

Palestine CUSD #3

Return to School Plan



Introduction: Palestine CUSD #3 plans to provide in-person instruction to start at the beginning of the school year. State guidelines have been given for how we may return. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. These guidelines also follow the legal advice given to the district and risk management policies governing Palestine CUSD #3. We emphasize the importance that everyone on Palestine Community Unit School District #3 property follow the guidelines set by ISBE / IDPH which includes the following:

- Require use of appropriate personal protective equipment (PPE)
- Following Phase guidelines for gathering place occupancy
- Require social distancing be observed, as much as possible
- Require an increase in schoolwide cleaning and disinfection.

Remote Learning

The intent of the plan is to allow for students who obtain a recommendation from a medical/mental health professional to participate and engage in the same curriculum whether via in-person or remote instruction. Additionally, the hope is to provide the best possible level of social-emotional support for all students. In an effort to do so, it is clear that we had to improve and/or standardize many of our communication processes for all students.

Decisions to participate in Remote Learning SHALL be made prior to the first day of student attendance and SHALL remain until the conclusion of the first semester. Continuation of Remote Learning can be evaluated at the conclusion of the semester.

- **Communication and Instructional Programming**
 - Accelus (PreK-8)
 - APEX (9-12)
- **Curriculum**
 - All students, remote and in-person, will have the same instructional outcomes and cover the same amount of material as well as at the same time (between the hours of 8am-3pm).
 - New curriculum will be covered.
 - Remote learners will lose dual credit opportunities.
- **Mandated Testing**
 - All students including remote learners will be required to attend in-person for all mandated testing and progress monitoring.
- **Grading**
 - All students, remote and in-person, will have the same grading system.
 - Work will have assignments and assessments that are expected by assigned due dates.

- **Attendance**
 - Attendance will be required for 5.0 (five) instructional hours between 8:00am-3:15pm and recorded with the state.
 - Attendance will be recorded daily. Excused absences will be accepted upon call in. ****TRUANCY DOES APPLY****
 - Remote learners will follow the school calendar.
 - Self-quarantines will be deemed unexcused.
 - Mandated quarantines will come directly from a health department.
- **Student Supports:**
 - General “office hours” of availability for faculty and staff
 - Social-emotional support from school counselors, social workers, staff members, and administrators will be available to support students.

Visitors

- Must be pre-approved by administration prior to their visit and have necessary business to conduct in the building.
- Require use of appropriate personal protective equipment (PPE).

Monitoring

- The school district will work seamlessly with the school nurse and IDPH to monitor employee responsibilities, accountability to the plan and processes being incorporated.
- Failing to maintain standards described below will be labeled as a health risk similar to practices used for Environmental Health by IDPH and where applicable the issues will be worked out between the organizations on how to best move forward.
- The school district and the IDPH shall continue to review data in the regions and state to continue to make adjustments to procedures that will best secure continual health safety for staff and students.
- If for some reason there are serious concerns to arise surrounding the COVID19 Virus, the two entities will reach out to the IDPH / ISBE with those concerns.

Illness and Diagnosis Monitoring

- CUSD #3 will provide a process to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine.
- The school nurse and local health department will monitor individuals and ensure criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school.
- Employees and families are encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

- CUSD #3 will maintain a current list of community testing sites to share with staff, families, and students.
- Palestine will be prepared to offer assistance to local health departments when contact tracing is needed after a confirmed case of COVID-19 is identified. This may include activities such as identifying the individual’s assigned areas and movement throughout the building.
- Confirmed cases of COVID-19 will be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.
- The Superintendent will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

Measures to protect student health

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, employees, and students.
- Employee(s) assigned to regularly disinfect items frequently touched by students.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to students in the classroom, at or near the entrance of the facility, and entrance of the cafeteria.
- All other high-contact surfaces must frequently be disinfected.

Hand Hygiene

Palestine CUSD #3 encourages frequent and proper handwashing. Hands should be washed often with soap and water for 20 seconds. Palestine is committed to encouraging frequent and proper washing by:

- Ensuring availability of supplies, such as soap and paper towels, etc. for all grade levels and in all common areas of the building.
- Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol will be available.

Hand hygiene is recommended at the following times:

| | |
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| Arrival/Departure | Before and after eating. |
| Return from playground/physical education. | Before food preparation. |
| After blowing nose, coughing, or sneezing. | Before/after routine care |
| Following restroom use. | Following glove removal. |

Face Coverings

- Face coverings must follow the school's handbook dress code.
- Schools and district policies regarding face coverings will be updated to reflect IDPH and ISBE requirements.

Face covering guidance and procedures are as follows:

- Ensure that the face covering fully covers the mouth and nose and that the covering fits snugly against the sides of the face.
- Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use.
- Pay special attention to putting on and removing face coverings for purposes such as eating due to the fact that after use, the front of the face covering is considered contaminated and should not be touched during removal or replacement.
- For additional information, visit CDC: Coronavirus Disease 2019 (COVID-19)-Cloth Face Covers.

Social Distancing

- Students and staff will maintain social distancing as much as possible in each area of the school setting by following the most current IDPH guidelines.
- Procedures for hallway routes, bathrooms, the lunch line and lunchroom, classroom, arrival and dismissal have been planned out and will be carried out to the greatest extent possible to maintain distance between individuals and maximize health and safety.
- Visual reminders will be posted in multiple locations throughout the school buildings as indicators of safe distances, proper hand hygiene and procedures.

Personal Protective Equipment

- Personal protective equipment (PPE) will be available for use by students and staff.
- CUSD #3 will provide training to staff prior to the start of student attendance on the proper use of PPE, including putting on, removing and disposal of PPE.
- Palestine will comply with Occupational Safety and Health Administration (OSHA) standards on bloodborne pathogens, including the proper disposal of PPE and regulated waste.

Mental Health / Social Emotional Health

- CUSD #3 will monitor the mental and emotional well being of students and staff members and provide training to increase awareness of the impact of COVID-19.
- Counselors will be available as well as support personnel for staff, students, and families.

Student Attendance

Daily attendance and engagement of students is expected whether students are participating in-person or remotely.

Staff Attendance

Palestine CUSD #3 will support staff attendance by providing sufficient planning and collaboration time and support, communicating frequently, and engaging staff in planning processes and decision-making.

Special Education Considerations

- Palestine CUSD #3 remains responsible for ensuring that special education students receive a free appropriate public education. We will address the individual needs of students eligible for special education services.
 - In-person or Remote Learning Plans will address the unique needs of students eligible for special education services.
 - Palestine CUSD #3 will adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws.
 - All Individuals with Disabilities Education Act and Section 504 timelines remain in effect.
 - IEP teams will meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance.
 - IEP teams will make individualized determinations regarding placement and where special education students receive services.
 - Remote learning plans will be developed at the students' annual IEP meetings.
 - Crisis interventions will continue to be utilized when absolutely necessary for the safety of students and staff.

Back to School Events

- Schools have been strongly encouraged to hold back to school events such as back-to-school nights, open houses, orientations, parent-teacher conferences, etc. virtually as deemed necessary.
 - As plans are made for each of these specific events, in accordance with the IDPH and ISBE, they will be communicated with staff, students and parents.

Technology

- Palestine CUSD #3 is striving to be as prepared as possible in case there is a return to full remote instruction in the event of a resurgence of the virus or a second wave of it in the fall. To that end, we are committed to the following:
 - A “One-to-One” Handbook exists for the students and families. Each student will be provided with a device.
 - Some students and families may still lack internet access at home despite our district’s best efforts. Options are available to these families from the district.
- During in-person instruction, we will incorporate activities that help familiarize students with the technology devices and programs they will utilize during learning.

Classrooms

- Palestine CUSD #3 will continue to keep safety and instruction as top priorities in the classroom while also adhering to the requirements and recommendations set forth by IDPH and ISBE:
 - Social distancing will be followed as much as possible per most current IDPH/ISBE guidelines.
 - Windows may be opened, if possible, for increased ventilation.
 - Ensure adequate hygiene supplies, including tissues, hand sanitizer, extra face coverings, handwashing supplies if sinks are present, soap, and paper towels, are present in the classroom.
 - Teachers may assign classroom materials (i.e. textbook, technology devices, etc.) to students to minimize disease transmission.
 - Communicate with parents of younger students to discourage their children from bringing any unneeded items from home to school.

Shared Objects

- The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared.

Traffic Flow in Hallways, Lockers, Etc.

- The hallway procedures will adhere to current social distancing requirements and IDPH limitations on gathering sizes, when possible.

Drinking Fountains

- Palestine CUSD #3 has followed the CDC guidance on flushing water systems and other measures to prevent the spread of mold and Legionella. When utilizing the drinking fountains or filling stations the following guidance should be adhered to:
 - Students will be permitted to carry individual water bottles or containers, provided that the container is clear and the liquid is water only. Sharing of water bottles will not be allowed.
 - Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling.
 - Test the water flow and let the water flow for 10 seconds to allow for fresh, clean water to come through prior to drinking.
 - Ensure the appropriate water flow height to discourage students placing the mouths on the spout.
 - If the fountain requires you to push a button or lever, clean the surface before and after or use your elbow.
 - Clean your hands afterward with hand sanitizer.

Cafeterias/Food Service

- Meals will be individually plated.
- Buffets, salad bars, and the sharing of food and utensils will be prohibited as deemed necessary.
- Ensure regular precautions are taken regarding food allergies and dietary needs.
- Areas where students consume meals will be thoroughly cleaned and disinfected between groups and after meals.
- Hand hygiene must be performed prior to and after eating a meal or consuming any food items.
- Face coverings must be removed during eating, so it is important to ensure distance between individuals as much as possible is maintained per current guidelines.
- Parents / visitors will not be allowed to dine in the cafeteria with students until further notice.
- Kitchen is open to kitchen staff only when food is being prepped and/or served.
- Floor marking and table markings will be provided to ensure appropriate distancing and traffic flow.
- On days that students do not receive in person learning due to potential COVID-19 shut down, families will have the option of meals delivered through the district.

Student Transportation

- Personal protective equipment (PPE) will be available and required for use by students and staff on all district transportation.
- Social distancing must be maintained to the greatest extent possible.
- Sanitization will be completed daily or between use on all vehicles used for student transportation.
- Palestine CUSD #3 will disinfect vehicles using only products that meet the EPA criteria and manufacturers' guidelines.

Field Trips

District field trips will follow all IDPH guidelines.

Extracurriculars

- Extracurricular activities must follow the IDPH requirements set forth for the school setting, which include the following:
 - Social distancing to the extent possible.
 - Appropriate use of PPE
 - Limiting the number of individuals to be determined by Phase guidelines
 - Cleaning and disinfecting to prevent the spread of COVID-19

Various aspects of Extracurriculars will be based upon guidance from the IHSA and/or IESA.

Before- and After-Care and Other Programs

Visitors and the use of school facilities by external parties will be allowed and shall follow most current IDPH guidelines.

Schoolwide Cleaning and Disinfection to Prevent the Spread of Infection

- All food preparation surfaces, handles, knobs and common surfaces shall be sanitized before and after each use.
- Increase cleaning and disinfection schedules.
- Common areas of contact will be wiped down regularly, and employees are encouraged to wipe down objects of common contact before and after they touch them.
- Custodians will disinfect the buildings each night after all students and staff have left the building.
- Custodians will set a schedule to disinfect each classroom during unoccupied time.
- Weekly the custodial staff will do a deep clean with a stronger disinfectant and sweep/mop the floors.

Preparing for When a Student or Staff Member Becomes Sick at School

- Palestine CUSD #3 will be prepared and able to respond effectively when there is a case within the school community, whether it be a student or staff member participating in allowable activities.
- Any individual, student or staff, who tests positive for COVID-19 or who shows any signs or symptoms of illness, should stay home. We ask that families and staff please 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 the local public health department criteria to return

This plan will allow us to continue to analyze and minimize our public health risks. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions.



Palestine Grade School

Arrival and Dismissal

- Students will arrive from 7:30-8:00 a.m. and enter through the designated doors:
 - Walkers and parent drop off:
 - Main Entrance by Flag Pole Door
 - Bus Riders
 - South Gym Door

Classrooms

- Safety and instruction should continue as top priorities within the classrooms.
- Students and staff should maintain appropriate social distancing as much as possible.
- Students may bring their own water bottle. It must be clear or empty upon entrance (no glass) and must contain only water or Propel
- Hand sanitizer will be available in each classroom.

Physical Education

- Whenever feasible and weather permitting, teachers will utilize outdoor space for physical education activities that allow natural social distancing.
- Games and sports activities that require close guarding and any potential physical contact with another player must be avoided in order to comply with IDPH requirements.
- In the event that common equipment is used, it will be disinfected by staff more frequently.
- Students will social distance as much as possible.
- Locker rooms will not be used until further notice during the school day.

Library

- Digital and downloadable books will be available for student devices.
- A traveling book cart will also be available as needed.

Recess

- Students should perform hand hygiene before and after recess.
- Recess/outside breaks should be frequent according to guidelines.
- The mixing of classes, grade levels or groups of students from one class to another will be avoided when possible.
- Social distancing will occur as much as possible during recess.

Extracurricular

- Palestine CUSD #3 will follow IESA recommendations.
- Other events and school sponsored activities will be decided on an individual basis.



Palestine High School

Arrival and Departure

- Students are not to arrive prior to 7:45am.
- Walkers and parent drop off at high school-West/Cafeteria Door
- Student drivers- East Door
- Bus Riders- High School-East Door
- All students may go to their first hour class at 7:50am and enter the room as long as the teacher is present.
- All students may exit any door at departure time.

Movement around School

- Areas will be marked to provide a method of traffic flow if possible.

Cafeteria/Lunch Procedures

- Campus will be closed for lunch for health and safety (risk) management.

Classrooms

- Hand Sanitizer will be available upon entering and exiting classrooms.
- Students should maintain social distancing when possible.
- No sharing of school supplies, food or other materials
- Students will be permitted to bring their own water bottle. It must be clear and only water is allowed.
- Locker rooms will not be utilized during the school day.
- Vocational and lab classes will disinfect materials/tools in between classes.
- Students will dress for physical education once locker rooms are deemed safe by IDPH.
- In-person learners will be allowed to attend dual credit courses, CTE off campus courses, service learning, and work study courses at this time.

Extracurricular

- Palestine CUSD #3 will follow IHSA recommendations.
- Other events and school sponsored activities will be decided on an individual basis.



Special Education

Resource and Instructional Rooms

- Resource students will be in one homeroom.
- Cross Cat students will be in one homeroom.
- Materials will be kept in individual lockers.
- Students will have their own textbooks. If not enough copies are available, books will be disinfected between users.
- Teaching areas will be disinfected between groups of students.

Sensory Room

- Sensory rooms and materials will be disinfected between students.
- Sensory room times will be scheduled, if possible, throughout the day.
- Special Needs teachers will have tubs of materials kept in their rooms if the sensory room is not available for use.

Coffee Cart

- Cups will be disposable with individually wrapped straws
- Food service guidelines will be followed.

IEP Meetings

- Require use of appropriate personal protective equipment (PPE).

Itinerant Staff

- Will sign in at the office.
- Will have a tub available with sanitizing materials available to take to the classroom they will be using.
- Desks, tables, chairs, etc will be sanitized between each session.



Transportation

School Buses/District Transportation

- All school buses/district transportation will have appropriate PPE available.
- All school buses will have windows open if possible for proper ventilation.
- Every bus will be sanitized by the driver after every route.
- Every bus will be completely sanitized by the driver after the last route of the day for that bus.
- All extra curricular activities will follow the same guidelines as regular routes.

Driver, Chaperones, and Students.

- All persons on a school bus must wear appropriate PPE.
- All persons on a school bus will maintain social distancing as best possible.
- All students will sit in assigned seats for daily routes.
- If a student boards a bus without PPE the driver will provide PPE for the student.
- All drivers/chaperones will wear the proper PPE while cleaning all bodily fluids, while sanitizing between routes and cleaning their bus after their last route for the day.
- Special needs routes and students needs will be coordinated with the special needs coordinator to follow all IEP and 504 plans in place to keep these routes and students, driver, and chaperones as safe as possible.



Operations & Maintenance

PHS, PGS, UO, Transportation Buildings.

- Electrostatic disinfectant machines. Clorox T360, Protexus handhelds and backpacks.
- New hand sanitizer, soap, and towel dispensers. As many as possible touchless.
- Bottles of hand sanitizer in each room as needed.
- Nitrile gloves provided for all staff. Students as needed.
- Disposable masks for all staff and students as needed.
- Proper PPE for custodians when cleaning up bodily fluids. Masks, gloves, face shields, and full body aprons.
- Proper PPE for all custodians and maintenance workers for daily duties.
- Needed COVID-19 related signage from the CDC in all bathrooms, hallways, locker rooms, gymnasiums, gymnasium entrances, main offices, auditorium, break/work rooms, shops, bleachers, and nurses office.
- Needed COVID-19 related signage for visitors, vendors, and deliveries.
- Disinfectant wipes.
- Sneeze guards added for office secretaries and lunchroom secretaries.
- Proper backlog areas have been established at each building.
- RestoreAir devices are in place in high traffic areas for air quality management.

Maintenance and Custodial duties

Extra day custodians

- PHS/PGS wipe down and disinfect all doors after the start of school.
- PHS/PGS cleans and disinfects all entrance doors used for lunch times after lunch.
- PHS/PGS cleans and sanitizes all doors used for PE after each use. We will get class schedules to coordinate these needed times.
- PHS/PGS wipe down and disinfect all lockers after the start of school.

- PHS/PGS use electrostatic disinfectant machines in all rooms as they are empty throughout the day. We will get class schedules to coordinate these needed times.
- PHS/PGS frequently clean and disinfect all bathrooms.
- PHS/PGS frequently clean and disinfect all water fountains and bottle fill stations.
- PHS/PGS cleans and sanitizes all handrails in hallways and stairwells frequently.
- PHS/PGS clean office countertops frequently.
- PHS/PGS sanitizes every locker after the start frequently.
- PHS/PGS if locker rooms are used for PE, sanitizes every locker after every period and cleans and sanitizes every bathroom in locker rooms frequently.
- PHS/PGS cleans and sanitizes the cafeteria area if used after breakfast.
- PHS/PGS clean and sanitize the cafeteria, outside area, library, tables and desks that have been used for lunch.
- PHS/PGS sanitize playground equipment after each use if needed. We will get class schedules to coordinate these needed times.

**As needs arise and we see how things are working adjustments will be made to get all that needs done completed.*



Definition of Terms

Centers for Disease Control and Prevention (CDC): As the nation's health protection agency, CDC saves lives and protects people from health threats. To accomplish our mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats, and responds when these arise.

Illinois Department of Public Health (IDPH): A government ran entity that governs the openings of public facilities with over 200 programs which affect the lives and wellbeing of every resident and visitor in Illinois. The mission of IDPH is to promote health through the prevention and control of disease and injury. IDPH assures the quality of our food, sets standards for hospitals and nursing homes, investigates disease outbreaks, maintains the state's vital records, screens newborns, and many other programs.

Illinois State Board of Education (ISBE): The Illinois State Board of Education (ISBE) administers public education in the state of Illinois. The State Board consists of nine members who are appointed by the Governor with the consent of the Senate. Board members serve four-year terms, with State Board membership limited to two consecutive terms. ISBE governs all schools in Illinois funded with local, state and/or federal funds.

Personal Protective Equipment (PPE): protective clothing, helmets, goggles, or other garments (**inclusive of face coverings**) or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.