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Public Schools

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## **SAFETY AND OPERATIONS ACTION TEAM**

### ***Final Recommendations - July 27, 2020***

#### **A. Facility Modifications -**

1. **Entrance/Exits** - Temperature check areas will be established at each school building. At Roosevelt, they will be placed inside the building at four different entrances to separate students by grade level. Students will line up while socially distancing in a single file that will extend outside of the building. At the PK-4 buildings, there will be tents covering exterior checkpoints at two or three locations to separate students. Each student will have an assigned checkpoint/entrance. Quarantine areas will be established at each building to hold students with elevated temperatures or showing other signs of illness. Signage will be placed on the ground outside directing students where to stand to ensure social distancing. There will also be signage on the windows for visitors and signage on the interior floors and walls directing and reminding everyone about social distancing and personal cleaning recommendations. Open shelving will be installed in each building's main entrance vestibule to receive any deliveries (UPS, individual lunch or supply drop off, etc.). The building administration will be responsible for the organization of the shelving units (alphabetical, grade, teacher, etc.).
2. **School Main Offices** - Twelve linear feet of plexiglass dividers will be installed at each main office counter. The dividers will be solid with no "bank teller" openings. Anything that needs to be passed to the secretary will be placed on the counter at the end of the plexiglass divider. There will be signage on the floor and walls directing everyone on social distancing. There will be hand sanitizer available at the end of the divider as well as by the main office copy machine, along with disinfectant wipes. The nurse's office doors at Lincoln and Roosevelt that connect to the main office will remain closed at all times and inaccessible.

3. **Classrooms** - Seating in all learning spaces will follow guidelines outlined by the Illinois State Board of Education and the Illinois Department of Public Health. Seating will be placed in standard columns and rows and will not be moved throughout the day. Students will be assigned seating. To help social distancing of the desks, extraneous furniture will be removed for each classroom and stored in storage pods outside of each building. Each teacher will receive a plexiglass divider for his/her desk. Cubbie use at the PK-4 buildings will be restricted.
4. **Bathrooms** - One paper towel holder will be re-installed in each gang bathroom to give an option for users and to speed up time spent in the bathroom. All hand dryer power and heat settings will be set to the highest levels for quicker drying time. At Roosevelt, electronic door openers will be installed on the inside and outside of the gang bathrooms in the 5th grade, 6th grade, 8th grade and North Gym Hallways. They were installed in the 7th grade bathrooms last year. In each building, plexiglass shields will be installed between every sink in all gang bathrooms.
5. **Hallways** - Locker and cubbie use will be restricted unless a student has an identified, pronounced need. If so, social distancing rules will be followed. All standard water fountains will be disabled and covered. Water bottle fillers will be used and encouraged, with strict communication to not drink from the water bottle filler. Due to the layouts of the buildings, we will not be able to maintain one-way hallways or stairwells. However, schools will be strongly encouraged to use staggered passing times to minimize the amount of student movement taking place at one time. Handwashing stations will be installed outside of gang bathrooms and other locations at Roosevelt and Willard. Lincoln will not receive them due to the high prevalence of classroom sinks. There will be signage on the floor and walls directing everyone on social distancing and personal cleaning recommendations.
6. **Miscellaneous** - A secondary nurse's location will be established at each building to separate students with COVID symptoms from those with everyday needs. The proposed locations at each building are as follows:

Lincoln - Conference Room

Roosevelt - Auditorium hallway behind office dividers

Willard - Assistant's Principal's Office

## B. PPE, Resources, Supplies and Materials

1. **PPE, staff** - The District has acquired a supply of disposable masks, as well as two washable masks per employee. This includes a reusable mask with a clear panel over the mouth, as well as hand sanitizer and gloves. For nurses, special education staff, and other personnel with speciality assignments, the District has purchased a supply of gowns, face shields and KN-95 masks.
2. **PPE, students** - The District has purchased a supply of disposable masks in case students forget, lose or destroy their mask. These will only be distributed as needed with communication to families that they are responsible for their own mask supply (unless a family is unable to provide one). Communication will also be made asking families to promote the use of masks during the summer so children will get accustomed to wearing them throughout the day, describing the acceptable types of masks/face coverings, and emphasizing the mask wearing requirement.
3. **PPE, Visitors** - There will be signage requiring all visitors to wear masks at all times. The District has purchased a supply of disposable masks for those visitors that forget. Hand sanitizer will be made available for all visitors to use.
4. **Safety related equipment** - The District has purchased a supply of digital, infrared and temporal thermometers for use by nurses, temperature-taking staff and periodically by teachers as the needs arise. Upgraded filters will be installed in the HVAC system to promote the best possible air quality without overloading the system's performance. The District has received written guidance from external heating/cooling contractors to direct all steps necessary to ensure the highest possible levels of ventilation and air quality. Each PK-4 building will receive two, 20 x 40 tents for outdoor classroom and other outdoor activities placed on the asphalt adjacent to the building. The District will identify heat thresholds under which elementary instruction will be shifted to remote learning in order to address heat-related safety issues, which will be more pronounced under mask wearing requirements.

5. **Classroom supplies** - The District has purchased a supply of disinfectant wipes for each classroom for daily use during instructional time. Principals, along with grade level teams and specialists will prioritize the types of individual student supplies/manipulatives needed for ordering to allow for individual use without sharing. The District will purchase a supply of storage containers to hold the additional materials. Classroom libraries as well as the building LLC's will quarantine books used by students for the recommended number of days before being put back into circulation.
  
6. **Cleaning supplies and equipment** - The District has purchased a supply of cleaning products for daily use. In addition, the District has purchased one high-powered, electrostatic sprayer for each building that can sanitize a 900 square foot area after it has been disinfected in 90 seconds. This will be performed each night in classrooms, bathrooms and common areas.
  
7. **Maintenance training** - Our maintenance vendor will be providing our custodial staff with up-to-date cleaning regimen training as well as training on the new sprayers.
  
8. **Custodial support** - The District has started the process of interviewing additional custodial staff. One additional part-time day custodian will be hired at each building to help disinfect restrooms and common areas on a periodic basis.
  
9. **Nursing support** - The District will contract with our nursing contractor to provide a back-up relief nurse available in the District on a daily basis.

## C. Daily Procedures

### 1. Pre-student arrival

- a. **Students** - The District will communicate to families requiring that they keep home any child that is showing any symptoms of illness. There will also be a form of self-certification. There will also be clear communication covering the District's expectations of families during this time as well as requiring families to sign off on the "Return To School" Addendum of the Student Handbook.

- b. **Staff** - The District will provide official procedures for staff self-certification. Staff will be given specific entrances that have clear certification signage posted, contain tethered IR thermometers, disinfectant wipes and hand sanitizer. The District will also communicate to staff requiring that they stay home if they are showing any symptoms of illness. The District is contracting with long-term substitutes to be in the buildings on a daily basis to cover absences.
2. **Student arrival** – Students will be assigned a door for arrival and dismissal either based on class assignment or alphabetically. Upon arrival, social distancing will be expected as students wait to enter the buildings. As mentioned in *Facility Modifications* above, employees will be stationed at designated locations at each building taking student temperatures while wearing masks and face shields. Students with indicated temperatures or indicating symptoms of illness will be escorted to the identified quarantine areas and supervised until the parent or guardian arrives to take the child offsite. Students and staff will be required to wear masks whenever they are inside school buildings except when eating or drinking.
3. **Daily visitors** – Visits by non-staff or students will be highly restricted and only allowed when absolutely necessary. All visitors will be required to wear a face mask or be given a disposable one. Visitors coming into each building to deliver an item will be instructed to stay in the vestibule and leave the item on the open shelving. Visitors coming for longer than just a delivery will receive a temperature check and answer a symptom questionnaire. Symptom questionnaires will be consistent across the District. Buildings will use their current sign-in sheet (completed by the secretary to minimize contact with visitors) to act as certification. Individual lunch deliveries from outside vendors will be prohibited.
4. **During instructional time** – Instructional minutes for curricular content will be adjusted accordingly to allow for time allotted to washing hands, bathroom and water breaks, transition time for walking in halls socially distanced, and cleaning. Students and staff will be required to wear face masks at all times during instruction.

5. **Lunch** - Lunch will be eaten in classrooms or in designated small groups in other areas to be determined. In the PK-4 buildings, consideration will be given to food allergies when establishing students' daily assigned seats. At Roosevelt, a separate small area will be designated for students with food allergies to eat lunch. Milk will be delivered to each classroom or other designated areas for those students that receive milk. Lunches for fee-waiver students will also be delivered to each classroom or other designated areas. The District is developing procedures for lunch supervision coverage. Lunch times will be staggered as much as scheduling permits to allow teachers to receive their duty-free lunch breaks. PTO hosted Fun Lunch will continue with a new vendor. Each student's lunch will be individually wrapped and labeled with their name. Lunches will be boxed by class and delivered to the main office vestibule and placed on the open shelving. Each building will develop a procedure for delivery of Fun Lunches to each classroom.
  
6. **Student movement (bathroom and water breaks, hallways, PE, recess, etc.)** - In the PK-4 buildings, students will only transition for bathroom and water breaks, PE and recess, as instruction for "specials classes" (art, music, STEM and library) will be delivered in classrooms. Students may also travel with a teacher for other support services. As much as possible, hallway movement will happen as a full class, monitored by the teacher. Bathroom breaks during instructional time will be at the discretion of the teacher and limited as much as possible. Recess will not remain as half of the "lunch hour" as it has been in the past. Teachers will instead schedule separate recess times to avoid interaction with students outside of their individual class pod. If more than one class is outside at the same time, each class will remain in a designated zone with their class. At Roosevelt, employees that act as hall monitors during passing periods will watch for student bathroom use, time spent in bathrooms, user load, and promotion of hand washing. Also in this building, bathroom breaks during instructional time will be at the discretion of the classroom teacher and limited as much as possible. When students are outside for PE and recess, they will re-enter through multiple doors to promote social distancing.
  
7. **Student dismissal** - At Roosevelt, students will be instructed to exit through the same door as their assigned entrance door. At the PK-4 buildings, teachers will escort their students out the same door as their assigned entrance door while promoting social distancing.

8. **Cleaning procedures during and after school** - In addition to the standard cleaning procedures already employed each night, the custodial staff will sanitize each classroom, bathroom and common area with the new electrostatic sprayer. In addition, the additional daytime custodian at each building, along with the current day staff, will periodically clean bathrooms, common areas and any open instructional area (i.e. am/pm pre-k and kindergarten classrooms between sessions).

*Respectfully submitted by the members of the District 90 Safety and Operations Team (SOAT):*

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