

*Update on Progress*

D90 COVID-19  
Community Advisory  
Panel

September 21, 2020

D90 Community COVID-19 Advisory Panel  
*Process Plan*

**Session 1 – September 10, 2020**

***Overview and “Building Community”***

Key Meeting Content:

- Member introductions
- Agreements re: norms
- Role and scope of Advisory Panel
- Overview of “Return to School” documents
- Overview of ISBE, IDPH, and Cook County Health Guidance
- Overview of SOAT and recommendations
- Working Group break-out: Identify “Focus Areas” (i.e. Facilities, Procedures, Guidance, Health Measures/Data, Access to Medical Services, Staff Training, Communication, etc.)
- Reporting out
- Closing

Resource Materials:

- Proposed group norms
- D90 Phases document
- ISBE Part 3 Transition Joint Guidance
- Updated IDPH guidance
- Updated Cook County Health Department Guidance
- SOAT Recommendations

*Admin. “To Do” – Compile “Focus Areas,” Assign Working Groups*

Homework for September 14:

- Review resource materials for September 14 meeting (see below)
- Indicate Focus Area preferences

**Session 2 – September 14, 2020**

***Identifying Needs Within Each Focus Area***

Key Meeting Content:

- Address identified “Focus Areas”
- Explanation of “Identified Needs” discernment process
- Focus Area break-out – “Identified Needs,” then identify four greatest priorities in each area
- Reporting out
- Closing

Resource Materials:

- D90 Return to School Plan
- D90 Remote Learning Handbook
- D90 Remote and Blended Remote Learning Plan
- RF D90 COVID-19 Toolkit
- ISBE Fall 2020 Learning Recommendations
- RLAT Recommendations

*Admin. "To Do" – Compile "Identified Needs" findings and priorities for panel review*

Homework for September 17:

- Document review/investigation about compiled "Identified Needs"

**Session 3 – September 17, 2020**

***Collaboration Time – Focus Areas***

Key Meeting Content:

- Overview of "Identified Needs" findings with opportunity for clarification
- Focus Area break-out work time – Proposed solutions to "Identified Needs"
- Reporting out
- Focus Area groups respond to questions/concerns: "critical friends conversation"
- Closing

Resource Materials:

- D90 staff perception survey feedback

*Admin. "To Do" – Develop suggested position statements for review (from RLAT feedback)*

Homework:

- Possible Focus Area collaboration

**Session 4 – September 22, 2020**

***Reaching Consensus***

Key Meeting Content:

- Focus Areas present "Identified Needs" and recommended corresponding solutions
- Feedback from Advisory Panel
- Focus Area break-out – Refinements to suggested position statements
- Reporting out
- Solicit Core Team members to refine final recommendations
- Closing

*Admin. "To Do" – Draft suggested Advisory Panel recommendations from refined position statements*

Homework:

- Independent review/feedback on suggested Advisory Panel recommendations

**September 29, 2020**

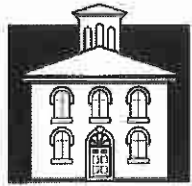
***Core Team - Refine Advisory Panel Recommendations***

**October 6, 2020 (COW Meeting)**

***Final Advisory Panel Recommendations presented to Board of Education and D90 community***

## D90 Community COVID-19 Advisory Panel Members

<i><b>Member Name</b></i>	<i><b>Role</b></i>	<i><b>Stakeholder Group</b></i>
Dr. Peter Chien	Psychiatrist	Parent
Dr. Steven Powell	Pediatrician	Parent
Dr. Amy Guralnick	Pulmonary/Critical Care	Parent
Dr. Kyle Popovich	Infectious Disease	Parent
Dr. Helen Lee	Internal Medicine	Parent
Dr. Nicole Thompson	Anesthesiologist	Board of Education
Louisa Starr	RFEA Co-President (M.S.)	Faculty
Shana Joyce	RFEA Co-President (Elementary)	Faculty
Gina Hardy	RMS Nurse	School Nurse
Pam Clink	WES Nurse	School Nurse
Erin Godellas	WES Nurse	School Nurse
Anthony Cozzi	Director of Finance and Facilities	District Administration
Steve Kreigermeier	RMS Engineer	Staff
Humberto Vigil	WES Engineer	Staff
Alison Hawley, Ed.D.	Director of Curriculum/Instruction	District Administration
Denise Matthews	Director of Special Education	District Administration
Casey Godfrey	LES Principal	School Administration
Diane Wood	WES Principal	School Administration
Larry Garstki	RMS Principal	School Administration
Ed Condon, Ph.D.	Superintendent	Superintendent
Dawne Simmons	Communications Coordinator	Communications Staff
Lisa Krusinski	RMS Secretary	Staff
Tammy Brenneman	Educational Support	Staff
Brittany Yelnick	Social Worker	Faculty
Bobby Bachar	RMS Faculty	Faculty
Marta Kozbur	LES Faculty	Faculty
Aimee Conrad	WES Faculty	Faculty
Genevieve Jones	RMS PTO Co-President	Parent
Stephanie VanDerSchie	WES PTO Co-President	Parent
Alexis Agema	LES PTO	Parent
Chelsea Austin	RMS – Grade 8	Student
Joe Knackstedt	RMS – Grade 8	Student
Philip Jimenez	West Cook YMCA President, CEO	Community Partner



**River Forest  
Public Schools**

**Administration Building**  
7776 Lake Street  
River Forest, IL 60305  
Phone: 708-771-8282  
Fax: 708-771-8291

## **D90 COVID-19 Community Advisory Panel Meeting**

### ***Agenda***

September 10, 2020

4:00-5:30 PM

1. Welcome and introductions
2. Virtual meeting “norms”
3. Role/scope of the *Advisory Panel*
4. Overview of “Return to School” documents
5. Review of ISBE, IDPH, and Cook County Health Department guidance
6. D90 Safety and Operations Team recommendations
7. Group break-out: *Identification of “Focus Areas”*
8. Reporting out
9. Open comments

**Homework for September 14** – Please review resource material for September 14 meeting and respond to e-mail message from Alison Hawley about Focus Area preferences

Scheduled meeting dates:

- Monday, September 14 (4:00-5:30 PM)
- Thursday, September 17 (4:00-5:30 PM)
- Tuesday, September 22 (4:00-5:30 PM)
- Tuesday, September 29 (4:00-5:30 PM) – *Core Team*

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**D90 COVID-19 Community Advisory Panel Meeting  
Minutes  
September 10, 2020**

**Welcome and introductions**

Dr. Condon opened the meeting at 4:05 p.m. via the Zoom conference platform. He introduced the COVID-19 Community Advisory Panel process so that everyone can share a basic understanding of the approach that will be used to meet the Panel's objective. He reviewed the meeting's agenda and asked that each individual introduce themselves to the group.

**Virtual meeting "norms"**

Dr. Alison Hawley, Director of Curriculum and Instruction, reviewed the meeting norms for the Advisory Panel. The Panel members approved the norms with the addition of an extra that was suggested by a member. The proposed norm would leave the names off of any suggestion that would be publicly reported. Any upcoming recommendation would be attributed only to the full Advisory Panel.

**Role/scope of the *Advisory Panel***

Dr. Condon reviewed the role and scope of the work to be done by the Advisory Panel. The primary function of the Panel members will be to identify the specific issues that must be addressed in order to return to in-school instruction. The Advisory Panel will be tasked with answering the critical question: *"What elements are needed for District 90 to return students to in-school instruction in a safe manner?"*

Dr. Condon also explained that the Advisory Panel would not determine when the District returns to in-class instruction, nor will the members develop plans to implement the Advisory Panel's recommendations. He also shared that some issues and metrics are not under the Advisory Panel's control, such as public health metrics. Dr. Condon shared the Safety and Operations Action Team's (SOAT) recommendations. While the SOAT recommendations were developed before the full-remote learning period began, they may be useful for going forward.

**Overview of "Return to School" documents**

Dr. Hawley reviewed the *Return to School* documents that were created by the District with guidance from the Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and Cook County Public Health Department. She explained that the Comprehensive Transition Plan (CTP) was

started in May 2020 with mid-term and long-term goals. The CTP provided District guidance for e-learning, which was conducted in the spring. Dr. Hawley also shared some key information from the ISBE Fall Learning Recommendations, ISBE academic guidelines, and the D90 Remote Learning Handbook Supplement.

#### **Review of ISBE, IDPH, and Cook County Health Department guidance**

Dr. Condon shared that most of the guidance in dealing with the remote learning situation initially came from ISBE. In this way, the guidance on various matters would be consistent with the educational issues that school districts would have to address. Also, there was a lack of consistency in the direction provided by the IDPH and CCHD. The inconsistency in guidance has changed with CCHD becoming more responsive to school districts with clear and detailed advice. The IDPH has released the document, *Adaptive Pause and Metrics*, which has been very helpful to school districts as they move forward.

#### **D90 Safety and Operations Team recommendations**

Anthony Cozzi, Director of Finance and Facilities, explained how the Safety and Operations Action Team (SOAT) was formed and provided a brief overview of its recommendations with updates on what has already been completed. For instance, items from the SOAT recommendation that have been completed include plexiglass shields on the office counters of each school, multiple hand sanitizer dispensers in each school, and removal of extraneous classroom furniture.

#### **Group break-out: Identification of "Focus Areas"**

Dr. Condon assigned Advisory Panel members to break out rooms on the Zoom platform to brainstorm the identification of focus areas for the Panel. The identified focus areas will encapsulate the various issues that need to be addressed and refined in order to return to in-school instruction. Dr. Condon explained that examples of these focus areas could include facilities, data metrics, safety procedures, and other relevant "buckets."

#### **Reporting out**

Following the break out session, each small group reported to the larger group the issues that were discussed. These topics included contact tracing, communications, implementation of "return to school" protocols, and adherence with stated public health agency guidance.. Dr. Hawley will consolidate the many topics described by the members and will send a brief survey for members to select the focus areas in which they would like to work. Additional information about these focus areas will be provided after the next meeting scheduled for September 14.

#### **Open comments**

The next meeting is scheduled for Monday, September 14, via the conference Zoom platform.

PROPOSED AREAS OF FOCUS

COVID-19 Community Advisory Panel

1	2	3	4	5
Medical Response/ Tracing Procedures	Infection Control Protocols	Social Emotional Supports	"Return to School" Safety Issues	Communication Processes
Access to medical care with focus on D90 contact tracing system (including infection control nurse, COVID dashboard, easy access to testing for contact tracing)	Procedures when incidence of COVID occurs	Collaboration with staff and students to make sure everyone feels safe	Clarity around details in SOAT plan, with acknowledgment of elementary and middle school differences	Collaboration with staff and students to make sure everyone feels safe
Desire for data matrix for determining return to school	Contract tracing after confirmed case occurrence	Guidance – updates regarding health standards and use in D90	Substitute teachers	Communication between schools and within schools
Access to testing	Specific policies and procedures for students and staff regarding COVID		Unresolved facility modifications	Specific policies and procedures for students and staff regarding COVID
Rapid testing in advance of a weekend	COVID health certification for students		Specific scheduling issues for consideration at elementary and middle school levels	Clarity around details in SOAT plan, with acknowledgment of elementary and middle school differences
Health metrics to get away from emotions and clarity of data parameters (including possible participation in School COVID Project)	Mid-day cleaning procedures		Individual PPE	Communication plans
	Documenting of existing safety measures to identify "gaps" that need to be addressed		Arrival/dismissal procedures	Guidance – updates regarding health standards and use in D90
			Logistical simulation or role play (i.e. "dry-run")	Community involvement and partnership, stressing communication and priorities





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Fax: 708-771-8291

## **D90 COVID-19 Community Advisory Panel Meeting**

### ***Agenda***

September 14, 2020

4:00-5:30 PM

1. Welcome
2. Overview of “Resource Materials” documents
3. Review and discuss – *Proposed Areas of Focus* document
4. Group consensus – Suggested student survey; Family survey
5. Focus Area teams
6. Group break-out: “Identified Needs” priorities
7. Reporting out
8. Open comments

**Homework for September 17** – Document review/investigation regarding “identified needs”  
using Google Drive resources

Scheduled meeting dates:

- Thursday, September 17 (4:00-5:30 PM)
- Tuesday, September 22 (4:00-5:30 PM)
- Tuesday, September 29 (4:00-5:30 PM) – *Core Team*

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**D90 COVID-19 Community Advisory Panel Meeting  
Minutes  
September 14, 2020**

**Welcome**

Dr. Condon opened the meeting at 4:02 p.m. via the Zoom conference platform. He welcomed Advisory Panel members and provided an overview of the meeting's agenda.

**Overview of *Resource Materials* Documents**

Dr. Condon explained that sharing the various resource documents expanded the foundational understanding of Panel members about the District's efforts regarding the effort to return to school. He provided a brief overview of several publications and documents, including ISBE's *Fall 202 Learning Recommendations*, IDPH's *Releasing COVID-19 Cases and Contacts from Isolation and Quarantine*, District 90's *Return to School Plan – Fall 2020*, District 90's *Safety and Operations Action Team Recommendations*, and *Remote Learning Action Team Recommendations*. Dr. Condon's overview also explained the rationale for sharing the specific document with Panel members.

**Review and discuss – Proposed *Areas of Focus* document**

Dr. Alison Hawley, Director of Curriculum and Instruction, provided an overview of the process used to determine the areas of focus and assign Panel members to specific focus areas. There were five areas of focus gleaned from work at the initial September 10 meeting of the Advisory Panel. Attempts were made for members to be assigned to either their first or second choice for focus areas. The five focus areas are Return to School Plans, Infection Control, Medical Response/Tracing, SEL Supports, and Communications.

**Group consensus – Suggested student survey; Family survey**

Dr. Condon shared that the District has a history of conducting surveys of staff and families for input on issues affecting the D90 community. He also reported that Dr. Hawley and Ms. Amy McFarlane, RFEA member, recently collaborated on a survey intended for faculty and staff members to obtain their views about returning to in-person instruction. Dr. Condon canvassed the Advisory Panel about conducting a survey of students regarding their experiences with remote learning this fall, as well as a short "pulse"

survey of family members about their feelings of transitioning students back to in-person instruction. There was a robust discussion among Advisory Panel members about many issues surrounding surveying families and students. The Panel members reached a consensus to survey both families and students.

### **Focus Area Teams**

Dr. Condon described the five focus areas and the Panel member makeup of those teams. He also shared that the COVID-19 Community Advisory Panel (CAP) webpage was up and available to the public. A Panel member requested a link to the CAP webpage in order to share it with others in the community. Dawne Simmons, Communications Coordinator, was asked to send the webpage link to everyone on Panel. (This task was completed before the evening ended.)

### **Group Break Out**

Dr. Condon sent everyone to their specific break out rooms on the Zoom platform. Members were tasked with identifying the most important “identified needs” in each focus area, and requested that the teams prioritize the number of essential tasks to four items.

### **Reporting Out**

Following the break out session, each small group reported to the larger group the issues that were discussed. The five focus area teams shared the items that the members agreed were most essential and should be prioritized in advance of returning students to an in-person instructional program. In preparation for the upcoming meeting, Dr. Condon asked that members review the documents in the Google folder prior to the upcoming meeting on September 17.

### **Open Comments**

The meeting adjourned at 5:30 p.m. The next meeting is scheduled for Thursday, September 17, via the conference Zoom platform.

### COVID-19 Community Advisory Panel Focus Area Groups

Return to School – 1	Infection Control - 2	Medical Response/Tracing - 3	Communications - 4	SEL Supports - 5
Larry Garstki Alexis Agema Genevieve Jones Bobby Bachar Denise Matthews Helen Lee Shana Joyce Chelsea Austin	Steve Kriegermeier Erin Godellas Humberto Vigil Anthony Cozzi Marta Kozbur Nicole Thompson Amy Guralnick	Steven Powell Kyle Popovich Stephanie VanDerSchie Peter Chien Gina Hardy Alison Hawley Pam Clink	Dawne Simmons Phil Jiminez Casey Godfrey Louisa Starr Lisa Krusinski	Brittany Yelnick Diane Wood Joseph Knackstedt Tammy Brenneman Aimee Conrad

## **KEY FOCUS AREA “IDENTIFIED NEEDS”**

**September 14, 2020**

### **GROUP 1 – Return to School**

1. Scheduling procedures, in all areas where it pertains to social distancing
2. Updating and refining the SOAT plan
3. Unresolved facility modifications
4. Individual PPE

### **GROUP 2 – Infection Control**

1. Documenting of existing safety measures that identify gaps that need to be addressed
2. Specific daily procedures for students, including lunch
3. Specific daily procedures for staff
4. Procedures for a symptomatic individual, including isolation and contact tracing

### **GROUP 3 – Medical Response/Tracing**

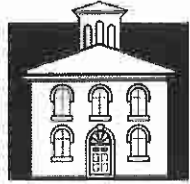
1. Contact tracing
2. Data metrics
3. Testing

### **GROUP 4 – Communications**

1. Clear communications plan (stepwise)
2. Collaboration and outreach to all stakeholders
3. Clearly communicate all policies and procedures
4. Clearly communicate the SOAT policies that all must follow

### **GROUP 5 – Social Emotional Supports**

1. Structures for students, staff and families to report safety concerns
2. Structures for students, staff and families to report social emotional concerns
3. Designing multiple pathways for reporting and supporting
4. Being clear about the resources we have for Social Emotional supports



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## **D90 COVID-19 Community Advisory Panel Meeting**

### ***Agenda***

September 17, 2020

4:00-5:30 PM

1. Welcome
2. Information update:
  - Contact tracing
  - Focus area membership
  - New CDC guidance
  - Public health metric resources
  - Core team makeup
3. Overview of “Identified Needs” findings
4. Group break-out: Proposed solutions for needs
5. Reporting out
6. Open comments

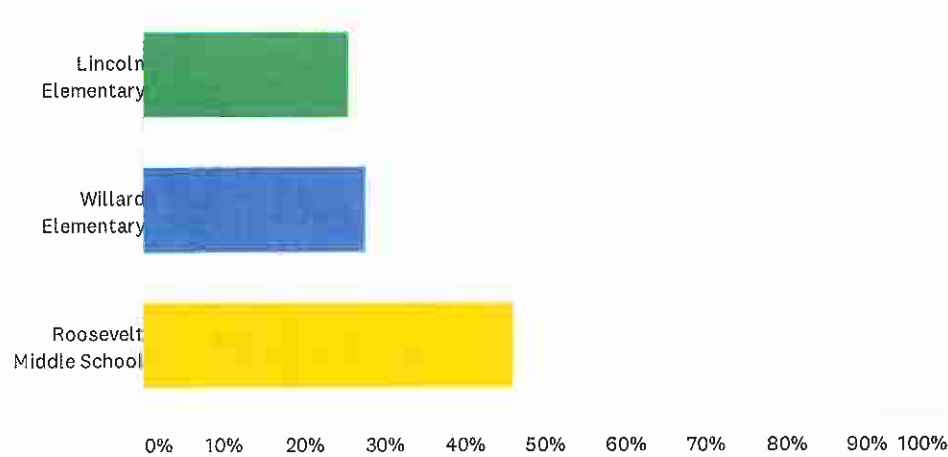
**Homework for September 22** – *Focus Area team collaboration, if needed*

Scheduled meeting dates:      -Tuesday, September 22 (4:00-5:30 PM)  
   -Tuesday, September 29 (4:00-5:30 PM) – *Core Team*

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Q1 What building is your home base?

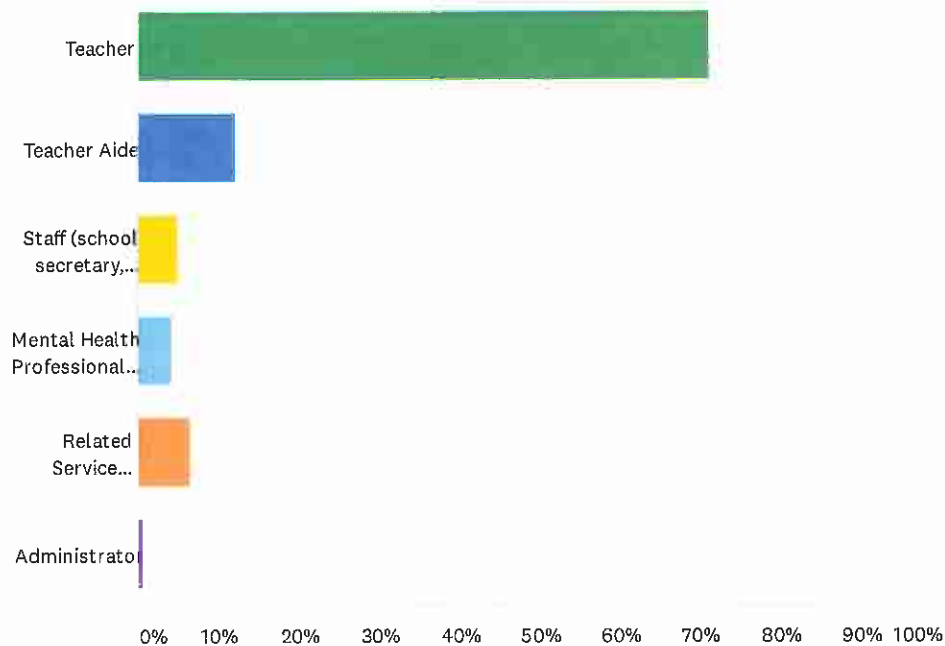
Answered: 140 Skipped: 0



ANSWER CHOICES	RESPONSES	
Lincoln Elementary	25.71%	36
Willard Elementary	27.86%	39
Roosevelt Middle School	46.43%	65
TOTAL		140

## Q2 What is your role in District 90?

Answered: 140 Skipped: 0



### ANSWER CHOICES

Teacher

Teacher Aide

Staff (school secretary, nurse, building engineer)

Mental Health Professional (psych, social worker)

Related Service Provider (SLP, PT, OT)

Administrator

TOTAL

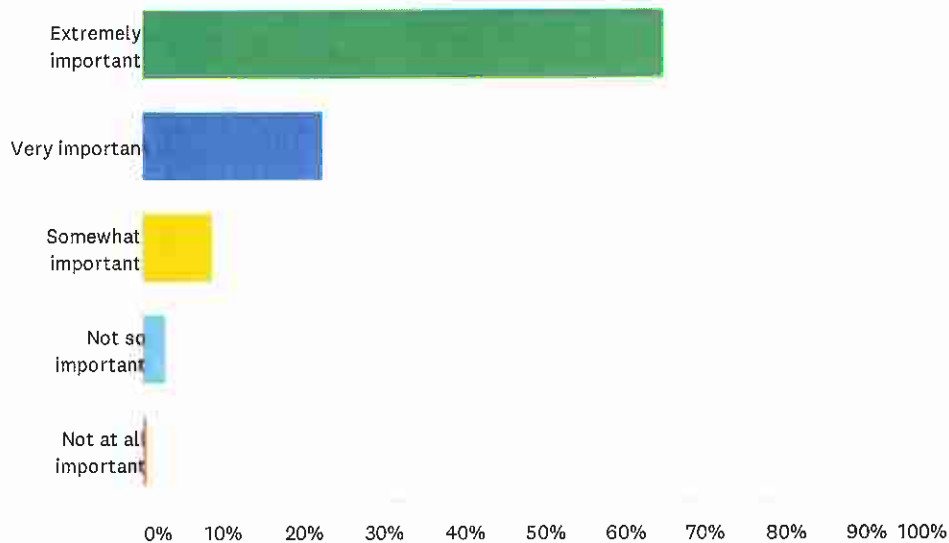
### RESPONSES

71.43%	100
12.14%	17
5.00%	7
4.29%	6
6.43%	9
0.71%	1
	140



## Q6 How important is it for the District to have and rely upon explicit guidance from Cook County Health Department and Illinois Department of Public Health about safety and response protocols?

Answered: 137 Skipped: 3



### ANSWER CHOICES

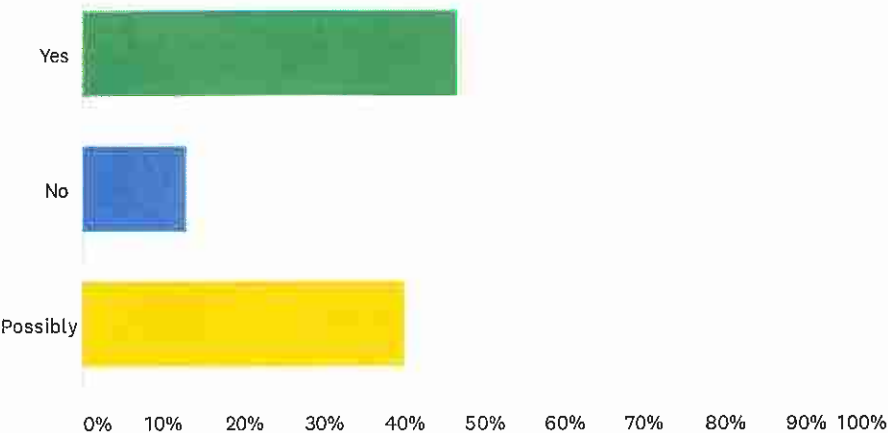
Extremely important  
Very important  
Somewhat important  
Not so important  
Not at all important  
TOTAL

### RESPONSES

64.96%	89
22.63%	31
8.76%	12
2.92%	4
0.73%	1
	137

Q7 Would you be interested in participating in a D90 sponsored COVID-19 testing program for staff?

Answered: 139 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	46.76%	65
No	12.95%	18
Possibly	40.29%	56
TOTAL		139

COVID-19 Advisory Panel Staff Survey  
September 2020

Results below reflect more frequently mentioned comments from the qualitative sections of the survey. Comments appear in descending order from most to least frequently mentioned.

**Q3: Given your experience self-certifying every day prior to entering the building, what suggestions do you have for planning to certify students upon their return to school?**

- Trust families to self-certify their children/having families self-certify is most efficient
- Need more accurate thermometers
- Markers for social distancing
- Certify students when they arrive/temperature check students
- Staggered entry schedule
- Weekly testing for staff and students/participate in testing program

**Q4: Having taught remotely from your classroom last week, what do you see as necessary to ensure that students in your classroom are able to work safely and effectively upon their return to physical school?**

- Maintaining six-foot distance in classrooms
- Mask wearing at all times
- Individualized student materials
- Proper PPE/paper towels/wipes
- Plexi-glass shields around desks
- Hand sanitizing/hand washing when entering every room
- Space for students to move/spread out to work
- Limit people in the hallway
- Air purifiers/proper ventilation
- Lower student density
- Hybrid or half-day schedule
- Storage for children's boots/coats/personal belongings
- Clear/consistent processes and consequences for not washing hands and wearing masks
- Balance the teaching of students who are in-person and remote simultaneously
- Official walk through of spaces to ensure there six-foot distance in classrooms
- Separate the remote and in-person classes

**Q5: Are there facility needs that should be provided that are not currently in place to welcome students back in-person to school in a safe manner? Please describe.**

- Students need to have lunch at home
- Not enough space to be six feet apart in classrooms
- Wipes/hand sanitizer for classrooms
- Plexiglass barriers
- Hallway usage plan
- Bathroom logistics/safety
- Sanitization schedule/plan
- Storage/locker use of student coats/belongings
- Location for aides and staff members that share spaces to maintain six foot distance

- Need space for teachers to have lunch
- Small enough class sizes
- Airflow/ventilation in classrooms/lack of windows
- Filtering of air in the gym/classrooms
- Refilling soap and paper towel dispensers frequently
- Weekly COVID-19 testing

**Q8: What additional training would you need to be ready for in-person instruction (recognizing you may still have some students participating remotely)?**

- Teaching remote and in-person simultaneously - not sure it is feasible
- More Swivl training/practice/"dry run" to test
- How to support student socially/emotionally or with trauma
- Consider having designated remote learning teachers
- Protocols for students that refuse to wear masks
- Getting Swivl and Smartboard to interface
- Additional technology training
- Protocols for when students feel sick and need to go to the nurse
- Zoom training for teacher aides/more Zoom training

**Q9: What suggestions do you have for D90 to improve communication around COVID-19 and return to school?**

- None or N/A or unsure
- Transparency around implementation and timelines
- Be transparent/provide stats about COVID-19 cases in the community and within the schools/metrics for return
- Weekly communication with updates at district or school level
- Condense emails/reminders so it is just the facts/bullet points

**Q10: Additional comments**

- Would like to see a hybrid model to return students to school
- None
- Appreciate D90 making decisions with safety in mind
- I feel comfortable/looking forward to having students back
- Teaching two different groups at one time is not possible
- Don't feel safe returning to in-person learning until there is an effective vaccine or treatment
- Concerns about parents following safety rules/community compliance
- Lunch hour will remain an issue
- Provide remote learning teachers when we return to in-person
- How will staff be notified to quarantine/clear precise protocol?
- Follow the science to guide whether it is safe to return
- Stagger the return/return slowly

## PUBLIC HEALTH DATA LINKS for COVID-19 ADVISORY PANEL Web Page

<https://www.chicagotribune.com/coronavirus/ct-viz-covid-19-cases-by-zip-code-20200407-aikakoyycje4fbqvferzjffkg4-htmlstory.html>

<https://www.dph.illinois.gov/regionmetrics?regionID=10>

<https://www.nbcchicago.com/news/local/coronavirus-tracker-daily-updates-on-cases-deaths-in-illinois-indiana/2270783/>

<https://globalepidemics.org/key-metrics-for-covid-suppression/>

[https://enigmaforensics.com/covid-19/us/zipcode/60305\\_Daily\\_Positive\\_And\\_7D\\_Trail\\_Graph.html](https://enigmaforensics.com/covid-19/us/zipcode/60305_Daily_Positive_And_7D_Trail_Graph.html)

<https://www.wbez.org/stories/map-by-zip-code-of-coronavirus-covid-19-cases-illinois/90ca85cd-bdf4-423a-a7bc-924fcee9d0f3>

<https://www.dph.illinois.gov/covid19/community-guidance/school-guidance>

<http://www.dph.illinois.gov/covid19/covid19-statistics>