing has been scheduled.

### Maintaining the health, safety, sanitization and social distancing of Marquette Academy busses

Buses will be spray sanitized at the start of the school day thoroughly cleaned at the end of each school day. Students will be assigned seats with the first students sitting at the back of the bus with students distancing toward the front as they board the bus so students do not have to pass to enter or exit. Students will maintain distancing when loading and exiting the bus. Students and drivers will wear PPE while on the bus.

### Entry and exit to and from the bus to and from the building

All students will have their temperature taken upon entering the building.

Entry – Elementary students will have a designated entry door by grade level. Upon exiting the bus the students will line up following social distancing guidelines.

#### Grade school

Pre-k bus riders will use the north playground door and will be escorted to a designated area or classroom.

Grades K-4 will use the south playground door and proceed to the cafeteria. Students will be seated to maintain social distancing. Classroom teachers will come and get their students to start the day. Teachers will stagger pick up to minimize the number of students in the hallway at one time.

Grades 5-8 will use the north playground door and proceed to the gym. Students will be seated to maintain social distancing.

Students will be released by grade level and use the center stairway (next to the office) to reach their storage area and first period class.

#### High School

Grade 11-12 will enter using the east side parking lot door

Grade 9-10 will enter using the North Side Main office door

Exit – All Elementary Bus Riders will meet with a designated adult at the south playground door prior to release of all students as announced by the main office. Any bus riders, who have to wait for the bus, will maintain social distancing while waiting in the gym.

High School Students will be dismissed by grade level to minimize the number of students in the hallway. Bus riders will exit from the north (main office door) and load busses in the bus parking area.

#### Procedures for lunch periods

##### Grade school

Lunch periods and recess times will be adjusted to allow social distancing while students are in the cafeteria. PPE will be worn by all food servers during preparation and service. Food will be distributed in individual disposable containers/trays with utensils included. Students will be dismissed from lunch by individual tables to allow for social distancing. Existing procedures will continue to be followed for any students with food allergies. Students who forget their lunch will be offered a hot lunch to be billed to their account. Cleanup of the lunch area will be done by trained individuals using COVID 19 approved cleaner. Each individual lunch station and service area will be cleaned.

##### High School

Lunch periods and areas will be adjusted to allow social distancing while students are in the cafeteria or alternate lunch space. PPE will be worn by all food servers during preparation and service. Food will be distributed in individual disposable containers/trays with utensils included. Students will be dismissed from lunch by individual tables to allow for social distancing. Existing procedures will continue to be followed for any students with food allergies. Students who forget their lunch will be offered a hot lunch to be billed to their account. Cleanup of the lunch area will be done by trained individuals using COVID 19 approved cleaner. Each individual lunch station and service area will be cleaned.

#### Procedures for recess

Recess times will be adjusted to minimize the number of students at each recess period. Indoor recess will only allow the recommended number of students on the floor during recess. If there are additional students they will social distance while in the bleachers with each group given time on the floor. During outdoor recess each grade level will be assigned to a designated playground area. Class specific playground equipment will be stored in individual containers marked with each grade level. Equipment and containers will be cleaned after each use.

#### Early Education Considerations

Marquette Academy will follow Guidelines for Core classrooms.

Classroom supplies may be shared, but limited to essential use only and cleaned frequently.

Snacks – Students will be spread out as much as possible (3-6 feet or more). Students may remove masks while eating. We will minimize movement and prevent food sharing. All surfaces will be cleaned immediately after snack time.

Naptime – Students will not be permitted to share cots or bedding. Students will be spread out as much as possible; masks may be removed if 3-6ft social distancing can be maintained.

## **Extended Care Action Plan and/or Procedure**

### Expected need for before and after school care in dedicated room.

Before care is utilized by 3-5 students in previous years and can be contained to one classroom. After care has a variable need and is contained in two areas of the building. Grades Pk-2 are housed in one area, while grades 3-8 are in another area.

### Facility adjustments to ensure health, safety, and social distancing

PPE will be worn at all times by students and supervisors while in before and after care rooms. Hand sanitizer will be used when entering the room and readily available in each room. All play items will have a designated storage area and cleaned after each care time. The number of students in each care area will be limited according to CDC guidelines.

### Entry and exit of extended care students

Entry - Students will use the north side (Superior St.) door to enter for before care. Markers will be in place to allow social distancing. Students will be met at the door by the supervisor who will take their temperature and escort the student to the teacher in the classroom.

Exit/Pick up - Lower grades (Pk-2) will have aftercare in the preschool area of the building and use the north side door for pickup.

Students in the upper grades (3-8) will have aftercare in the cafeteria and use the south side (Washington St.) door for pick up.

Parents will ring a doorbell from outside the building. After care workers will then take the student to the parent at the door. Markers will be placed to allow for social distancing if multiple parents are waiting at one time.

### Staffing needs based on enrollment and space

Before care – 1-2 staff

After care – 4-5 staff

### List of trained substitute staff to supervise, when needed

Mary Mann  
Micki Jewett  
Sarah McAlpine  
Barb Wielgopalan  
Lisa Neurohr  
Elizabeth Baker

### Messaging to parents regarding drop off and pick up, snacks

Messaging to all parents will be done through email, social media or one call system  
Messaging to individual parents will be done through phone call, email or text message

Snacks will be limited to individually packaged food and drinks supplied by the school.

### Disinfecting toys, games and equipment

All play items will have a designated storage area and container. Toys, games and the container will be cleaned after each care time.

### Outdoor Activities

Outdoor activities will follow the guidelines for recess activity.

Playground equipment will be stored in individual containers marked for aftercare only.  
Equipment and containers will be cleaned after each use.

Outdoor playground/climbing structure may be used following CDC guidelines for use and availability of equipment in public areas/parks. Outdoor equipment will be designated for single group/cohort use per day and cleaned each day.

### Signage

CDC guidelines have been followed in the printing and posting of informational signage.

### Procedures for students who become ill during extended care

If someone becomes ill during extended care they will be isolated from other students/staff.  
The person/student will have their temperature taken and logged in on the temperature monitoring record with any other symptoms.

The individual will be isolated individuals at the main office supply room if available or the bench in front of the office.

Temperature monitoring and recording will be done by trained office staff.

Established protocol from the handbook will be followed in making the decision to monitor the illness or have the person leave school and determining when they can return.

ANY Fever, vomiting, and/or diarrhea will require the person to leave the building and not return until they are symptom free for 24 hours without medication or a doctor's permission to return.

### Isolation Protocol

If any student, employee or volunteer is diagnosed with COVID-19, Principals will immediately contact the Superintendent of Schools. While every situation is unique, the following steps will likely be implemented

- The student, employee or volunteer will be sent home and monitored for ongoing symptoms as described above.
- The principal will distribute the OCS COVID-19 Exposure letter to all parents and employees. Note that it is essential that the privacy of the impacted student or employee be protected. Principals should not disclose the specific identity of the infected individual to parents or any employees who do not need to know. For example, it would be appropriate to inform a grade level teacher or classroom teacher if a student in that teacher's class has been diagnosed with COVID-19. However, the principal should not inform other teachers in the school (or any parent).
- The student or employee's classroom/work area will be thoroughly cleaned. Windows in the area will be opened to maximize airflow.
- The principal will contact the LaSalle County Health Department and follow all required protocol.

When cohorts are quarantined, the entire cohort (students and employees) is sent home. They are asked to remain home until they have met the CDC's criteria to discontinue home isolation, which currently includes:

- Three days with no fever and without fever-reducing medication and;
- Improvement in other clinical symptoms
- The principal will contact the LaSalle County Health Department and follow all required protocol.

The Principal will distribute the OCS Quarantine Letter to all families and employees when a cohort or entire school is placed on quarantine.

The principal will work with the Superintendent of Schools to decide if and when some or all of the cohort members will return to school.

The principal will continue to closely monitor the health of all non-quarantined students and employees.

In cases of widespread infections in a school (particularly multiple cohorts), an entire school may be quarantined. Principals will work with the LaSalle County Health Department and the Superintendent of Schools in determining if a school-wide quarantine is needed.

Students will be allowed to complete and submit academic work while quarantined.