

**MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111
SPECIAL BOARD MEETING
WEDNESDAY, SEPTEMBER 2, 2020, 6:00 PM**

The Special Board Meeting will be held at the Central Campus Performing Arts Center
301 South Wabena Avenue
Minooka, Illinois 60447.

Attendance - As required by Governor Pritzker's Executive Order 2020-18, public meetings must be limited to no more than 50 people. Therefore, members of the public are welcome to attend this meeting in person or by remote means at 815/521-3991 PIN 5111. For planning purposes, MCHS #111 would appreciate advance notice of in-person attendance. Please contact the district office at 815/521-4311 or cward@mchs.net by 3:00 p.m. on September 2, to RSVP, or for additional information regarding attendance or public comments.

Public Comments - Members of the public that wish to make a public comment can do so in person or by email or via phone call:

- Via Email: Send to Colleen Ward (cward@mchs.net) with public comment by 3:00 PM on September 2, 2020. Public comments submitted via email will be read during the public comment portion of the meeting.
- Via Phone Call: Contact Colleen Ward (cward@mchs.net) or 815/521-4311 by 3:00 p.m. on September 2, 2020, to request to be placed on the Public Comment List with name, address, and phone number. Members of the public on the list will be called during the public comments section of the meeting, in order of receipt of request for the sign up list.

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Comments**
5. **Discussion** - MCHS Return to Learn Plan 2020/2021
6. **Action Items** - Consideration and Possible Approval of the MCHS 2020/2021 Return to Learn Plan
7. **Announcements and Communications**
8. **Adjourn**

Discussion Points

Board of Education Meeting
September 2, 2020

Update on Remote Learning

- Implementation
- Schedule
- Virtual Open House
- Feedback

Return to Learn Plan 2020

- Review
- Instructional Approach
- Staffing (issues and approach)
- Students/Staff with Symptoms
- Students/Staff with Positive Test results
- Quarantine
- Room Utilization
- Potential Issues
- Need for Autonomy

Instructional Approach: Structure

- In-person learning for 14-16 students
- Remote, synchronous learning for 14-16 students
- All students follow the hybrid time schedule each day regardless of remote or in-person learning selection
- All remote students can access live instruction daily
- Instruction group will meet again to review/monitor

Instructional Approach: Pedagogy

- Teachers prepare their students for what to expect the first week of hybrid learning
- Teachers communicate expectations to all students
- Teachers have autonomy to teach a new lesson every day or utilize a “flipped” classroom model
- DCs have scheduled meetings to review their approaches with teams
- Students and parents will receive “what to expect” document again
- Remote teachers and counterparts will review expectations

MCHS Hybrid Learning Schedule

Below is a sample schedule for Central & South Campus based on each group attending its A day classes followed by B day classes. Lunch will not be served during this example. Both *synchronous and **asynchronous blocks of time meet the 300 minute standard of daily instruction/engagement.

*Synchronous Learning

An event in which a group of students are engaging in learning at the same time.

**Asynchronous Learning

Forms of education, instruction, and learning that do not occur in the same place or at the same time

Central Campus

MONDAY A-DAY

Group 1 (A-L) - In-person instruction

- Period 1 - 8:00am - 9:10am
- Period 2 - 9:16am - 10:26am
- Period 3 - 10:32am - 11:42am
- Period 4 - 11:48am - 12:58pm

Group 2 (M-Z) - Remote Learning

8:00am - 12:58pm

Work on activities/assignments listed in Google Classroom, receive instruction via flipped lessons, work remotely in small groups, watch review sessions, may participate in live instruction. Check in at start of each period.

1:00pm - 1:30pm

- Group 1 (A-L) Dismissal
- Teachers' Lunch Break

1:30pm - 3:00pm

Group 1 (A-L) Check-in with teachers, continue remote work

Group 2 (M-Z) Check-in with teachers, continue remote work

South Campus

MONDAY A-DAY

Group 1 (A-L) - In-person instruction

- Period 1 - 7:45am - 8:55am
- Period 2 - 9:01am - 10:11am
- Period 3 - 10:17am - 11:27am
- Period 4 - 11:33am - 12:43am

Group 2 (M-Z) - Remote Learning

7:45am - 12:43pm

Work on activities/assignments listed in Google Classroom, receive instruction via flipped lessons, work remotely in small groups, watch review sessions, may participate in live instruction. Check in at start of each period.

1:00pm - 1:30pm

- Group 1 (A-L) Dismissal
- Teachers' Lunch Break

1:30pm - 3:00pm

Group 1 (A-L) Check-in with teachers, continue remote work

Group 2 (M-Z) Check-in with teachers, continue remote work

TUESDAY A-DAY

Group 2 (M-Z) Receive *in-person instruction* following the same schedule as above

Group 1 (A-L) Work *remotely* following the same schedule as above

WEDNESDAY B-DAY

Group 1 (A-L) Receive *in-person instruction* following the same schedule as above

Group 2 (M-Z) Work *remotely* following the same schedule as above

THURSDAY B-DAY

Group 2 (M-Z) Receive *in-person instruction* following the same schedule as above

Group 1 (A-L) Work *remotely* following the same schedule as above

FRIDAY A-DAY

Group 1 (A-L) Receive *in-person instruction* following the same schedule as above

Group 2 (M-Z) Work *remotely* following the same schedule as above

TUESDAY A-DAY

Group 2 (M-Z) Receive *in-person instruction* following the same schedule as above

Group 1 (A-L) Work *remotely* following the same schedule as above

WEDNESDAY B-DAY

Group 1 (A-L) Receive *in-person instruction* following the same schedule as above

Group 2 (M-Z) Work *remotely* following the same schedule as above

THURSDAY B-DAY

Group 2 (M-Z) Receive *in-person instruction* following the same schedule as above

Group 1 (A-L) Work *remotely* following the same schedule as above

FRIDAY A-DAY

Group 1 (A-L) Receive *in-person instruction* following the same schedule as above

Group 2 (M-Z) Work *remotely* following the same schedule as above

Minooka Community High School

CENTRAL CAMPUS
301 S. Wabena Avenue
Minooka, IL 60447 | 815.467.2140

SOUTH CAMPUS
26655 W. Eames Street
Channahon, IL 60410 | 815.521.4001



Quarantine Statistics

Number of Staff Quarantined to Date (Some have returned)	Total days in quarantine	Confirmed Cases
25 staff members	185 days	3

Students/Staff with Symptoms

COVID PROTOCOLS

STUDENT/STAFF	PROCEDURE	ENVIRONMENT	COMMUNICATION TO STAFF	QUARANTINE	RE-ENTRY
No symptoms or known exposure	No risk:practice social distancing, wear a mask	Daily cleaning	N/A	N/A	N/A
COVID symptoms previously diagnosed/no fever.	1..Determine plan action 2..Document	Daily cleaning	N/A	As determined by plan of action.	Follow up with individual
COVID symptoms not previously diagnosed/no fever	1.Isolate 2.Call Parent or the individual for pickup. 3.Determine plan action 4.Document	1.Contact Admin 2.Remove students/staff from the room. 3.Sanitize room	Communicate regarding room being cleaned	As determined by plan of action.	Follow up with individual
COVID symptoms/fever> 100.4	1.Isolate 2.Call Parents or the individual for pickup. 3.Determine plan action 4.Document	1.Contact Admin 2.Remove students/staff from the room. 3.Sanitize room	Notify the teachers the number of days out for the student. Communicate regarding room being cleaned	24 hours must pass fever free and 14 days out since first symptoms appeared. May return sooner if alternate diagnosis from a Physician.	Follow up with the individual. Negative COVID test and/ or alternate diagnosis.

COVID PROTOCOLS

STUDENT/STAFF	PROCEDURE	ENVIRONMENT	COMMUNICATION TO STAFF	QUARANTINE	RE-ENTRY
A household member tested positive for COVID	1.Isolate 2.Call Parents or the individual for pickup/confirmation 3.Determine plan action 4.Document	1.Contact Admin 2.Remove students/staff from the room. 3.Sanitize room	Notify the teachers the number of days out for the student. Communicate regarding room being cleaned	Quarantine for 14 days	Quarantine for 14 days.
Acquaintance tested positive for COVID and close contact 6' for 15 or more minutes cumulative in 24 hours.	1.Isolate 2.Call Parents or the individual for pickup/confirmation 3.Determine plan action 4.Document	1.Contact Admin 2.Remove students/staff from the room. 3.Sanitize room	Notify the teachers the number of days out for the student. Communicate regarding room being cleaned	Quarantine for 14 days.	Quarantine for 14 days.
Tested positive for COVID	1.Isolate 2.Call Parents or the individual for pickup/confirmation 3.Determine plan action 4.Document	1.Contact Admin 2.Remove students/staff from the room. 3.Sanitize room	Notify the teachers the number of days out for the student. Communicate regarding room being cleaned Send communication to all staff.	Quarantine for 10 days and be fever free for 24 hours.	10 days and 24 hours fever free.

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*If you or any students have signs of COVID during the day please see or send to the Nurses office. These protocols are subject to change as the CDC and IDPH guidelines are updated. UPDATED 8/14/20

Student/Staff COVID Symptomatic Procedures

If these symptoms apply to a student or staff at MCHS

- Fever of 100.4°F or higher

OR

- Cough
- Shortness of breath or difficulty breathing

OR

Any of these symptoms?

- Chills
- Fatigue
- Muscle or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

[Grundy County Health Department](#)

OR

Have you been in close contact (6 feet or less for more than 15 minutes) with somebody who has recently tested positive for COVID-19 by nasal swab in the last 10 days?



The staff member will contact the Nurse & their DC. If applicable, the staff member should send the student to the Nurse's Office.

The Nurse will:

- Diagnose the patient
- Document the diagnosis
- If necessary, the student/staff member will be isolated and sent home.

- Contact Joe Pacetti/Jamie Soliman & Deans (South Campus) or Bryan Zwemke/Matt Wikoff & Deans (Central Campus)

The Building Team will:

- Track the student/staff schedule
- Move all contaminated rooms to alternate locations

- Contact maintenance staff to clean room
- Contact Debbie M to change room locations in Powerschool

The Maintenance Staff will:

- Clean all ¹⁰contaminated rooms
- Post signs when the area has been disinfected. Room cannot be entered until clearance has been given.



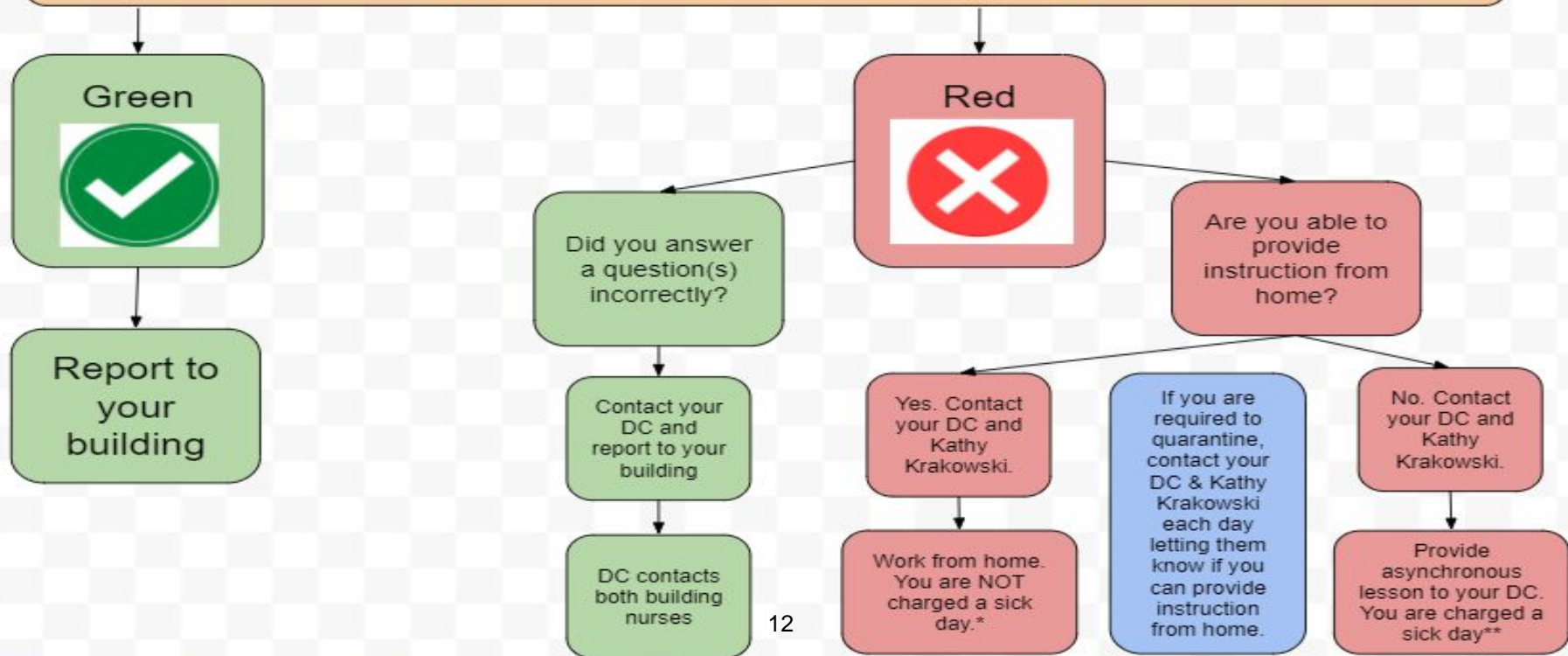
Self-Certification

+ Question Name	PS Field	Question
1. Tested Positive	Question_01	Has this student or staff member tested positive for COVID-19 in the past 2 weeks?
2. Temperature over 100.4	Question_02	Does this student or staff member have a temperature over 100.4 today?
3. Has Symptoms	Question_03	Does this student or staff member have any of the following symptoms that have NOT BEEN PREVIOUSLY DIAGNOSED BY A PHYSICIAN: - Cough - Muscle or body aches - Shortness of breath or difficulty breathing - Chills - Fatigue - Headache - Sore Throat - New loss of taste or smell - Congestion or runny nose, - Nausea - Vomiting or diarrhea
4. Close contact with positive tested	Question_04	Has this student or staff member had close contact (within 6 feet for more than 15 minutes accumulative within last 24 hours) with anyone who has tested positive for COVID-19 in the past two weeks?
5. Close contact with symptoms	Question_05	Has this student or staff member had close contact (Within 6 feet for more than 15 minutes cumulative in the past 24 hours) with anyone residing IN THE HOUSEHOLD WHO HAS TESTED POSITIVE FOR COVID in the past week?
6. symptoms and evaluation	Question_06	Does someone in your household have COVID-19 symptoms AND is currently being evaluated for COVID-19?
7. Affidavit	Question_07	I have answered the previous questions truthfully, knowing I could be held accountable to these answers if this student or staff member later tests positive for COVID-19.

Staff Self Certification Attendance Protocol

All staff must self certify by 7:30 am every day

<https://minooka-covid.phoenixlearning.com/index.html>



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If you certify green but are unable to come to school because of a non-covid related issue, follow standard absence procedure.

**During Hybrid Learning, a sub is needed to supervise classes while you work from home.*

***During Remote Learning, a sub is not needed and you will provide asynchronous lesson plans to your DC. During Hybrid Learning, a sub is needed to supervise classes and you will provide asynchronous lesson plans to your DC.*

Staffing Approach

- Reasons for approval included medical exemptions or child care
- 14 staff members at home
- 6 Long Term Substitutes
- 6 Job Reassignments
- 1 Internal Coverage

Room Utilization

- Creating room utilization chart led by Dean of Students and Campus Monitors.
- 12-15 rooms available per block
- Utilize large spaces such as cafeteria and library when needed

Additional Information

- Room utilization
- Staffing
- Metrics/county indicators
- Positive cases
- Possible positive cases
- Remote Learning Planning Days
- Autonomy



MCHS Return to Learn 2020-2021 School Plan

I. Executive Summary

Executive Order 2020-40, filed on June 4, 2020, allowed schools to reopen for in-person instruction in Phase 3. In-person instruction is strongly encouraged in Phase 4; however, it is critical to note that this does not signify a return to pre-pandemic operations. Appropriate social distancing, face coverings, enhanced sanitation measures, and other accommodations will be necessary to ensure the safety of students, staff, and their families. Phase 4 guidelines are as follows:

Require use of appropriate personal protective equipment (PPE), including face coverings; Prohibit more than 50 individuals from gathering in one space; Require social distancing be observed, as much as possible; Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and Require an increase in schoolwide cleaning and disinfection. All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines.

In accordance with our initial Remote Learning Plan, the administration and Minooka Education Association (MEA) leadership will continue to meet to assess the successes and challenges of the plan and will adjust according to the Illinois State Board of Education (ISBE) guidance. A Transition Planning Team was established to review the guidance from ISBE related to end-of-year components, considerations for summer, and transition to the fall semester. The Transition Planning Team included three subgroups - Instruction, Health & Wellness, and Operations & Facilities - whose purposes were to address considerations for remote and in-person learning.

Per recommendations from the Illinois Association of School Administrators' COVID-19 SWAT team, "The overarching hope and aim of this advisory group is for the return to in-person learning to the degree possible, practical, and permissible when the schools reopen in the 2020-2021 school year (per health guidance from the Illinois Department of Public Health (IDPH) & other authorities."

II. Survey Data

Following recommendations from ISBE, a survey was sent to all families, students, and staff members. Data pertaining to instructional preferences, transportation needs, social and emotional needs, and technology needs, were reviewed in conjunction with all specifications of the plan. A survey window from July 1, 2020 to July 17, 2020 was sent to stakeholders. The highlights of the survey are included in the following figures.



Survey	Student	Faculty	Parent
Number of Responses	877	261	1,752

Student Responses

Figure 1.1

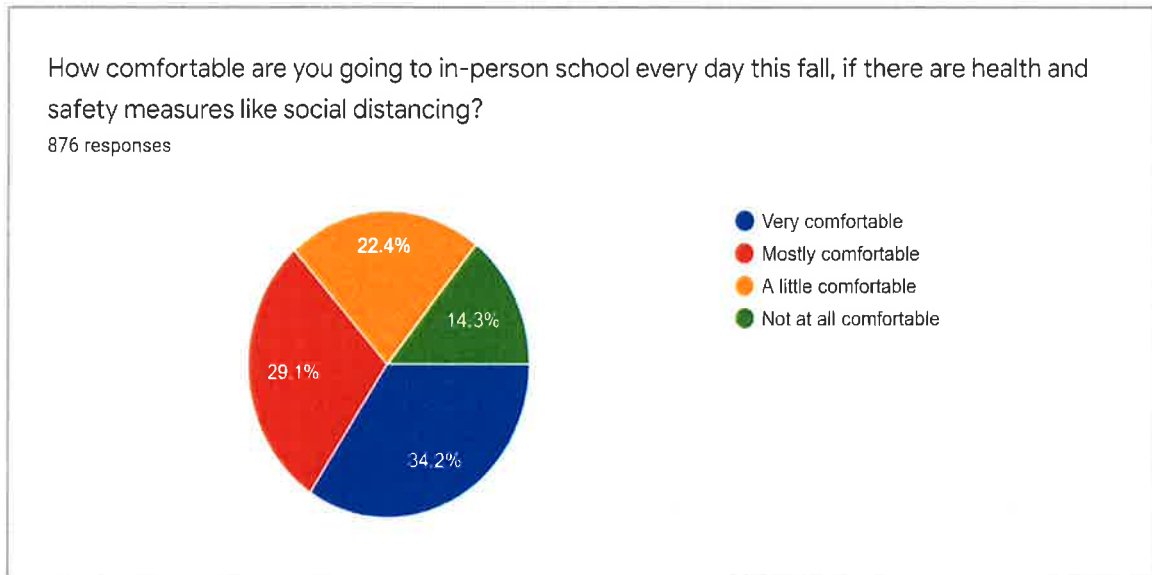


Figure 1.2

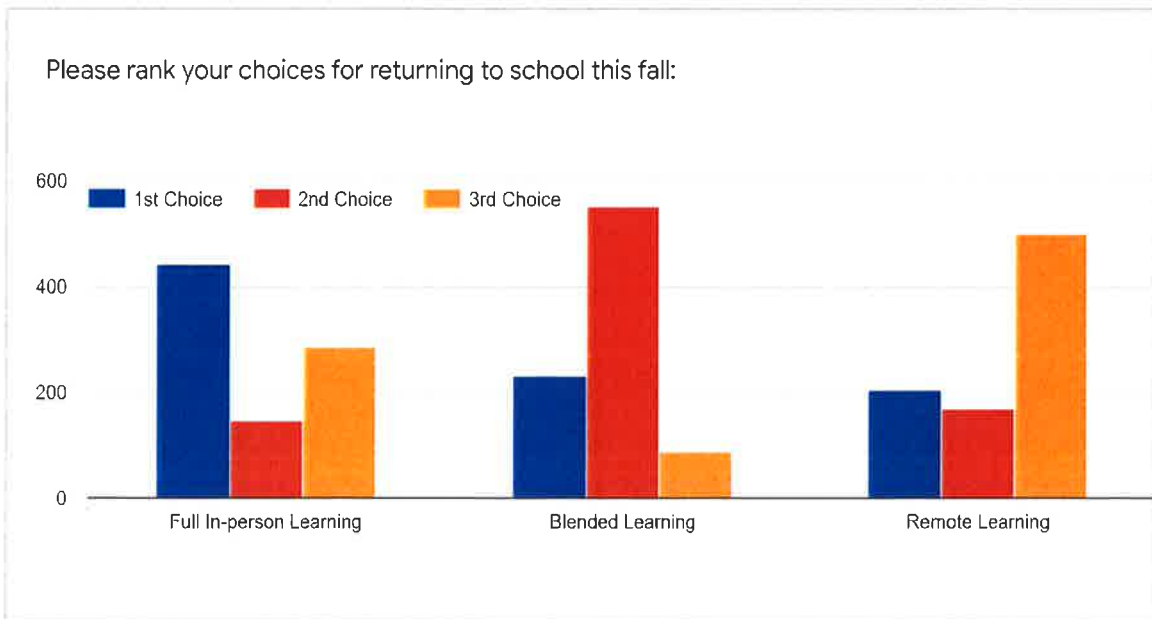




Figure 1.3

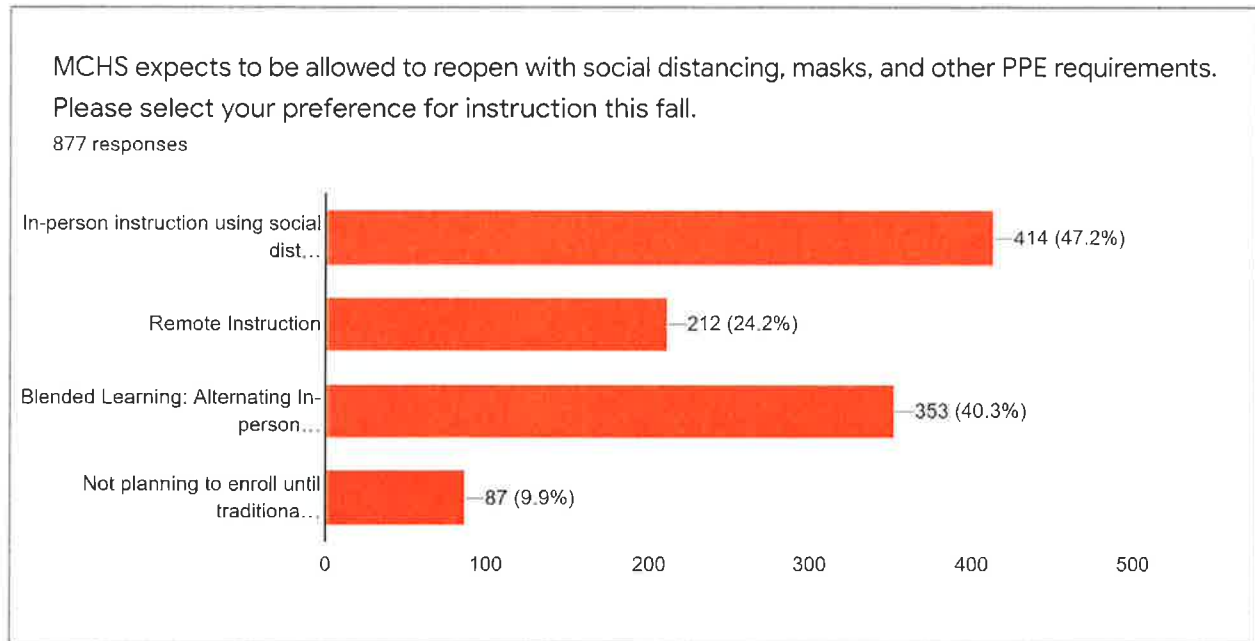
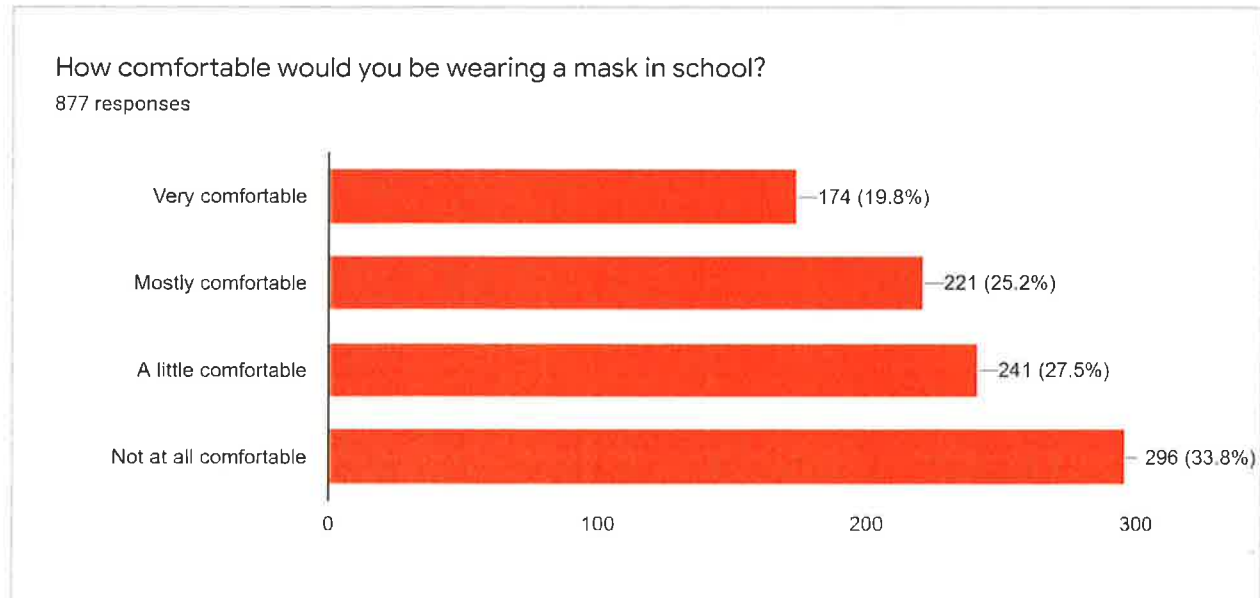


Figure 1.4





Faculty Responses (Certified and Non-Certified Staff Members)

Figure 2.1

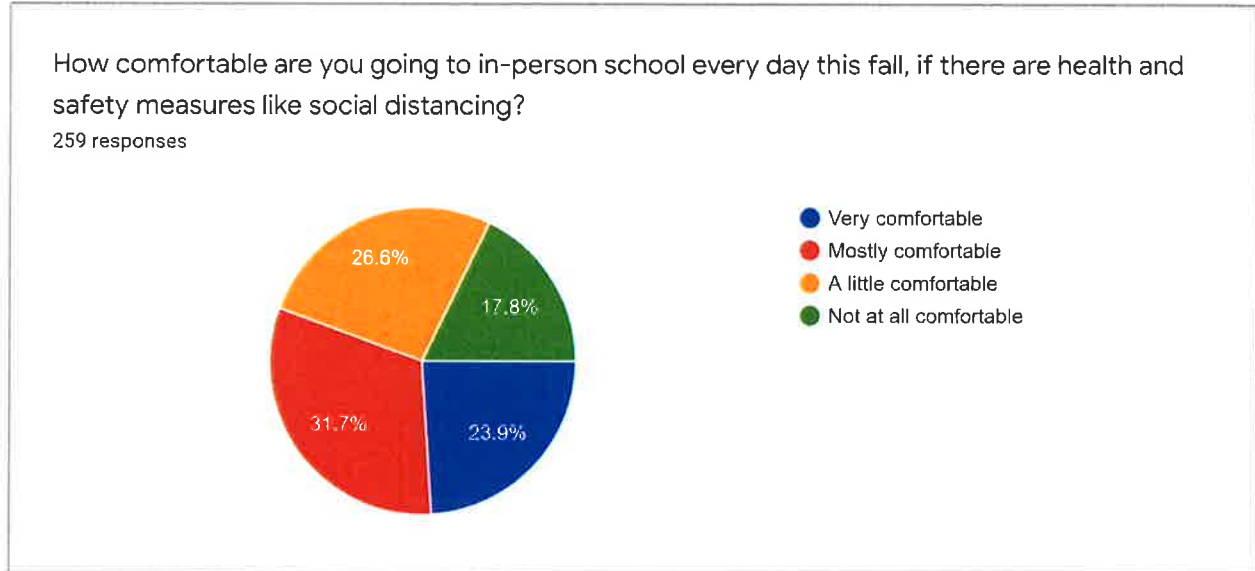


Figure 2.2

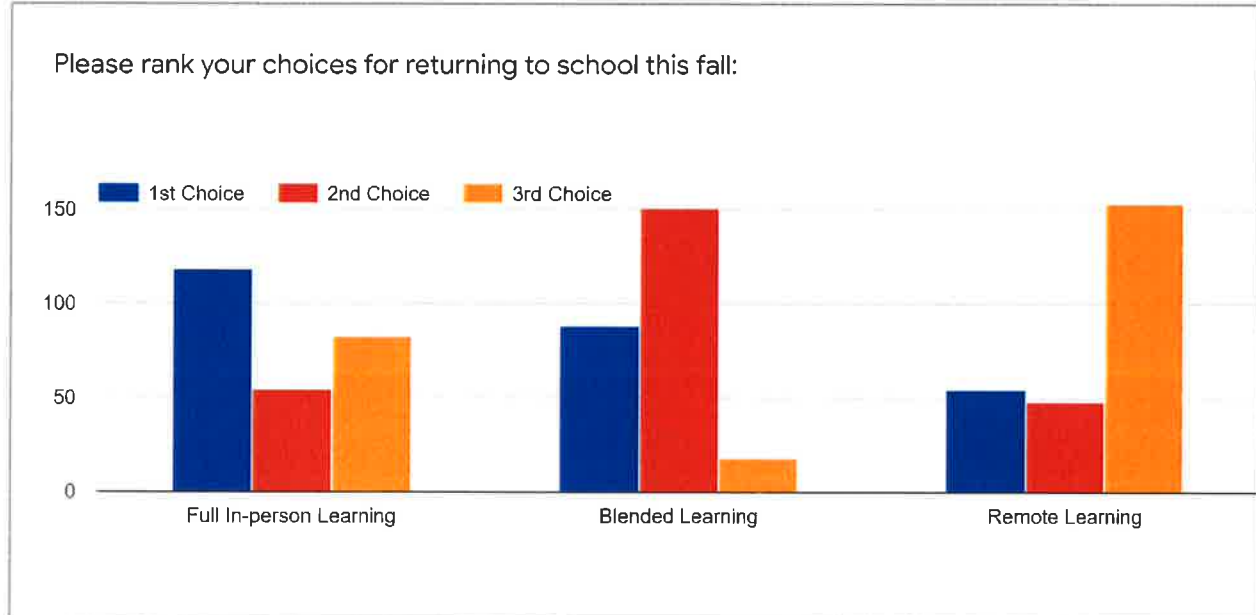




Figure 2.3

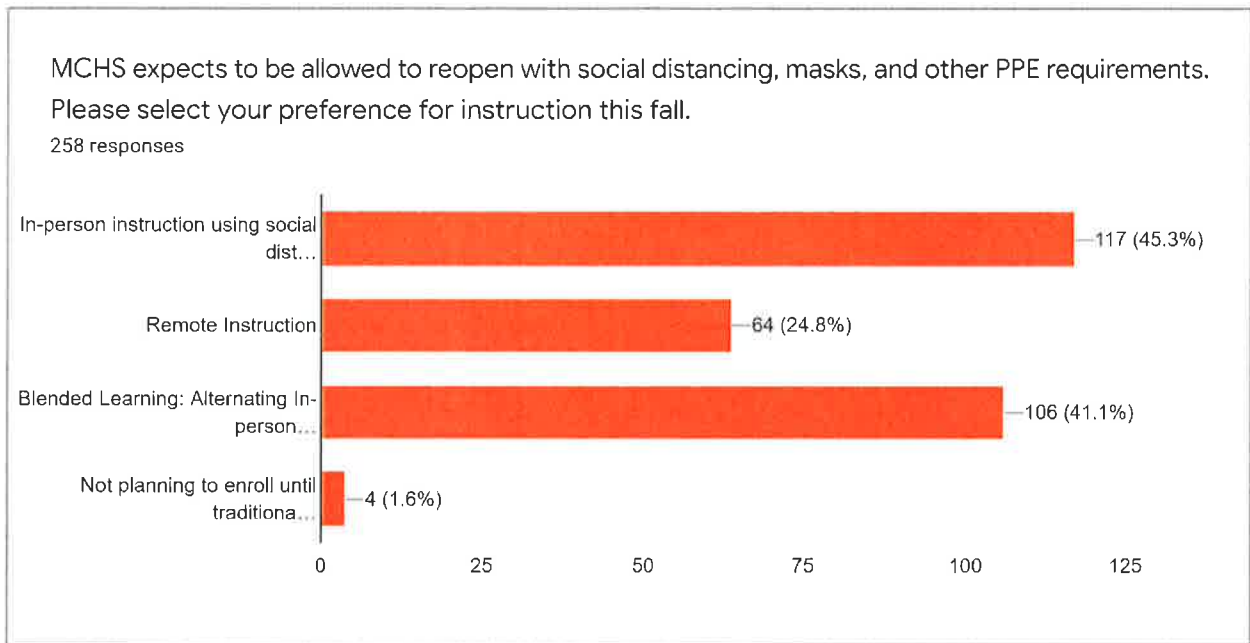


Figure 2.4

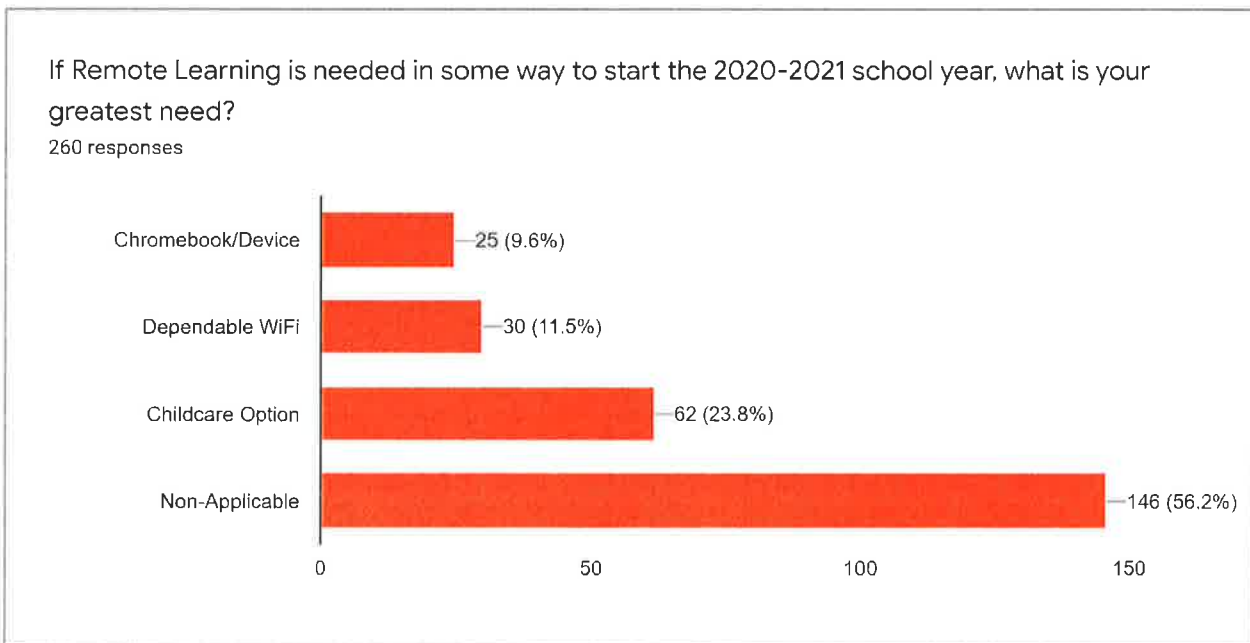
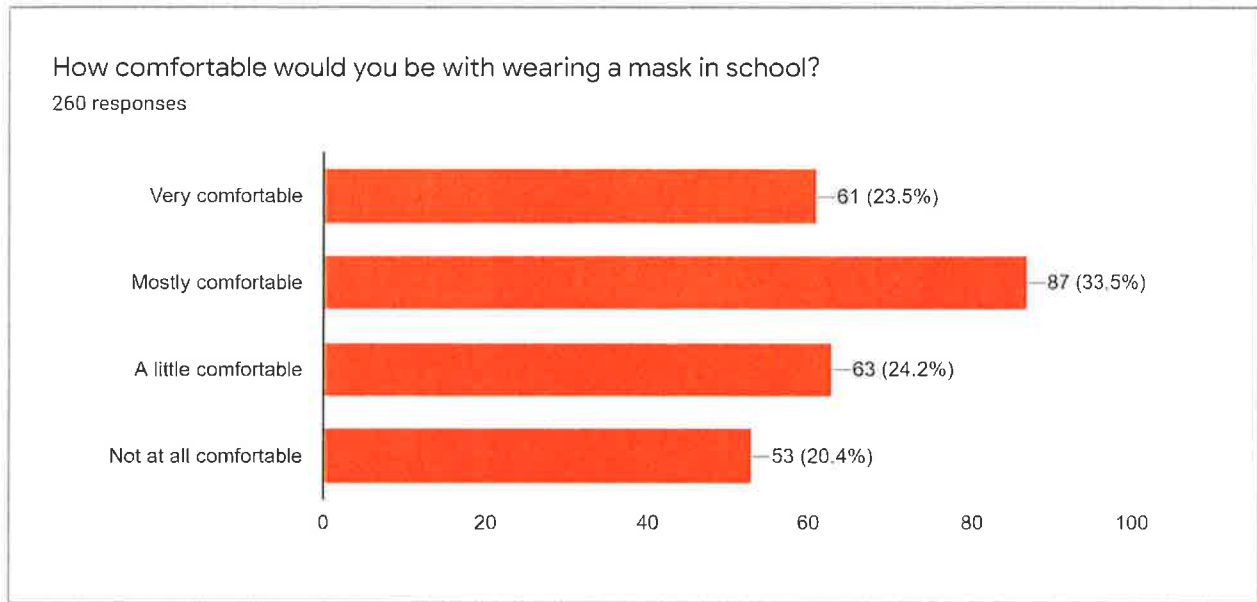




Figure 2.5



Parent Responses

Figure 3.1

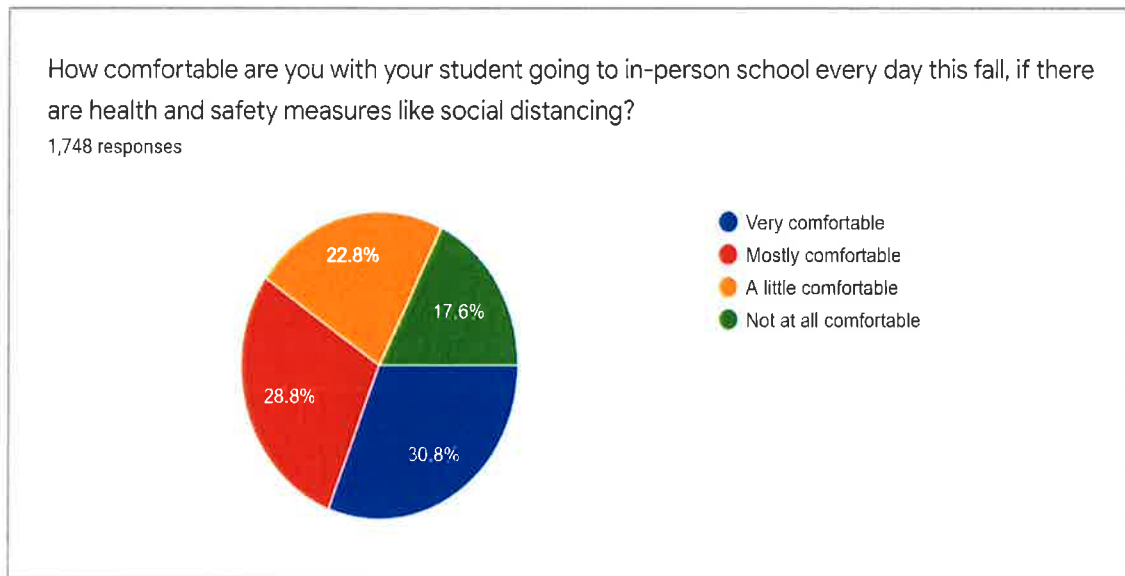




Figure 3.2

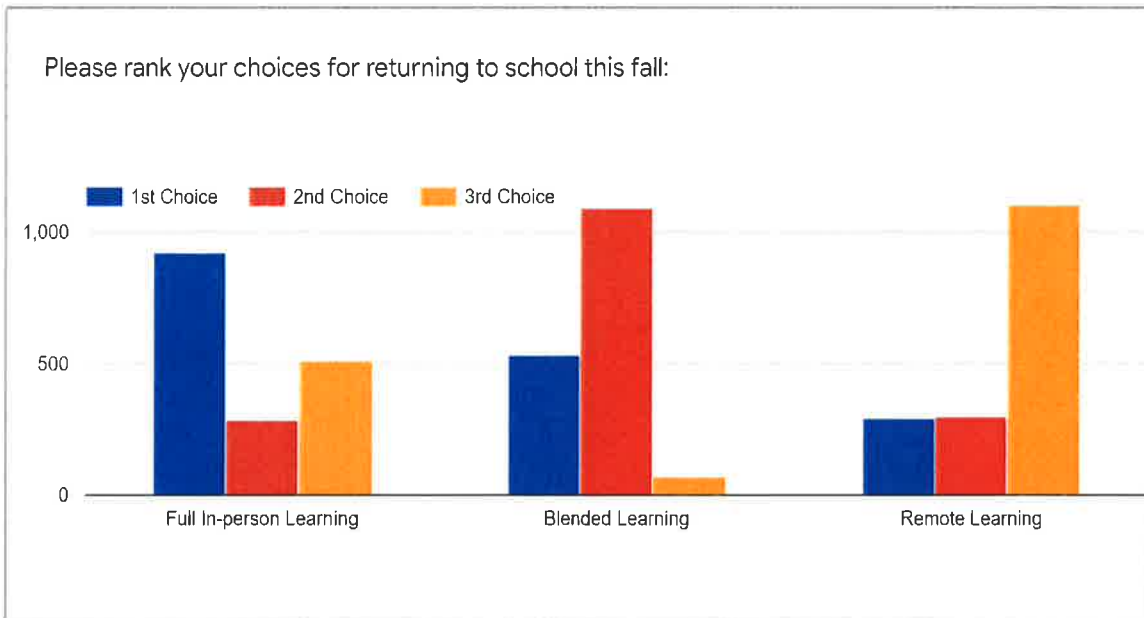


Figure 3.3

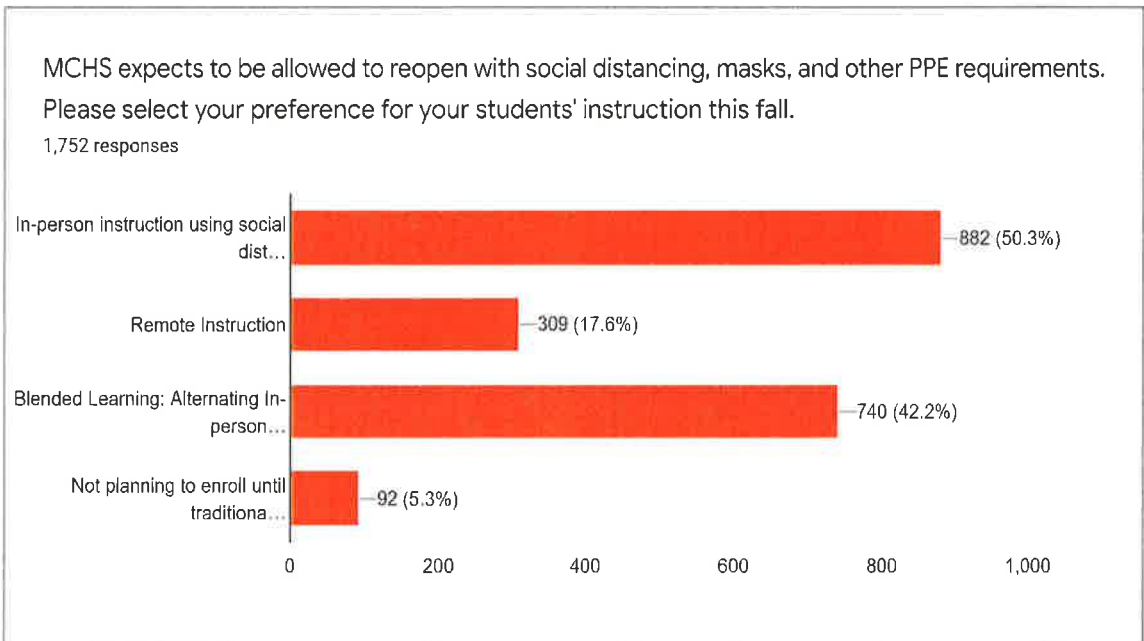




Figure 3.4

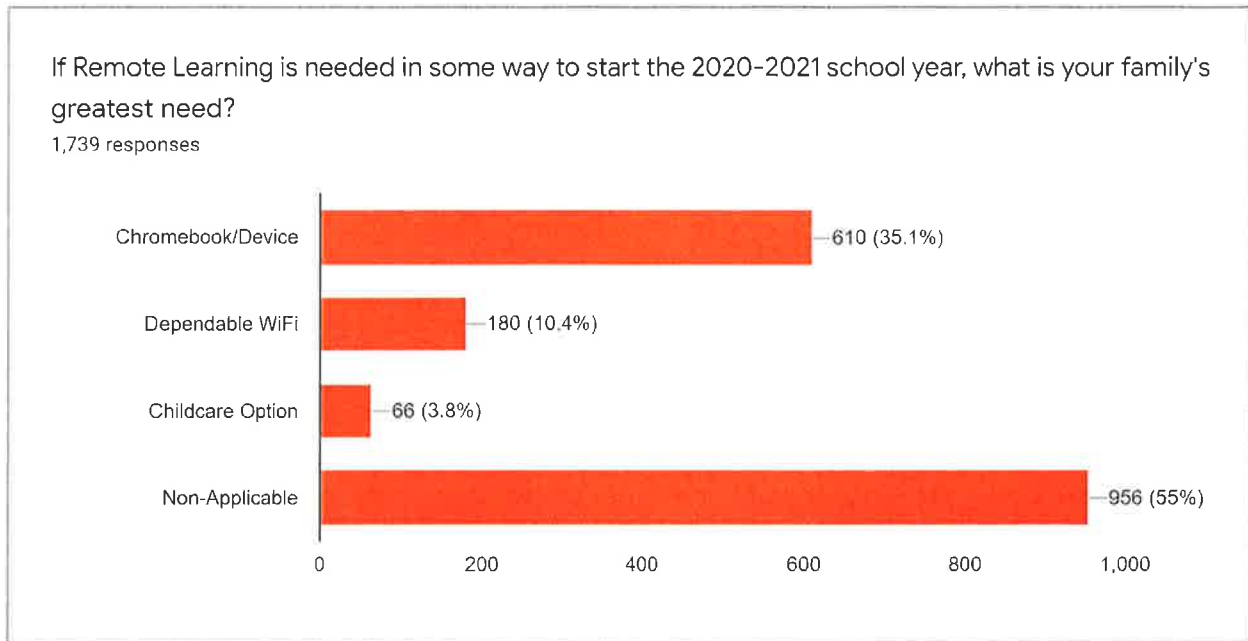


Figure 3.5

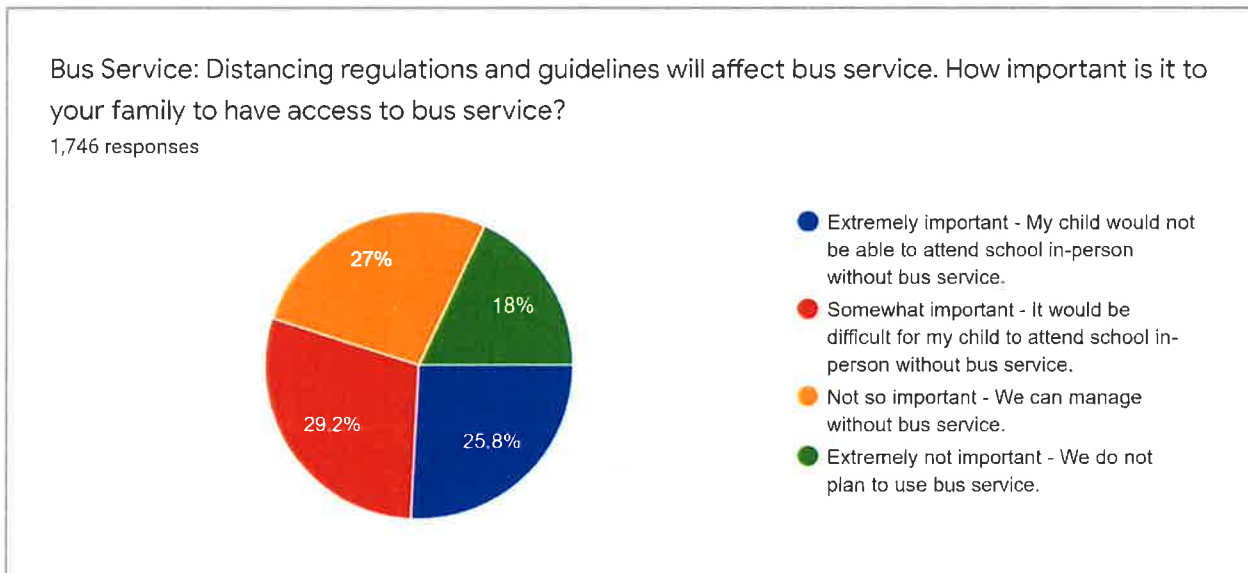
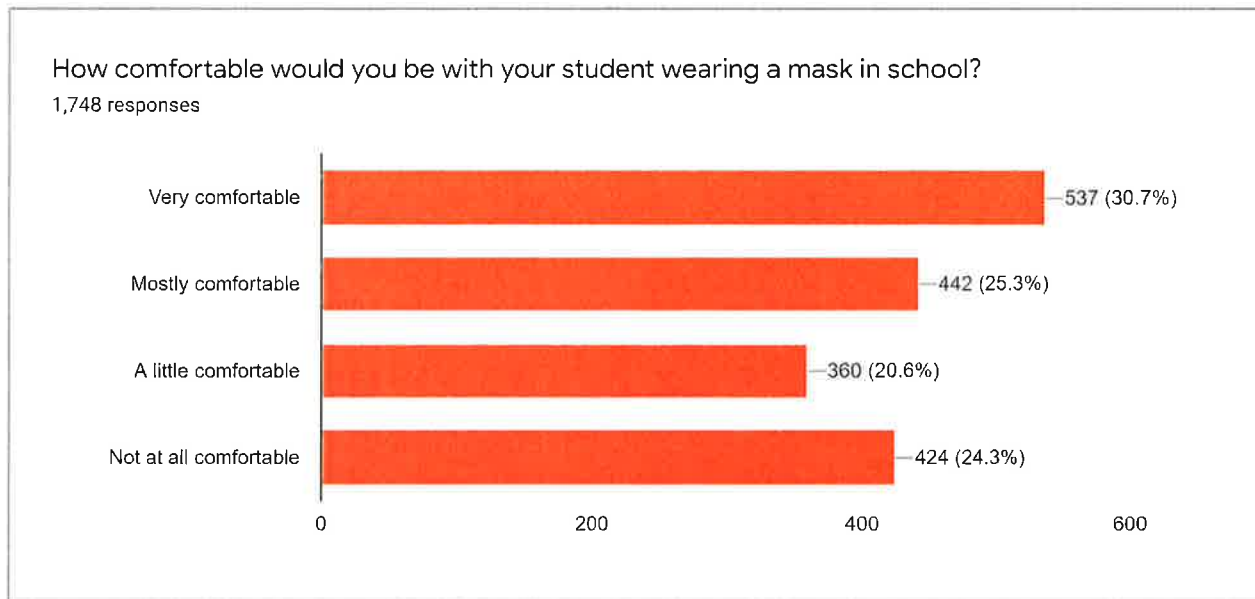




Figure 3.6



III. Instruction

- A. Overview: MCHS will follow recommendations from Governor Pritzker's office and ISBE when deciding whether to hold remote instruction or in-person instruction. In-person instruction is strongly recommended, and the Instruction subgroup discussed the need to have in place specific plans for two schedules: all-remote learning and hybrid, in-person learning. MCHS will begin the fall semester with the hybrid learning schedule and utilize the remote learning schedule only when deemed necessary.
- B. Hybrid learning schedule: Students and teachers will follow an alternative schedule that adheres to ISBE guidelines for social distancing within schools. The schedule was developed with several considerations in mind:
1. Limiting the number of students in each building by splitting students at each campus into two groups (i.e. Group 1 last name A-L and Group 2 last name M-Z)
 2. Maximizing time for in-person instruction while maintaining consistency of students' schedules
 3. Providing 5 days of instruction and a minimum of 5 hours worth of daily engagement
 4. Providing collaboration time for teachers
 5. Eliminating lunch
 6. Addressing social-emotional needs and reviewing students' in-person, instructional needs/supports (i.e. IEP, 504, other) on a case-by-case-basis



- C. **Driver's Education:** The following guidelines will be followed for Behind the Wheel instruction:
1. Allow only two students and one instructor per vehicle.
 2. Face coverings must be worn, unless medically contraindicated.
 3. Prohibit eating and drinking in the vehicle.
 4. Open the windows whenever possible.
 5. Do not make any stops during the training that are not applicable to driver's education to reduce the amount of time in the vehicle.
 6. Complete hand hygiene with soap and water or hand sanitizer, as appropriate, before and after driving and, at the minimum, upon completion. Hand sanitizer should be placed in each vehicle.
 7. Clean and disinfect the steering wheel, door handles, seatbelt fastener, controls/dials that the driver would come in contact with, keys, etc. in between each behind-the-wheel session.
 8. Conduct regular routine cleaning and disinfecting of the seats.
- D. **Music courses:** MCHS will adhere to ISBE recommendations for all music-related courses:
1. Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles
 2. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments
 3. It is permissible for band members to remove their masks during the time they are playing, but only if necessary.
 4. Students should provide their own equipment for class; sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments should be properly cleaned and sanitized between rentals.
 5. Students should disinfect musical instruments between classes, if possible.
 6. Conductors should face students from more than 10 feet away from the first row of singers/band members
- E. **Special Education teachers, caseworkers, and other individuals who assist with support services** will review students' needs and may determine, on a case-by-case basis, whether additional supports are needed.
- F. **Grading:** MCHS will follow ISBE recommendations, which state that school districts return to traditional grading policies and make modifications as necessary. ISBE Considerations for students with specific needs: Following ISBE guidance, ISBE strongly recommends that any return to traditional grading policies ensures that students have all the necessary tools, technology, and teacher supports at school and at home to complete all assignments, take



assessments, and complete projects in a timely manner.

- G. **Technology:** ISBE recommends that all districts ensure all students have access to the necessary technology, training, support, and internet connectivity to engage in the instruction the school is providing and to meet the school's expectations regarding grades. As part of MCHS's 1:1 plan, all freshmen and sophomore students will receive a district-issued device. The school will work with any juniors and/or seniors who have technology needs. All students who receive district-issued devices must sign a technology agreement.
- H. **Special considerations for students who are unable to attend in-person instruction:** MCHS recognizes that some students with medical conditions or other concerns are unable to participate in in-person instruction. MCHS will work on options for those students. Students who receive only remote learning based on individual need may return to hybrid learning at the conclusion of the semester.
- I. **Remote learning schedule:** Should MCHS need to transition to remote instruction at any point during the school year, students and teachers will follow a remote blended learning schedule. The schedule (see Figure 5) allows for periods of synchronous instruction and asynchronous instruction. The schedule details periods of student engagement and teacher instruction, as well as activities that non-classroom teachers might provide during various times of the day. For attendance purposes, all students will check in with their scheduled teachers during the times designated on the schedule. All teachers will utilize Google Classroom.



Figure 5

MCHS

REMOTE LEARNING SCHEDULE

This schedule will be followed for both A & B days (Monday - Friday)
Central and South Campus

Period 1 - 8:00am - 8:30am (Synchronous)
Login to Google Classroom/Meet and receive live instruction.

8:30am - 9:30am (Asynchronous)
Possible Activities: Continue work provided by teacher, engage in group work, engage in individual work, ask for help/feedback, complete online assessments, meet with counselors, deans, or social workers.

Period 2 - 9:30am - 10:00am (Synchronous)
Login to Google Classroom/Meet and receive live instruction.

10:00am - 11:00am (Asynchronous)
Possible Activities: Continue work provided by teacher, engage in group work, engage in individual work, ask for help/feedback, complete online assessments, meet with counselors, deans, or social workers.

Period 3 - 11:00am - 11:30am (Synchronous)
Login to Google Classroom/Meet and receive live instruction.

11:30am - 12:30pm (Asynchronous)
Possible Activities: Continue work provided by teacher, engage in group work, engage in individual work, ask for help/feedback, complete online assessments, meet with counselors, deans, or social workers.

Lunch - 12:30pm - 1:00pm

Period 4 - 1:00pm - 1:30pm (Synchronous)
Login to Google Classroom/Meet and receive live instruction.

1:30pm - 2:30pm (Asynchronous)
Possible Activities: Continue work provided by teacher, engage in group work, engage in individual work, ask for help/feedback, complete online assessments, meet with counselors, deans, or social workers.

Independent Work Time - 2:30pm - 3:00pm
Complete homework, redo assignments, work ahead on enrichment opportunities, email teachers, counselors, deans, and social workers as needed.

*Synchronous Learning
An event in which a group of students are engaging in learning at the same time.

*Asynchronous Learning
Forms of education, instruction, and learning that do not occur in the same place or at the same time.

MINOOKA COMMUNITY HIGH SCHOOL

<p style="margin: 0;">CENTRAL CAMPUS 501 S. Webster Avenue Minooka, IL 60447 (815) 467-1248</p>	<p style="margin: 0;">SOUTH CAMPUS 26655 W. Barnes Street Channahon, IL 60440 (815) 321-4200</p>
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- J. Educational partners: MCHS will continue to work with educational partners (i.e. GAVC, Premier Academy, River's Edge, etc.) to provide instruction and opportunities for students.
- K. Teacher evaluation: The district and the Minooka Education Association (MEA) will review and bargain the potential impact of COVID-19 on the evaluation process, if necessary. ISBE/PERA guidelines will be followed.

IV. Health and Wellness

- A. Symptom checks and/or reporting: In accordance with ISBE guidelines, MCHS will require all students and staff to determine if they are well enough to attend school each day via completion of a symptom checklist. Currently known symptoms of COVID-19 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. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether tested or not, state that 24 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. We will follow the current guidance of the Grundy/Will County Health Department and the CDC in relation to symptom identification and recommendations for management of ill or potentially exposed individuals. Guidelines from CDC are updated frequently. Present guidelines include:
 - 1. Identifying when an individual first demonstrated symptoms or has tested positive and who may have been potentially exposed.
 - 2. Any individual who shows symptoms of COVID-19 will immediately be separated from everyone else.
 - 3. Each school will have a separate location where anyone showing symptoms will be assessed and discharged to home with a recommendation to seek medical attention.
 - 4. The school will follow health department and CDC guidelines regarding cleaning, risk of exposure to others, and guidelines for the ill individual.
 - 5. Students and staff may not return until they meet the health protocols by the IDPH or the CDC.
 - 6. Any area used by the individual who is sick will be cleaned and disinfected per the CDC and IDPH guidelines.
 - 7. Staff will utilize PPE outlined by the CDC for standard and transmission-based precautions.



8. Ongoing illness and attendance communication will be occurring with school personnel.
- B. Physical distancing and P.P.E.: Students and staff are encouraged to maintain physical distancing throughout the day and signage will be placed throughout the buildings to remind students, staff, and others to maintain distance. MCHS will follow ISBE recommendations related to face masks: All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless they are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. Face coverings must be worn at all times in school buildings even when social distancing is maintained. Students and staff will be subjected to discipline for refusal to wear face coverings. Face coverings do not need to be worn outside if social distance is maintained. A doctor's note is required for students and staff who are not able to wear a face covering due to trouble breathing.
1. When performing clinical evaluation of a sick individual, school nurses will use enhanced droplet and contact transmission-based precautions. Staff performing this evaluation should use appropriate personal protective equipment (PPE) including: Fit-tested N95 respirator, eye protection with face shield or goggles, gown, gloves.
 2. Personnel responsible for cleaning areas used by an individual known or suspected to have COVID-19 should use appropriate personal protective equipment (PPE) including: Fit-tested N95 respirator, eye protection with face shield or goggles, gown, gloves.
- C. Hand hygiene: Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from physical education; and following glove removal.
- D. Staff wellness plan: The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Generally, the Act provides that employees of covered employers are eligible for:



1. *Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
2. *Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
3. *Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*
4. **Eligible Employees:** *All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.*^[2]
5. **Notice:** *Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.*
6. **Qualifying Reasons for Leave:** *Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:*
 - a. *is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;*
 - b. *has been advised by a health care provider to self-quarantine related to COVID-19;*
 - c. *is experiencing COVID-19 symptoms and is seeking a medical diagnosis;*
 - d. *is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);*
 - e. *is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or*



- f. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- g. Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
- h. Duration of Leave: For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

E. Calculation of Pay:

- 1. For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).
- 2. For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).
- 3. For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).

- F. [1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).
- G. [2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.
- H. [3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.
- I. [4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.



- J. Visitors: Visitors will be restricted to authorized personnel only and they must wear face masks. All visitors must report to the main office at each campus. Additionally, field trips and guest speakers will be discouraged.
- K. Employee training: Staff will receive GCN trainings related to COVID-19 planning, entitled Prepare, and Respond (Educational Institutions), How to wear a Mask (OSHA), Proper Handwashing (CDC), and Workplace Guidelines. Additionally staff will participate in a **COVID-19 Safe at Work Training program**.

V. Operations and Facilities

- A. Transportation: All individuals on a bus must wear a face covering, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible. **If weather permits, windows should be open on buses. If capacity allows, students should not sit closer than 3 feet from one another.** Drivers must perform regular hand hygiene and self-report that they are free of symptoms before the start of each workday.
- B. Classrooms, building spaces, and student safety: MCHS will follow ISBE recommendations for classroom setup and physical distancing. These recommendations include facing desks forward in rows and seating students six feet apart, **making use of outdoor spaces as much as possible when students are in session**, using physical barriers such as gym partitions, and utilizing indoor spaces such as cafeterias and libraries for additional classroom space. Sharing of classroom items and supplies should be limited, and classrooms will be cleaned on a regular basis. Additionally, lockers and locker rooms will not be used. P.E. students will not change into uniforms for class. Hallways will be designated as one-way hallways, in order to limit physical contact during passing periods. **Bathrooms will be closed for clearing during periods of time during the day, and drinking fountains will be closed all day. Teachers may open windows to increase air circulation. Where possible, windows will be opened during cleaning. Building HVAC systems will be set to 20% fresh air minimally.**
- C. Food service: Quest will continue to partner with the district to provide food service. Lunch will only be made available for students who qualify for free or reduced lunch and will be packaged individually for distribution to those students. **Students will not be permitted to eat lunch on campus.** Additionally, teachers will have the option to purchase individually packaged lunch items.
- D. Cleaning: The Operations and Facilities team will develop a cleaning plan/schedule for both buildings that ensure daily, proper cleaning and disinfection of classrooms and common areas.



VI. Frequently Asked Questions (FAQ) Issued: 7/22/2020

A. Linked Document