

Updated 7/30/2020

2020 Alain Locke Reopening Plan



Guiding Principles for Reopening

- We believe the health and safety of students, families, and staff is our top priority when making decisions about reopening.
- We believe the equitable access to high quality instruction and social/emotional support is a right for all students.
- We believe that there is no way to fully eliminate the risk of COVID-19. However, we can implement smart and thoughtful practices that can significantly reduce the risk of transmission.
- We believe that plans cannot be created in isolation. Every stakeholder must be given opportunities –through many means, methods, and modes – to be looped in during plan development and finalization.

ISBE Guidance: Reopening Health Requirements

THE MINIMUM PUBLIC HEALTH REQUIREMENTS

that all public and nonpublic schools must meet for in-person learning in Phase 4 are to:

RESTORE ILLINOIS: PHASE 4



- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection.



In-Person and At-Home Instruction

Hybrid Learning Model

As part of the hybrid model, students will do a mix of in-person learning and remote learning each week:

- **Pod A** will **learn at school** on Mondays and Wednesdays, **work independently at home** on Tuesdays and Thursdays, and engage in real-time virtual instruction on Fridays
- **Pod B** will **work independently at home** on Mondays and Wednesdays, **learn at school** on Tuesdays and Thursdays, and engage in real-time virtual instruction on Fridays

	Monday	Tuesday	Wednesday	Thursday	Friday
POD A					
POD B					

- “Pods” will stay together to keep students and instructors interacting with the smallest number of people possible
- To allow for additional cleaning time we will be revising our school hours for in-person instruction. In-person instruction will start at 8:30am with dismissal now at 2:00pm. Students will be allowed to arrive as early as 8:00am in order to go through the screening process and pick up their breakfast before heading to the classroom for the day.

Full-Time Remote Learning Only

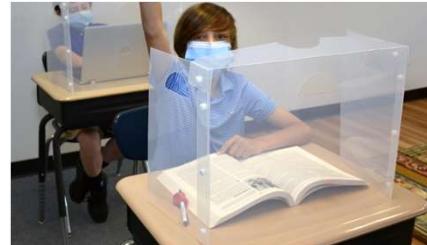


- You may choose remote learning only for your child for any reason. Once that option is chosen then you must commit to that choice for the entire quarter.
- No in-person learning. Students will participate in learning activities at home daily consisting of some live instruction, but mostly independent learning using an online platform.

Please keep in mind that full-time remote learning will look significantly different from the remote learning that was provided at the end of last school year in the following ways:

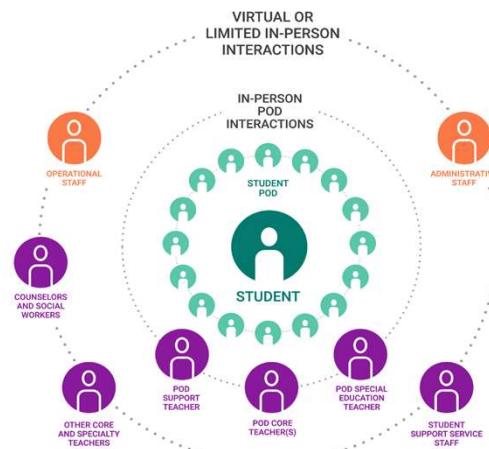
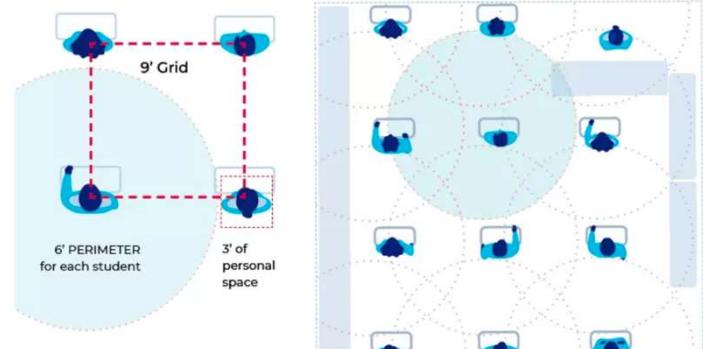
- New learning will take place across all subjects
- Some learning will occur during a daily scheduled time when the teacher and students meet virtually in real time
- Some learning will occur where students are working independently at their own pace and time
- Student work will be graded similarly to in-person grading and daily attendance will be taken
- Students will utilize Google Classroom so that students can access and turn in assignments remotely

Health and Safety: Classroom



- Students assigned to pods –groups of no more than 15 students – to mitigate risk by limiting interactions between students
 - Teachers rotate, students stay in classroom
 - Breakfast and lunch in classroom
- Student desks must remain 6 feet from each other and face the same direction with desk shields
- No shared classroom materials and supplies; if shared must be cleaned before use by another student
- Reduce close contact (less than 6 ft) as much as possible, no more than 15 minutes
- HEPA Air filters for each classroom

Arranging Instructional Spaces

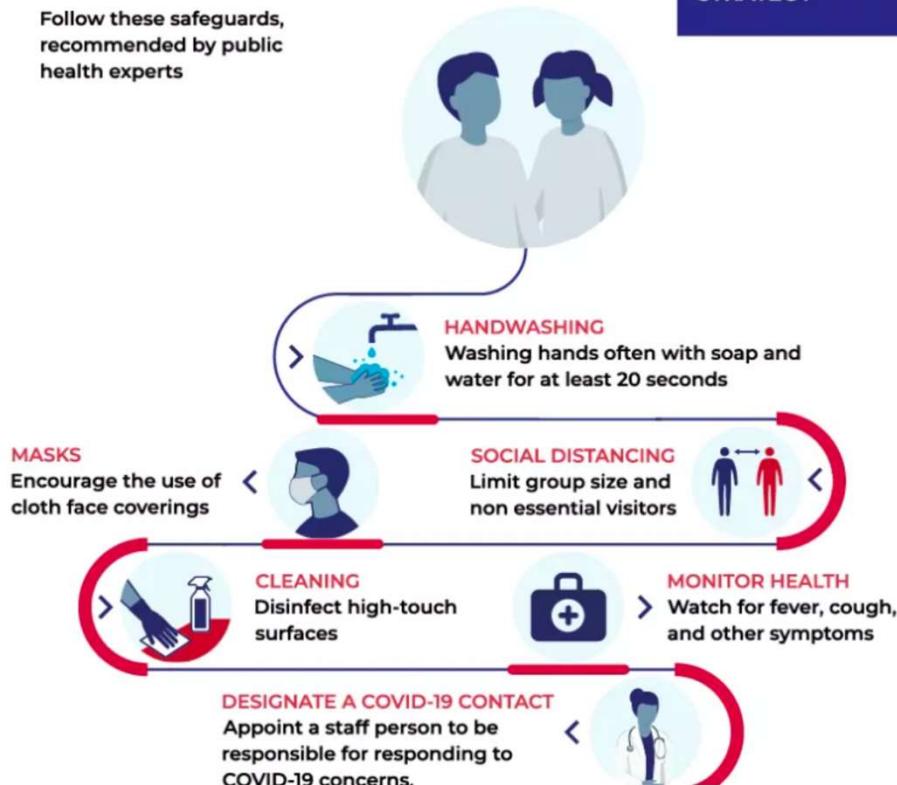


Health and Safety: Common Areas

- Temperature check before entering building
- PPE required and provided
- Staggered dismissal and arrival areas
- Visitor restrictions
- Signage reminders ([social distancing, washing hands](#)) and hallway flow markings
- Hand sanitizer stations in every hallway and classroom
- Encourage use of water bottles, eliminate water fountain use
- No Harambee or other schoolwide gatherings
- Gym outside, no recess
- Event tents for outside instruction (optional)

How to Protect Students and Staff

Follow these safeguards,
recommended by public
health experts



Safety and Operations Recommendations for Schools

Presented to INCS Reopening Task Force on 7.16.20

Recommendations - Health & Safety

Equitable Access. Schools must provide reasonable accommodations for staff and students at higher risk for severe illness and promote behaviors that reduce spread, such as social distancing, frequent hand washing, and the use of face coverings.

Face Coverings.

Masks. All individuals in school buildings must wear face coverings at all times, even if social distancing can be maintained, unless they are younger than 2 years of age, eating/drinking, have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Anyone who cannot medically tolerate a facial covering or who is unable to remove the facial covering without assistance should not wear one. Face coverings are not required outside if social distance is maintained (if individuals remain 6 feet apart from each other).

Plastic Dividers in Lieu of Face Coverings. Schools may opt to utilize dividers around desks, especially for those individuals who have a face covering exemption; however, the dividers may not be used in lieu of face coverings for students without an exemption.

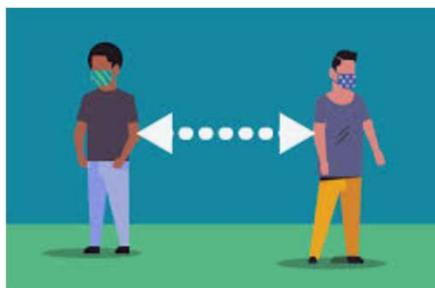


Recommendations - Health & Safety (continued)



Hygiene. Schools should provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques). Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Districts should determine any "hot spots" where germ transmission may easily occur and ensure hand sanitation/hand washing supplies are readily available. Signage and instruction should be used to reinforce proper hygiene, including the use of masks, soap, sanitizer, as well as how to cough and sneeze into their elbows or to cover with a tissue.

Social Distancing. Social distance must be observed as much as possible. Schools must develop procedures to ensure six-foot physical distance from other persons to the maximum extent possible and practical. This can most effectively be accomplished with a hybrid learning model, one in which there are a limited number of student in classrooms (e.g., 10-15 students per room, spread out at least six feet apart). Where such physical distancing is not feasible or difficult to maintain, protective measures such as physical barriers between students and arranging seating such that all individuals face the same direction can help reduce transmission.

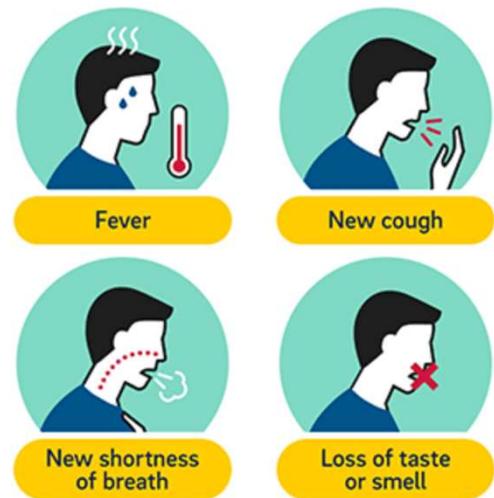


Recommendations - Health & Safety (continued)

Symptom Screening and Self-Certification. Schools must conduct temperature and symptom screenings or require self-certification and verification for all staff, students, and visitors entering school buildings. Schools can require individuals to self-certify that they are fever and symptom free before entering a school building, in lieu of conducting symptom and temperature checks at the school building. Self-certification could consist of a simple electronic form that an individual must complete on each day that they will enter a school building. A self-certification may not be completed at the beginning of the year for the entire year.

Schools not requiring self-certification should check for a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius and currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or one known symptom may not enter buildings.

Symptoms of COVID-19 (novel coronavirus)



Recommendations - Health & Safety (continued)

Isolation Of and Follow Up On Symptomatic Students. Students with symptoms related to COVID-19 must be isolated from others. Every school should identify and designate a **quarantine area (on site care room)** and a staff person to care for students who become ill at school. At least one separate bathroom near the isolation room, preferably single stall, should also be designated only for those with COVID symptoms.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had “close contact” with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for **14 days**. Individuals who did not have “close contact” can return to school immediately after disinfection.

“Close contact” means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes.

Recommendations - Health & Safety (continued)

Travel Restrictions. In accordance with the city's [Emergency Travel Order](#), staff members, students, and visitors who travel to or from any of the states on the [Chicago Travel Quarantine List](#) must quarantine for a 14-day period from the time of last contact within the identified state. This includes both Chicago residents returning from travel to a designated state, and travelers arriving in Chicago from a designated state.

What To Do When There is a Confirmed Case of COVID-19? Schools need to be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member. Schools should communicate with families and staff that any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing.

In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return.

Schools may wish to consider a symptom checklist for families and staff to use to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school.

Recommendations - Health & Safety (continued)

What To Do When There is a Confirmed Case of COVID-19 (cont.)? Students or staff returning from illness related to COVID-19 should call to check in with the school nurse or building administrator (if a nurse is unavailable) following quarantine.

Schools should close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Windows should be opened to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible.

All areas should be cleaned and disinfected, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Vacuum the space, if needed, with a high-efficiency particulate air (HEPA) filter, if available.

Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, and temporarily turn off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility. The area can be opened for use once it has been appropriately disinfected.

Ensure cleaning products are stored and used a safe distance away from children and staff.

Recommendations - Operations

Building Entry Process. Schools should adopt a policy for screening students and employees for symptoms of COVID-19 upon entry to the building. If physical distancing cannot be maintained for individuals waiting in line to enter the building, then face coverings should be required even when outside of the school. Physical guides and markers, such as tape on floors or sidewalks and signs on walls, should also be used to reinforce social distancing during arrival. Staff should monitor arrival of students to discourage congregating and ensure they go straight to their classrooms.

Common Spaces. Communal spaces - such as multipurpose rooms, auditoriums, gymnasiums, and dining halls - should be closed or repurposed as additional classroom space as needed. Even though groups of up to 50 students are technically permitted, it is strongly recommended that such gatherings are avoided.

Symptoms of COVID-19 (novel coronavirus)





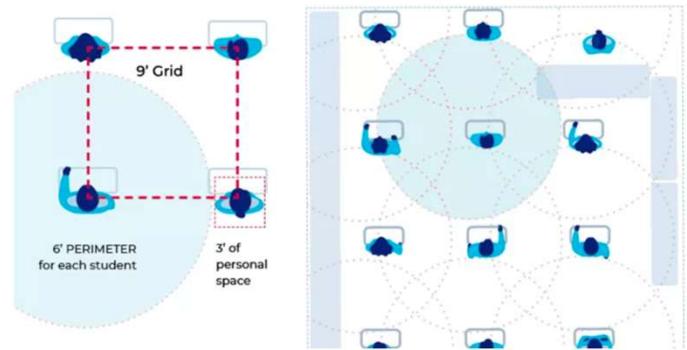
Recommendations - Operations (continued)

Classroom Layouts. Students should be seated at least six feet apart in all spaces. As feasible, desks should face the same direction toward the front of the classroom (rather than having them face each other). In classrooms where large tables are utilized, students should be spaced as far apart as possible on one side of the table.

The space between the teacher and students should be maximized due to the risk of increased droplets from teachers during instruction.

If a teacher removes face covering or mask during instruction, spacing should be increased beyond six feet. For teachers who stay seated, a physical barrier may be an effective option.

Arranging Instructional Spaces

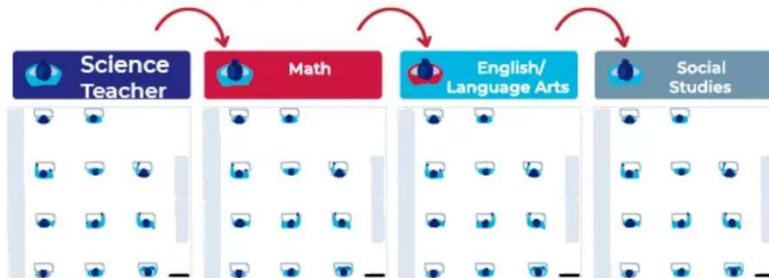


Recommendations - Operations (continued)

Hallways and Traffic Flow. The flow of foot traffic should be only in one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction. The number of persons in a hallway at one time should be limited to the greatest extent possible - consider having staff rotate through classes rather than requiring movement/mixing of student groups.

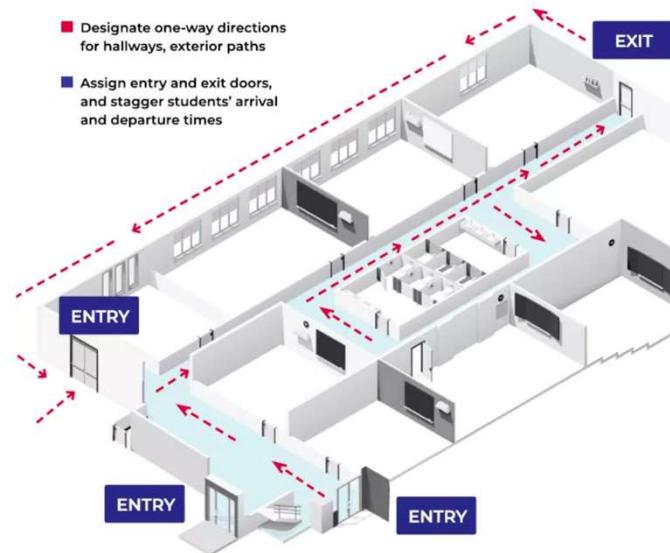
CORE SUBJECTS ARE FOCUS FOR IN-PERSON INSTRUCTION

Students remain in one room for the day, as core teachers shift rooms.
Electives are left for remote learning.



Minimizing Congestion

- Designate one-way directions for hallways, exterior paths
- Assign entry and exit doors, and stagger students' arrival and departure times



Recommendations - Operations (continued)

Cleaning & Disinfecting. More frequent cleaning and disinfection is necessary to reduce exposure. Therefore, schools should develop a schedule for increased routine cleaning and disinfecting. This will be done primarily by our custodial teams, but this **should also be an “all-staff” effort** as there are not enough custodians to do the increased cleaning in the locations and at the frequency needed.

Frequently touched surfaces such as light switches, doors, benches, bathrooms must undergo cleaning throughout the day. Libraries, computer labs, music rooms, arts, and other hands-on classrooms must undergo cleaning after every class period. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Bathrooms must be cleaned and disinfected daily and between use as much as possible.

Charters in CPS coshare buildings should work closely with Aramark to understand their roles and responsibilities for cleaning and disinfecting spaces each day.



Recommendations - Operations (continued)



Food Service. Meals should be served in classrooms or in outdoor areas where social distancing is possible. **Grab-and-go stations** may also be an effective way to distribute food, particularly if you have different groups of students coming in throughout the day (e.g., 9th graders who come in from 8-11 can pick up a breakfast on the way in and a lunch on the way out).

Meals, snacks, and beverages served at school should be **individually packaged**, while ensuring the safety of children with food allergies. Additionally, schools should discontinue family-style, self-service, and buffet-style dining.

If cafeterias or other group dining areas are used, groups must remain under 50 (or fewer if the state mandate for large groups changes). Schools should stagger eating times to allow for social distancing and disinfecting of the area between groups. In order to reduce risk, partitions may be required to limit the spread of any potential germs. Lunchroom furniture should not prevent maintaining 6 ft distance (consider furniture spacing). Seating should allow students to face the same direction and floor markers should be created/purchased to ensure lines do not violate social distancing requirements. Students should replace face coverings when they are not consuming food.

Food service staff must wash their hands immediately after removing gloves and after directly handling used food service items.



Recommendations - Operations (continued)

Restrooms. Schools should consider appropriate means to maintain social distancing in restroom areas. They may wish to consider scheduling restroom breaks and escorting individual classrooms to the restroom area to monitor social distancing, as appropriate.

Schools may also wish to add physical barriers, such as plastic flexible screens, between bathroom sinks and urinals. Maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Turn off and avoid use of hand dryers. Finally, a trash can and a roll of paper towels should be placed near the restroom door so door handles do not need to be touched with a bare hand.

Elevators. The number of passengers in a standard elevator should be limited to three people. Elevator buttons should be cleaned and disinfected at least twice per day. [Self-cleaning elevator buttons](#) may also be a useful consideration

Recommendations - Operations (continued)

Shared Equipment, Supplies, and Clothing. Students should not share items with each other, including but not limited to school supplies, computers, phones, clothing, musical instruments, sports equipment.

Signage. The CDC recommends posting signs and messages in highly visible locations that reinforce safety precautions and promote everyday protective measures (e.g., proper handwashing and appropriate face coverings). Focus on distribution of information and regular communication about the actions school communities can take to stop the spread. This includes posting signs in highly visible locations (e.g., school entrances, staff areas, and restrooms) that promote everyday protective measures, and providing instruction related to properly washing hands and properly wearing a cloth face coverings.

Educate students about how coronavirus is spread, and how preventative actions help avoid the spread (for example, that masks keep droplets out of the air and hand hygiene keep the virus out of one's mouth/nose/eyes).



Recommendations - Operations (continued)

Ventilation. Schools should ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Windows and doors should not be opened if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility. For facilities with central ventilation systems and/or windows that do not open, increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.

For facilities where a central ventilation system is not used, window air conditioning units should be adjusted to maximize fresh air intake into the system, blower fans should be set on low speed and pointed away from room occupants to the extent possible. Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants. Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

Finally, you may want to consider standalone HEPA air filtration units if you do not have windows that open or a good air circulation system. The jury is out on the efficacy of HEPA filters against COVID, but there is [some evidence they may help.](#)

Thank you!



Reopening Working Group Team Members	Remote Learning Working Group Team Members	Social-Emotional Committee Team Members
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