



Community Unit School District #2 • Robinson, Illinois 62454

Robinson CUSD#2 School Reopening Plan

August 2020

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Goals of the Plan

1. Robinson CUSD#2 will develop a plan that allows our students to return to in-person learning while complying with the mandates from the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health and protecting the health and safety of our students, staff, and community.
2. Robinson CUSD#2 will refine our previous remote learning plan to insure that we build the capacity to provide high-quality remote learning if or when this is necessary.

Key Points from ISBE and IDPH

- Appropriate PPE including face-coverings will be required while inside a school building
- No more than 50 individuals will be gathered in any one area
- Social distancing will be maximized whenever possible
- Students and staff will have daily screening or self-certification of symptoms
- Cleaning and disinfecting protocols will be strengthened

More detail about how Robinson CUSD#2 will comply with these mandates will be covered throughout this plan.

These directives are taken from the document issued jointly to school districts by ISBE and IDPH. To be clear, all Robinson CUSD#2 students and staff will be mandated to follow this guidance – it is not optional. In addition, it is very likely that guidelines from ISBE and IDPH will be revised as these agencies react to data regarding the spread of Covid-19 in our state and region. Our committee will continually review the guidance we receive and revise this plan as necessary throughout the 20-21 school year.

Developing the Robinson CUSD#2 Reopening Plan

This plan was developed by a committee of 33 individuals representing many different perspectives and areas of expertise. These include teachers, administrators, parents, technology experts, school health experts, public health experts, transportation experts, custodial experts, food service experts, and members of the Board of Education. This group met regularly via Google Meet to coordinate our efforts. In addition, each individual participated in a smaller working group to make recommendations on specific parts of the plan. Our working groups included:

1. Transportation
2. Food Service
3. Symptom Screening and Quarantine Procedures
4. Physical Environment and Procedures
5. Instructional Design
6. Technology and Internet Access
7. Cleaning and Disinfecting Procedures

The working groups were tasked with developing recommendations which complied with the ISBE and IDPH guidelines and had to consider how to apply their recommendations to the variety of physical spaces, programs, and student needs throughout our district of four school attendance centers and over 1,600 students and 250 staff.

Face Coverings

All students and staff must wear a face covering while inside school buildings and while riding on a school bus. Any type of cloth face covering which fits snugly around the mouth and nose is acceptable. For some students, a gaiter-type face covering may be more comfortable and easier to manage. Disposable masks are also acceptable. Clear face-shields do not meet the requirements from ISBE and IDPH.

As with any clothing or accessories worn at school, all face-coverings must be free from content advertising alcoholic beverages, drugs, violence, suggestive messages, or any content that interferes in the learning process or exhibits poor judgement.

Families are encouraged to obtain at least 2 reusable masks/face coverings per child to allow for daily laundering. The Illinois Emergency Management Agency will also provide one reusable mask for every student and staff member in Illinois schools. Our schools will have plenty of extra masks available if families are unable to provide one or if a student's face covering becomes lost, damaged, or soiled during the school day. *Individuals must wear a mask or other appropriate face covering as described above to enter school buildings or a school bus and it must remain on while in the building unless the individual is eating or drinking.*

Transportation

While our region is in Phase 4 of the Restore Illinois Plan (<https://coronavirus.illinois.gov/s/restore-illinois-introduction>), it is recommended that when possible parents provide transportation for their students to and from school. However, we understand that for many of our families this is not possible and we will continue to provide bus transportation for eligible students. Below are some of the guidelines for transportation to begin the 20-21 school year:

- Parents must screen students for symptoms prior to coming to the bus stop using the form provided. Students must present their precertification form, signed by a parent, as they board the bus.
- Face-coverings must be worn at all times aboard the school bus
- The maximum capacity of each school bus will be 50, including the driver and any adults on board
- Students will be assigned a seat on the bus and where possible siblings should be seated together

- Students will be limited to one primary and one alternate bus stop. Bus passes will only be allowed when absolutely necessary due to the capacity limits on each bus and the need to limit student contact with different groups as much as possible.
- All buses will be cleaned and disinfected with an approved product after each trip

Daily Schedule

The attendance times for Washington Elementary and Lincoln Elementary will remain the same:

Washington = 8:10AM-2:35PM

Lincoln = 8:20AM-2:45PM

Please note that the doors will open at both Washington and Lincoln at 7:45AM. *Students should not arrive before 7:45AM.*

The daily dismissal times *will be modified* at Nuttall Middle School and Robinson High School:

Nuttall Middle School = 8:00AM-1:45PM

doors will open at 7:35AM daily

Robinson High School = 8:00AM-1:40PM

doors will open at 7:40AM daily

An after-school program will be offered at Nuttall Middle School between 1:45PM and 3:00PM for a limited number of students. Details will be provided to NMS students and their parents.

Food Service

Robinson CUSD#2 is working closely with our food service management partner Opa Foods to provide students with healthy options for school breakfast and lunch as we reopen our school buildings. All meals served will meet the USDA guidelines for the National School Breakfast and National School Lunch programs. Menus will be posted on the Nutrislice application which is accessible on the district website at www.robinsonschools.com.

All meals will be prepackaged in disposable packaging for easy pick up. Each item will have identifying signage and the kitchen will have a display so that students can see what is included in each meal package. Meals will be bagged for easy pick up.

Breakfast Choices

- 1 Hot entrée offered daily
- Cereal

In addition, pre-packaged sides of fruit will be offered at breakfast.

Lunch Choices

- 1 Hot entrée offered daily
- 1 Sandwich to go

- 1 Entrée salad

In addition, pre-packaged sides of fruit, vegetables, and salads will be offered at lunch.

Milk and water will be offered with each meal.

Remote Learning Food Service

Students participating in remote learning may participate in the school breakfast and lunch programs. Meals must be ordered in advance and will be available for pickup. Details will be provided to students who sign up for remote learning.

Symptom Screening

Anyone entering the school building will be screened for common symptoms of Covid-19. This must be documented daily for every student and staff member and may be accomplished either by completing a precertification form or being screened at the building entrance. The currently known symptoms are 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.

Precertification

Parents will be provided with paper precertification forms. Parents are asked to screen their child for symptoms each morning, complete and sign the form, and send it with your child to school. This is the preferred method to comply with the daily mandated documentation of symptom screening.

Bus Riders

Bus riders should only be sent to the bus stop if they have been screened by an adult and have their signed precertification form in hand. In the event that a student is at the bus stop without a precertification form, the bus driver will have the capacity to conduct symptom screening. However, this could potentially slow our routes down significantly. Please help us by sending your child with the signed precertification form daily.

Walkers/Car-riders

Walkers and car-riders should arrive at school with their signed precertification form. In the event that a student arrives without a precertification form, the student will be directed to an area where a staff member will conduct the screening. Please help us keep our school arrival efficient by sending your child with the signed precertification form daily.

Quarantine

Each building will have a designated quarantine area in the event that a student exhibits symptoms at school. This area will be utilized until a parent can get to the school to pick the student up.

Situation	Period of Exclusion
<p><u>A student or staff member tests positive for COVID-19</u></p> <ul style="list-style-type: none"> • Minimum of 10 days of exclusion after onset of symptoms • If the individual exhibits no symptoms, the period of exclusion starts from the date of positive test results (10 day exclusion allowed from date of positive results) • The period of exclusion will be extended if necessary until at least 24 hours after fever breaks (without fever-reducing medication) and other symptoms have improved 	<p>10 calendar days minimum</p>
<p><u>A student or staff member exhibits two (or more) symptoms of COVID-19</u></p> <ul style="list-style-type: none"> • Symptoms include 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. • The period of exclusion starts on the date of the onset of symptom(s). • If symptoms persist beyond the initial 10 day exclusion period, the local health department must be consulted regarding return • Individuals may present medical documentation or explanation of other illness or condition (e.g. allergies, fibromyalgia, etc.) that may be causing symptom(s) that would allow for return to school/work. 	<p>10 calendar days minimum</p> <p><i>Medical documentation must be provided for return to school if another illness or condition is causing the symptom(s)</i></p>
<p><u>A student or staff member has a temperature higher than 100 degrees with no other COVID-19 symptoms</u></p> <ul style="list-style-type: none"> • At least 24 hours must elapse from the resolution of the fever without fever-reducing medication before the student or staff member can return • If any other COVID-19 symptoms are present, see box above 	<p>24 hours after resolution of fever</p>
<p><u>A student or staff member had close contact with someone who tested positive for COVID-19</u></p> <ul style="list-style-type: none"> • The window for close contact is within the last 14 days • “Close contact” means that the student or staff member was within 6 feet of a person who tested positive for COVID-19 for more than 15 minutes • The period of exclusion starts on the date of the most recent close contact. The Crawford County Health Department will evaluate each situation and determine who must quarantine. 	<p>14 calendar days from most recent contact</p>

Roles in Symptom Screening and Quarantine

School health personnel will be responsible for notifying a parent if their child exhibits two or more symptoms of Covid-19 and must be excluded for a minimum of 10 days unless or until a healthcare provider provides medical documentation that symptoms are not due to Covid-19. In the event of a positive Covid-19 case, school personnel will cooperate with the health department's efforts to identify individuals who need to quarantine.

Parents will be responsible for screening their student(s) daily before school and certifying that they are free from symptoms of Covid-19. In the event a student exhibits two or more symptoms of Covid-19 while at school, a parent or adult authorized by the parent will pick the student up from school promptly and comply with the guidance described above before returning the student to school.

Healthcare Providers: Parents may wish to consult their healthcare provider if they desire testing or wish to rule out other possible causes of symptoms consistent with Covid-19.

Crawford County Health Department: In the event of a positive Covid-19 case at school, health department officials will determine on a case-by-case basis who needs to quarantine.

Physical Environment and Procedures

The physical environment and procedures committee worked with staff at each of our school buildings to evaluate the physical environment and determine what modifications were needed to maximize distance and minimize the risk of exposure within the school environment. The committee addressed the following issues in each building:

- Procedures for entering each building to allow for spacing of students and symptom screening for students without precertification forms
- Limiting building access to students and staff during the school day
- Organizing classroom spaces to maximize distance between students
- Identifying areas of each building where physical barriers such as plexiglass and plastic curtains can be used to reduce risk of exposure
- Planning space usage to insure no more than 50 people occupy an area at any time
- Wherever possible, schedules are designed to allow cohorts of students to stay in the same spaces
- Using floor signs, wall signs, and other guides to control traffic patterns in building, limit capacities in bottleneck areas, and encourage distancing of 6 feet or more where possible
- Provided recommendations for utilizing outdoor spaces where possible at each building

Instructional Design

Our committee and our staff are preparing to welcome the majority of our students back for in-person learning on August 24. However, at the same time, we are building the district's capacity to provide remote learning as necessary.

In-person Learning

School start and stop times at Washington Elementary School (8:10-2:35) and Lincoln Elementary School (8:20-2:45) will remain the same as in the past. The start and stop times at Nuttall Middle School (8:00-1:45) and Robinson High School (8:00-1:40) have been modified to allow teachers time to check in with students learning remotely and plan and create content for those students.

Remote Learning

Robinson CUSD#2 has taken several steps to enhance our capacity to provide remote learning. We have purchased enough devices to allow for every student in the district to be assigned a school-owned Chromebook. In addition, we have options to assist students who may have no Internet access. Finally, our technology committee has developed training for both students and teachers to familiarize them with remote learning and the specific platform we will be using. There are three different scenarios that we anticipate remote learning may be utilized:

Remote Learning from First Day of School

Enrollment: Families electing to enroll their child in remote learning starting on the first day of the school year should first register their child as normal through the Skyward online registration system. Families are then asked to contact the building principal between August 10 and August 14 to indicate that they would like to participate in remote learning. The principal will explain the remote learning program and ask the parent to provide information about Internet access and contact information. Students will be enrolled in remote learning for a period of one academic quarter. At the end of each quarter, parents will have the option to re-enroll the student in remote learning or to return the student to in-person learning.

Teacher and Curriculum:

K-5 Elementary Students: All K-5 students participating in remote learning will be assigned a *homeroom teacher* at their grade level. In addition, each student will be assigned a *remote learning teacher*. The remote learning teacher will be fully licensed teacher working for Robinson CUSD#2 but may or may not be the same as the homeroom teacher. At the K-5 level, the district will provide access to a commercial online curriculum for students enrolled in remote learning. The remote learning teacher will be in touch with each remote learning student daily. The remote learning teacher will coordinate the remote learning content with what is being covered during in-person learning to allow for a smooth transition from remote learning to in-person learning should that become necessary. In addition, the homeroom teacher will contact the remote learning student on a regular basis to build and maintain rapport in preparation

for a potential return to in-person learning. Students will be expected to engage daily in the curriculum (unless ill or absent) and participation will be tracked. Students with Individualized Education Plans (IEP) will continue to work toward progress on IEP goals. IEP minutes will be determined on an individual basis based upon the students' current percentages in special education and the students' individual needs. IEP minutes will be met with a combination of virtual, telephone, videos, emails, and/or work assigned. Activities will consist of group meetings, individual meetings, independent work, or providing accommodations to the students for testing and general education assignments.

6-12 Students: For students in grades 6-12 participating in remote learning from the beginning of the year, the content will be provided by the same teacher who would be providing the instruction in person. The curriculum will match what is being covered in the physical classroom and will be provided through Google Classroom. The in-person instructor will monitor progress, assess, and provide feedback as needed. Students will be expected to engage daily in the curriculum (unless ill or absent) and participation will be tracked. Students with Individualized Education Plans (IEP) will continue to work toward progress on IEP goals. IEP minutes will be determined on an individual basis based upon the students' current percentages in special education and the students' individual needs. IEP minutes will be met with a combination of virtual, telephone, videos, emails, and/or work assigned. Activities will consist of group meetings, individual meetings, independent work, or providing accommodations to the students for testing and general education assignments.

Technology: All students participating in remote learning will be issued a school-owned Chromebook. Students will log in to their device using their school-issued Google credentials. The devices are protected (filtered) through the GoGuardian software which insures the devices are used for educational purposes only. This software is compliant with the Child Internet Protection Act (CIPA). The district will work with families to assess their Internet service and will assist with addressing any gaps in Internet access needed to facilitate remote learning.

Remote Learning During a Small-Scale Quarantine or Extended Absence

In the event that a student learning in-person comes under quarantine or has any other extended absence, the student will be provided with material by his or her classroom teacher as has been the normal practice during absences in the past. This may be supplemented by online content at grades 6-12.

Remote Learning if District School Buildings Must Close

The Instructional Design Committee has revised the district's remote learning plan that was utilized in the Spring of 2020 to reflect new mandates from the Illinois State Board of Education and our increased capacity to provide instructional content through technology. If we face the unfortunate circumstance that our school buildings must

close to in-person learning, this plan will be implemented. We will provide every student with a school-owned device and work with families to insure that every child has adequate access to the Internet. All of our teachers will shift to providing online content on the Google Classroom platform.

Technology and Internet Access

Robinson CUSD#2 has taken steps to assure that we have the capacity to provide every student with access to a device and to assist families with Internet access as needed.

Devices

The Technology and Internet Access subcommittee has worked with school staff to identify appropriate devices for each grade level.

- Preschool students will receive Samsung Galaxy Tab A devices
- Kindergarten will receive HP Chromebook 11 Touch Screen devices
- All other grades will receive HP Chromebook 11 devices

All students, regardless of whether they start the year learning in-person or remotely, will be assigned a device.

Technology Security

All devices will be filtered both on and off campus by GoGuardian software. This software is compliant with Child Internet Protection Act (CIPA) Guidelines. It filters incoming and outgoing traffic by device in conjunction with students' Google email address. Student traffic can be monitored so should be used for educational purposes only. Administrators and teachers will be able to monitor where students have been on the internet and how much time is spent on assignments. Students should also be monitored by parents as no filter is 100% reliable.

Internet Access

Robinson CUSD#2 will work with any families for whom lack of Internet access (or adequate Internet access) is a barrier. The district can connect families with low-cost options from local providers and can also provide alternatives for families for who are unable to pay. We do not want lack of technology or resources to be a barrier for any of our students in the event that it becomes necessary to transition to fully remote learning during the course of the school year

Training for Students and Staff

Robinson CUSD#2 recognizes that should districtwide remote learning become necessary during the school year, it is imperative that all students and staff are proficient in the use of the devices and software that will be used for remote learning.

Teachers have had the opportunity to participate in several trainings throughout the summer to learn and practice on our online platform. Our technology staff has also assembled a series of self-study videos for teachers who prefer to learn at their own pace. Additional trainings will be

available during the week before school begins. We are providing a workshop area for teachers on August 17 and 18 which will be staffed by experts who can answer questions and troubleshoot as teachers work in the software.

Our Technology and Internet Access committee is also working with staff in each building to provide age-appropriate orientation, instruction, and practice on the devices for all students during the first two weeks of in-person attendance. As in-person learning continues, teachers will continue to include lessons utilizing the technology and software on a regular basis so that students remain comfortable and proficient in the event that we have to transition to remote learning.

Cleaning and Disinfecting Procedures

Our Cleaning and Disinfecting committee has worked closely with our custodial product suppliers, custodial staff, and healthcare experts to identify equipment, products, and procedures to properly clean and disinfect our school facilities.

The district has acquired a backpack-style, battery-powered electrostatic sprayer for each school building to facilitate quick and efficient disinfecting of large areas. At the end of each attendance day, custodians will conduct their regular cleaning procedures and will follow up with this tool to ensure thorough disinfection of all surfaces. A similar but smaller handheld electrostatic sprayer will be utilized to disinfect our school buses following each route.

Throughout each school day, custodians will regularly disinfect high touch areas such as door handles, push bars, and tables. Every classroom in the district will be provided with a bucket of disinfecting wipes for quick access. Building schedules are being arranged to minimize rooms being used by multiple student groups throughout the day. However, in cases where this is not possible (e.g. some specials/encore classes, most RHS classrooms, and cafeterias), high-touch areas will be disinfecting between student groups. Frequent and thorough handwashing will be constantly encouraged. Each classroom will be provided with hand sanitizer and bulk hand sanitizer stations will be located in key areas throughout each building such as at entrance doors, cafeterias, and restrooms.

All staff will be trained on the proper use of the equipment and supplies they will utilize.

Plan Review

Our committee will continue to evaluate new data and make revisions to this plan if necessary to insure the safety of our students, staff, and community.