



## **Forest Park School District 91 Covid Handbook**

### **Practice your 3 W's**

**W**ear a mask

**W**atch your distance

**W**ash your hands



# Forest Park School District 91 Covid Handbook

## Table of Contents

<b>Health and Safety Procedure for In-person Learning</b>	<b>3</b>
Beginning the Day	3
Arrival and Drop off	3
During the School Day	3
<b>Cleaning and Disinfecting to Prevent the Spread of Infection</b>	<b>3</b>
<b>Symptoms of Covid-19</b>	<b>4</b>
<b>Managing and Mitigating Exposure</b>	<b>4</b>
14 Day Rule (Quarantine)	4
(14 Day Rule ((Quarantine)) Continued)	5
Living with Someone Who has Tested Positive for COVID-19 (cannot avoid close contact)	5
<b>Quarantine VS. Isolation</b>	<b>5</b>
Quarantine	5
Protocols During Quarantine	5
Isolation	5
Protocols During Isolation	5
<b>Return To School Requirements</b>	<b>5</b>
<b>When To Stay Home</b>	<b>6</b>
<b>Attendance (pick up and drop off times)</b>	<b>6</b>
<b>Transportation</b>	<b>7</b>
<b>Moving to Phase 3 and Opting for In-Person Learning</b>	<b>7</b>
<b>Compliance with Health and Safety Protocols</b>	<b>8</b>
<b>Additional COVID Questions</b>	<b>8</b>



# Forest Park School District 91 Covid Handbook

## Health and Safety Procedure for In-person Learning

### Beginning the Day

- **Parents/Guardian must fill out symptoms screener by 7:30 a.m.**, prior to their student coming to school. Email and text reminders will be sent out at 5:00 a.m. each morning with the link to the screener. The screener will also be on the district website.

### Arrival and Drop off

- **Temperatures will be taken upon arrival.** The school will notify you of which entrance.
- **Parents/Guardian must wait until the child is admitted.**

### During the School Day

- **Masks will be worn at all times** by students and staff while in the building.
- **No food will be allowed in classrooms.**
- **Water bottles are allowed as long as they are labeled with your child's name.** Water fountains may be used to fill water bottles but *students and staff may not drink directly from them.*
- **All students and staff must remain six feet apart.** Floor markings will assist with reminders.
- **Desks and tables will be at least six feet apart.** Students must remain in their assigned seats unless otherwise instructed
- **There will be no mixing of groups.** For those students that have more than one teacher for core subjects, the teachers will move while student groups remain in the same room.
- **Lunch will not be served but grab and go lunches may be taken** by students as they depart school.
- **Personal Protection Equipment (PPE) is available in every school.**

## Cleaning and Disinfecting to Prevent the Spread of Infection

- **All hard surfaces such as door handles, sinks, handrails, etc. will be disinfected continuously throughout the day.**
- **All bathrooms, including those inside classrooms, will be cleaned and disinfected every hour throughout the day.** Cleaning time will be posted on the inside of the bathroom door.
- **Monday, Wednesday, and Friday evening, all classrooms will be sprayed with electrostatic disinfectant.**
- **Every evening, all buildings will be thoroughly cleaned.**
- **Two nights each week all classrooms and hard surfaces throughout the building will be hard cleaned** (wiped down with disinfectant).
- **A daily checklist of cleaning procedures** will be adhered to, signed, dated and posted on the intranet.
- **Outside air ventilation** will be increased throughout building HVAC systems.
- **HEPA filters** installed in every building.
- **Teachers will be provided with disinfectant wipes** to continually clean and disinfect surfaces in their classrooms throughout the day.
- **Every classroom will be provided with a hand sanitizer station.**



# Forest Park School District 91 Covid Handbook

## Symptoms of Covid-19

- Fever (100.4 and above) or chills
- Shortness of breath or difficulty breathing
- Cough
- Fatigue
- Muscle/body aches
- Headache
- Loss of taste or smell
- Sore throat
- Runny nose
- Nausea or vomiting
- Diarrhea

**Do not go to work/school if you have any symptoms of Covid-19. Please contact your school attendance line. All family members should remain home if someone within the household is exhibiting Covid-19 symptoms until the cause of the symptoms is known.**

## Managing and Mitigating Exposure

District 91 has several policies in place that we will follow if a staff member or student has been exposed to Covid-19. If exposed, the staff member or student will have to go into quarantine (exposed, but negative Covid test) or isolation (confirmed positive case) for 10 or 14 days. Below is a breakdown.

### 10 Day Rule (Isolation)

- **If a staff member or student tests positive for Covid-19, they must isolate for a minimum of 10 days.**
- **The isolation period starts from the first day symptoms started, if symptomatic. *If asymptomatic (no symptoms present), the 10 day isolation period starts from the day their positive test specimen was collected.***
- **Asymptomatic students may return to school after a 10 day isolation period.**
- **Symptomatic individuals are free to return after a 10 day isolation period if fever free without medication for 24 hours and/or symptoms have improved.**
- **If a student tests positive, all siblings will have to quarantine if residing in the same household.**
- **Anyone sick or infected should separate themselves if possible from others and use a separate bathroom if possible.**

### 14 Day Rule (Quarantine)

- **If staff/student is in close contact with a confirmed Covid-19 case, they must be quarantined for 14 days.**
- **Quarantine starts from the last day of contact with the known Covid case.**
- **Siblings/household members do not need to quarantine during this time, *unless the close contact begins to exhibit symptoms.***



# Forest Park School District 91 Covid Handbook

## (14 Day Rule ((Quarantine)) Continued)

- Individuals may return after a 14 day quarantine period, if no symptoms are present.
- Close contact is defined as within six feet of someone .

## Living with Someone Who has Tested Positive for COVID-19 (cannot avoid close contact)

If a student/staff member lives with someone who is Covid-19 positive and cannot avoid further exposure from that individual while they are isolating, the student/staff member will need to stay home for the 10 days that person is contagious and then will have to quarantine for an additional 14 days due to being a close contact to the positive case. **24 total days of isolation/quarantine will be required in order to return to school.**

## Quarantine VS. Isolation

### Quarantine

Quarantining applies to people who are NOT feeling sick, but have been in close contact with someone diagnosed with Covid-19. Those in quarantine should remain home for 14 days after their exposure. Family members do not need to quarantine unless they have direct contact with the positive Covid case; **however, if you do start to develop symptoms, all household members should quarantine until the cause of the symptoms is identified.**

### *Protocols During Quarantine*

- **If possible, use a separate bathroom and bedroom or disinfect in between each use.**
- **Do not share utensils, dishes, cups, bedding, towels, or other personal items.**

### Isolation

Isolation applies to people who test positive for Covid-19 or exhibit symptoms like fever, cough or shortness of breath. By staying away from others (isolating), you can avoid infecting others.

### *Protocols During Isolation*

- **Family members should quarantine, if exposed.** If a family is not able to avoid an infected case during isolation, they should quarantine 14 days after the positive case is no longer contagious (which is typically a **10 day period + 14 day quarantine=24 days**).
- **Have family members wear a mask at home.**
- **Infected individuals should separate themselves from others** by staying in a separate room and using a separate bathroom, if possible.
- **Do not share utensils, dishes, cups, bedding, towels or other personal items.**

## Return To School Requirements

*District 91 may require different pieces of documentation to return to school on a case by case basis.*

Returning After Testing Positive For COVID-19:

**The positive individual may return after a 10 day isolation period pending they are fever free for at least 24 hours without fever reducing medication AND see improvement of symptoms.**



# Forest Park School District 91 Covid Handbook

Returning From Quarantine After Being Identified As A Close Contact:

**The close contact may return after a 14 day quarantine period, if no symptoms present.** Date of return will be given to parents by the school nurse.

## **(Return To School Requirements - Continued)**

Suspected COVID-19 Case (child develops symptoms) During School:

The teacher will immediately notify the office and the school nurse who will get the child and immediately take them to a designated isolation room to be assessed. If symptoms present, parents will be notified that their child will need to be picked up ASAP (within 1 hour). That student will have to either provide proof of negative Covid-19 test results, provide alternative diagnosis if Covid-19 not suspected, or isolate for 10 days before returning. Parents will receive a letter upon picking up their student with this information.

Child is sent home (suspected COVID-19), but tested negative:

**A student may return to school if Covid is ruled out by providing proof of negative RT-PCR COVID-19 test results. Rapid test results will not be accepted.**

**OR**

**An alternative diagnosis is provided by a physician.**

## **When To Stay Home**

- Tested positive for Covid-19
- Awaiting a Covid-19 test result
- Suspected/Confirmed of being in close contact with someone who tested positive for Covid-19.
- Fever (100.4 and above)
- Dry cough
- Runny nose
- Nausea
- Vomiting
- Diarrhea
- Loss of taste or smell
- If any of the above are expected please reach out to your physician to determine next steps on whether or not to get tested for Covid-19.

***Please remember to call the school absent line to report your child's absence and describe any symptoms that your child may be experiencing in order for the nurse to follow up.***

## **Contact Tracing & Communications**

Beginning February 8 when students return, if a positive case of COVID among our students or staff is reported, a communication to the community will be sent out indicating the building and grade level. The school health coordinator will conduct contact tracing and anyone that was within six feet of an individual that tested positive for COVID will be notified individually. In the case of students that were within six feet of a person that tested positive for COVID, the parent/Guardian of that student will be contacted. To ensure the legal right to privacy of those individuals that test positive, their names will not be shared in these communications.

## **Attendance (pick up and drop off times)**

The drop off time in the morning for grade levels will be extended to allow for parents that have children in multiple buildings to travel to multiple locations and to allow for temperature checks upon arrival.



# Forest Park School District 91 Covid Handbook

## (Attendance ((pick up and drop off times)) Continued)

- Primary and Intermediate: 8:00 - 8:20
- Middle School 7:55 - 8:05

Pick up time will be extended to allow for parents that have children in multiple buildings to travel to multiple locations.

- Primary and Intermediate: 11:15 -11:30
- Middle School: 11:00 - 11:30

Multiple entry locations will be used to facilitate the quick entry into the building. Each school will communicate which entrance to use.

## IMPORTANT NOTES:

- It is very important that parents accompany their children to school and be prepared to take children home with them if they do not pass the temperature screening or the symptom check.
- It is also very important that parents drop their children off and pick them up during the above windows. If parents or children are finding it difficult to follow these guidelines, they should contact the principal to discuss options.
- All tardies (students being dropped off after the above windows), should report to the school office. After the 3rd tardy or not picking up a child at departure during the window, students will be asked to change to remote learning.
- If your child is walking to school on their own, we must have written permission from you allowing us to send the child home alone if they do not pass the screening. The school will call parents of students who are sent home.

## Transportation

District 91 will provide transportation to students who have transportation written in their Individual Education Plan (IEP). Transportation will be door to door and temperature and symptom check will be done before boarding the bus.

Transportation will be provided to the Community Center and the Park District in the afternoon for those students that attend those programs. Parents will be responsible for dropping their children off at school in the morning between 8:00 - 8:20 for elementary and 7:55 - 8:05 for middle school.

Transportation will not be provided for all other students.

## Moving to Phase 3 and Opting for In-Person Learning

District 91 will move into phase 3 of our return to in-person learning plan when the data indicates that it is safe to do so. The data will be collaboratively reviewed by a committee consisting of the District Administration, School Health Coordinator, FPTA Executive Board, and the Board of Education to determine when we move to the next phase.

If the district remains in Phase 2 into the next quarter, opportunities for other students to join our in-person classrooms will be provided at the beginning of the next quarter.



# Forest Park School District 91 Covid Handbook

## **Compliance with Health and Safety Protocols**

A great deal of thought and discussion went into preparing this plan with input from parents, teachers, administrators and board members. The guidelines are aligned with the CDC and IDPH guidelines and are required to keep everyone safe and healthy. Your cooperation is essential for making this plan work and for the health and safety of everyone. The guidelines in this plan are not suggestions, they are requirements. Please know that we care about our students and staff and will do what is necessary to keep them safe. Therefore, if your child is not compliant with the guidelines in this plan, including wearing a mask, remaining socially distant, and complying with the temperature and symptome checks, he or she may be asked to continue with remote learning. Children forget and make mistakes. We know and understand this. Reminders will be given and parents will be notified if there are concerns with the health and safety expectations. We hope that through on-going communication that any issues with compliance are resolved. If the concerns continue after 3 notices, a child may be changed to remote only learning.

## **Additional COVID Questions**

Michelle Bernero, Health Services Coordinator and district nurse @ 708-366-5703, or by email [mbernero@FPSD91.org](mailto:mbernero@FPSD91.org)

OR

Brenda Ali, Health Assistant @708-366-6945, or by email [Bali@FPSD91.org](mailto:Bali@FPSD91.org)