



**SPEED**  
**SCHOOL DIST 802**

**2021-2022 Fall School Opening Plan**

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## Acknowledgments

Under the leadership of Superintendent, Dr. Tina Halliman, the following staff served on these committees to develop this plan for SPEED S.E.J.A. District 802:

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# Operations and Maintenance

## Handwashing

- Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom.
- Alcohol-based hand sanitizers are located throughout the campus for usage.
- Ample signage is located throughout the building.

## How to clean reusable masks as recommended by the CDC (Centers for Disease Control)

- **Washing machine**
  - You can include your mask with your regular laundry.
  - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.
- **Washing by hand**
  - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
    - 4 teaspoons household bleach per quart of room temperature water
    - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
  - Soak the mask in the bleach solution for 5 minutes.
  - Rinse thoroughly with cool or room temperature water.
- **How to dry**
  - Dryer- Use the highest heat setting and leave in the dryer until completely dry.
  - Air dry- Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.

## **PPE and Classroom Disinfecting Supplies**

PPE and classroom disinfecting supplies can be obtained by submitting a work order via School Dude to the Buildings and Grounds Department.

## **Limited Office Occupancy**

To limit office and program occupancy, staff are encouraged to conduct office business via phone, email, or Zoom. Staff door cards will not have office access; therefore, staff will be buzzed into the office and will only be allowed entry when occupancy is favoring social distancing. Staff is encouraged to hold necessary face-to-face meetings in spaces where distancing is easier, such as the hallway.

## **Staff Lounge and Patio**

Tables will be set up and spaced with one chair at each table for social distancing compliance. Chairs and tables are not to be moved or combined. Program administrators will set meal break times so that space is available for all staff to be able to take their meal break while practicing social distancing. Staff using the tables and chairs must disinfect the area after use with provided cleaning supplies.

## **Related Services**

Students will only be provided related services in assigned areas. Students are never to be taken to the second floor for any reason; nor are students allowed in either of the stairwells that are located outside of the PAL Office. The stairwell on the East side of PAL may be used for student stair exercises, as needed. Related services will utilize spaces as listed below:

## **Visitors**

Visitors to the buildings should be by necessity only and must be scheduled. Visitors will be admitted on campus by appointment only. Visitors should report directly to the program they are visiting. Visitors will sign into the program and self-certify for COVID-19 symptoms upon entrance to the building.

Food delivery services will be denied building access without notification to the person who placed the order. Staff who order food must provide specific details to the service provider and be available for pick up. **Staff is restricted from allowing building access to anyone.**

Substitute staff will use the Program's entrance and exit doors.

- Independence – Door A
- Central Office – Door D
- ELC - Doors E
- PAL – Doors I

### **Classroom Setup**

A few things to keep in mind while setting up classrooms:

- Desks and tables will need to be rearranged to promote social distancing. Each classroom has received a yard stick (3 foot) for social distancing measurements. Student desks must now be arranged 3 feet apart.
- Use of shared items like sensory tables, light tables, etc. is to be suspended until further notice.
- Cloth and plush toys need to be removed from the room as they are difficult to disinfect.
- Smartboard touch features are not to be used until further notice.
- Furniture surfaces should remain clear and free of items to assist with daily cleaning.
- There should be nothing hanging from any doors or door handles.
- Sinks are to be cleared by the end of each day.
- Nothing is to be posted on any classroom door glass.
- There are to be no rugs or carpet squares used in any space until further notice.
- No cleaning chemicals should be brought into the SPEED 802 buildings, nor should any of the products that are supplied by the District be mixed.
- Instructional items brought from home must be properly disinfected prior to entering the building. Personal items are prohibited.

### **Classroom Cleaning Responsibility**

Except for floor spills and bodily fluid clean-ups, classroom staff are expected to regularly clean and disinfect the following surfaces throughout the day:

- Tables
- Desks
- Countertops
- Hard surface chairs
- Changing tables

Buildings and Grounds will conduct routine cleanings at the end of each day.

Disinfectant cleaner and towels can be obtained from the program office or by completing a work order as explained in the PPE and Classroom Disinfecting Supplies section of this manual.

Floor spills and bodily fluid clean-ups must be reported to the office immediately so B&G staff can be notified. In an effort for B & G to come prepared, please specify exactly what needs to be cleaned.

Classrooms with washrooms will be provided aerosol disinfectant spray to allow staff to disinfect washroom surfaces after staff and student use. Aerosol disinfectant spray is not to be used outside of the washrooms and students should not be present in the washrooms when the spray is used.

### **Clean and Disinfect Classroom Surfaces**

- Pre-clean heavily soiled areas by removing excess food and soil.
- Apply disinfectant solution with trigger sprayer. Spread it around the entire object with a towel, being sure the entire surface is covered with disinfectant solution.
- Allow disinfectant to air dry.

### **Disinfect Washroom Surfaces**

- Pre-clean heavily soiled areas by removing excess soil.
- Apply disinfectant aerosol spray being sure the entire surface is covered with disinfectant solution.
- Allow disinfectant to air dry.

### **Use of Shared Learning Equipment**

Learning equipment includes everything from desks to hockey sticks to keyboards and everything in between. When it comes to learning equipment, teachers must reduce the amount of sharing between students and staff to the greatest extent possible. When it is not feasible to avoid sharing equipment, staff and students must take an active role in cleaning the shared learning equipment. Therefore, the following is needed:

- Staff and students will work together to clean learning equipment before and after use.
- Teachers will ensure adequate time for and supervision of the cleaning of learning equipment.

- Teachers and students will use hand washing and/or hand sanitizers after using shared equipment. The goal is to assist in teaching students a life skill that will continue both in and out of school.

### **Restroom Usage**

Staff will work together to reduce the number of students in the restroom at one time.

### **Nurse's Office**

Program administrators will work with the nurse to determine the best plan for students requiring daily care (medicine, evaluations, and regular check ins) and for those students who need emergency/one time care.)

### **Health/Safety**

When students are present on campus, parents/guardians must keep all sick students home and access SPEED's Remote Learning resources. Students with the following symptoms must remain home:

- Temperature of 100.4 (or greater) degrees Fahrenheit/38 degrees Celsius;
- 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 and/or vomiting;
- Diarrhea; or
- Any other COVID-19 symptoms identified by the CDC or IDPH. <sup>6</sup>

Office staff must obtain specific information about illness from parents/guardians when absences are being reported. Information will be recorded and shared with school nurses and/or appropriate personnel. Families that have medically fragile and immunocompromised students must consult their medical provider prior to attending school.



CDC and IDPH guidelines for students who were suspected of having COVID-19, tested positive or negative for COVID-19, are listed below.

- If a student is suspected of having COVID-19, whether the child was tested or not, he/she may return to school after:
  - 72 hours of being fever-free without the use of medication, and after 10 days of initial symptoms.
- If a student is tested for COVID-19 with negative results, he/she may return to school after:
  - 72 hours of being fever-free without the use of medication
  - 10 days of initial symptoms
  - respiratory symptoms have improved, or
  - two negative tests at least 24 hours apart
- If a student has tested positive for COVID-19, the nurse will call the Cook County Health Department to report and follow their guidance. A doctor's note will be required for a child to return to school after any confirmed case.

### **Building Engineer/Custodian/Building Support Services**

#### **Response:**

After use of an area by a sick person, the area will be closed off until proper cleaning and disinfecting procedures have been completed. Windows will be opened to increase air circulation in the said area. SPEED will follow the CDC recommendation to wait at least 24 hours before cleaning and disinfecting. All affected areas will be cleaned and disinfected.

#### **Safety Measures**

- All staff are required to wear masks throughout the day, except during the process of eating/drinking or when in their room alone.
- All drinking fountains will be turned off until further notice; therefore students and staff are encouraged to bring water to school.
- Adequate hand soap and sanitizer will be available in restrooms and facility entrances.
- Vendors and contractors required to be onsite must self-certify and wear a mask.

## **Safety Drills**

SPEED 802 will continue annual safety drills as required by law. Social distancing and student/staff safety protocols will be developed within each program.

## **CARE Rooms**

Care rooms have been established in each program that will be supplied with proper PPE and equipment to support those who are demonstrating COVID-19 symptoms during the work/school day until they leave the building. A program nurse will be assigned to supervise those who need to be quarantined in that space.

### **Care Rooms Per Program**

- PAL E136
- ELC A107
- IND C159
- ALL Apartment Bedroom

# Instruction/Student Services

## **Curriculum**

Beginning SY 2020-21, SPEED staff will use the McGraw-Hill's Reading Mastery/Corrective Reading for ELA and Numbers World for Math. The Unique curriculum will be used for low incidence students. Teachers will use an altered form of the Planbook lesson plan and continue to submit them to their administrator at the designated time. Administrators will continue to monitor lesson plans, observe instruction and provide feedback to staff.

Instructions regarding social distancing will be provided by staff. Social stories and videos may also be used for instruction.

If a student is unable to wear a face covering in school for an extended period of time, with breaks, parents must provide the program supervisor with a doctor's note explaining the reason why the student is unable to wear a mask and how long the student can wear a mask. The doctor's note must be provided, and the student's circumstances must be reviewed before the student will be able to participate in any form of in person instruction. The student would be placed on remote instruction until the supervisor receives the note and determines if alternate protocols and procedures can be implemented to provide sufficiently safe conditions and to support your student in the classroom.

## **Paraprofessional Training**

All paraprofessionals will receive intensive training to build their toolkits on "how to" assist students and teachers during remote learning. They will also receive training on how to effectively utilize Zoom and the Google platforms to maximize virtual teaching and learning.

## **Social-Emotional Instruction**

SPEED has purchased the *Second Step* curriculum to teach students social skills and help them manage their emotions during COVID-19 as well as other adverse events in their lives. Teachers will include SEL instruction weekly and will include it in their lesson plans.

## **Related Services**

In an effort to minimize the interruption of students' services, SPEED's District Services department will create a schedule for Related Services staff and schedule appointments for students to be brought to campus for their respective services.

# Personnel/Human Resources

## Accessing any SPEED District 802 Facility

Staff may not access any SPEED District 802 facilities if they have any symptoms of COVID-19 including, but not limited to, fever or chills, cough, or shortness of breath. At the start of the school year, staff will sign and acknowledge that they will self-certify that they are free of COVID-19 symptoms to enter the schools; notify the District of absences and the symptoms they are experiencing; and provide necessary information as requested.

Any staff member displaying symptoms on campus will be able to complete a diagnostic test in the Health Office and if positive, will be sent home immediately. CDC guidance on COVID-19 symptoms can be accessed using this [LINK](#).

## Health Guidelines While On Campus

Staff must follow all health guidance issued by the CDC including, but not limited to maintaining social distance of 3-feet from one another, wearing masks, frequent hand-washing (at least 20 seconds), use of hand sanitizer (60% alcohol), and avoiding touching face, eyes, or mouth.

CDC guidance on how you can prevent the spread of COVID-19 can be accessed using this [LINK](#).

## Social Distancing

- SPEED classrooms will promote social distancing to ensure a 3-foot physical distance from other persons to the greatest extent possible.

## Face Coverings

- All students and staff members must wear a face covering in SPEED schools and classrooms.
- If the wearing of a mask is contraindicated for a student or staff member, reasonable accommodations will be provided.
- Staff may take breaks from wearing face coverings if they are outdoors while maintaining social distancing.
- Detailed information on the use of masks can be obtained here: [MASK GUIDANCE](#)

## **EMPLOYEE DIAGNOSED WITH COVID-19**

In the event that staff are diagnosed with COVID-19, they must immediately notify the program nurse, stay home and quarantine for ten (10) days (or current IDPH guided timeframe).

Additionally, staff will be asked to provide a list of any person they had contact with for fifteen (15) minutes or more within a 24 hour period at a distance of six (6) feet or less proximity since two (2) days prior to the symptoms presenting. Staff will also be asked to provide a list of any areas they have accessed in the district.

### **Employee Exposed to Covid-19 (High Exposure)**

If unvaccinated staff comes into close contact (**less than six (6) feet**) with a **COVID-19 positive person for more than fifteen (15) minutes**) within a 24 hour period, they must self-quarantine for either fourteen (14) days, ten (10) days or seven (7) days (or current IDPH guided timeframe) and self-monitor for COVID-19 symptoms. If any symptoms present, they should pursue COVID-19 testing, seek medical attention, and notify the program nurse with the diagnosis. If District administrators become aware that staff fall into the said category, they will be notified to self-quarantine for 14/10/7 days. Vaccinated staff members will not have to quarantine as long as they remain asymptomatic. Please see [IDPH Guidance](#) related to exposure risk.

### **Employee Exposed to Covid-19 (Low Exposure)**

If staff were working in the same area with a colleague that tested positive for COVID-19 but did not have close contact with the employee (less than six feet distance for 15 minutes or more within a 24 hour period), they will be directed to self-monitor for symptoms. They will be able to return to work as soon as the facilities have been cleaned and disinfected. Please see [IDPH Guidance](#) related to exposure risk. While staff members are able to return to work, staff should monitor symptoms for ten days. The IDPH has **not indicated** that staff members in this low risk category need to quarantine, even if they choose to pursue COVID-19 testing on their own. Therefore, staff wishing to request leave may do so using the leave options outlined below.

## **Reporting Requirements**

### **Employee Reporting:**

- Absences related to COVID-19 diagnoses and COVID-19 exposure must be reported directly to the program nurse. The program nurse and/or Human Resources personnel will request specific symptom information, including but not limited to:
  - A positive result for, or other diagnosis with, COVID-19;
  - Symptoms of infection with COVID-19, i.e., fever of 100.4°F or above, cough, shortness of breath, sore throat, etc.
  - “Close contact” (meaning the unvaccinated individual was within 6 feet of the individual with symptoms for more than 15 minutes within a 24 hour period) with any person who has tested positive for, or has otherwise been diagnosed with COVID-19 infection within the preceding 2 days, even if asymptomatic;
  - The employee has been asked to self-quarantine by a health official within the preceding 14 days.

### **Program Response and Reporting:**

- Any individual within the program who shows symptoms should immediately seek diagnostic testing in the CARE room. Individuals who are sick should be sent home or wait in the CARE room until transportation arrives. If emergency services are necessary, call 911. The Human Resources Department should be contacted as soon as possible.
- When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission-based precautions.

### **Human Resources Department Response:**

- In accordance with the recommendations of CDC, if an employee is confirmed to have COVID-19 infection, SPEED’s Human Resources department will inform other employees of their possible exposure to COVID-19 in the workplace. Confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA), will be maintained.
- The program nurse and/or Human Resources will monitor staff quarantined, awaiting test results, and staff recovering from being infected with COVID-19.

## **Quarantine Guidance**

For unvaccinated close contacts, 14-day quarantine is still the gold-standard and highly recommended. However, the local health department, Cook County Department of Public Health (CCDPH) has provided school districts alternative options to shorten and reduce the *quarantine time period for its employees*.

Option 1: Quarantine period is for 10 calendar days after the close contact's last exposure to the COVID-19 case. *Date of last exposure is considered Day 0.*

- The individual may end quarantine after Day 10 if no symptoms of COVID-19 developed during daily monitoring.
- Can maintain social distancing and masking at all times when returning to school.

Option 2: Quarantine period is for 7 calendar days after the last exposure if:

- No symptoms develop during daily monitoring AND
- The individual has a negative SARS-CoV-2 diagnostic test (PCR) that was collected within 48 hours of exposure Day 7 (starting on Day 6 or after).

IDPH does not recommend using antigen test results to end quarantine early.

Testing for this purpose should be a molecular test, preferably RT-PCR.

The individual is responsible for obtaining a copy of negative results for documentation purposes.

Can maintain social distancing and masking at all times when returning to school.

## **COVID-19 Testing Program**

### **OVERVIEW**

SPEED District 802 seeks to maintain a safe environment for employees, students and their families during the ongoing COVID-19 pandemic. The District will be testing for COVID-19 as an additional mitigation strategy beginning the 2021-2022 school year. The goal will be to screen all individuals weekly utilizing the SHIELD Illinois saliva test, and diagnostically test anyone experiencing COVID symptom/s with the BinaxNOW rapid antigen swab. See definitions below for more information on these two tests.



## BENEFITS OF A TESTING PROGRAM

Having a testing program adds another layer of protection against COVID-19 infection in our community. It allows the District to rapidly identify individuals who are positive for COVID-19 and expedite isolation and quarantine requirements. This in-turn informs infection prevention and control measures, thus preventing transmission. In addition, schools participating in the SHIELD screening program qualify for revised quarantine provisions such as defining close contact as individuals within 3 feet of a positive/symptomatic person, rather than 6 feet.

### SHIELD Illinois

SHIELD Illinois is a RT-PCR saliva test that SPEED will be utilizing to screen individuals in an effort to catch asymptomatic positives before unknowingly spreading COVID-19 to others. We will be working with the SHIELD team, along with a 3rd party agency, to assist us in administering and processing these tests.

### BinaxNOW

BinaxNOW is a rapid antigen test that detects the presence of the virus that causes COVID-19 infection. The specimen is collected via nasal swab and results are available in about 15 minutes. The goal of this test is to quickly identify symptomatic positives.

At SPEED, any individual who presents with symptoms of COVID-19 will be offered a test onsite using the BinaxNOW rapid antigen test.

Individuals will have the opportunity to participate in the COVID screening program on a weekly basis using SHIELD.

## RESULTS & ISOLATION/QUARANTINE RECOMMENDATIONS

Only those who test positive or have been identified as a close contact of someone who tests positive will be contacted via phone or email following the SHIELD screening test. Staff will be instructed on isolation & quarantine recommendations based on IDPH and CDC guidance.

## CONSENT

Staff will have the opportunity to opt out of the SHIELD testing program at SPEED.

If symptoms develop during the school day, the program nurse will receive consent for a BinaxNOW rapid antigen nasal swab.

## TRAINING

All healthcare staff in the district will be trained to collect samples for BinaxNOW, process the test, and interpret results.

## DISPOSAL

All components of the BinaxNOW test kit, as well as gloves used by persons administering the test and any grossly contaminated PPE, will be discarded as infectious waste. Any waste produced during the SHIELD screening testing will be removed and disposed of by the 3rd party testing agency.

## REPORTING TO IDPH

Positive results from the SHIELD screening program will be reported to IDPH by the assigned 3rd party responsible for sample collection within our schools. The program nurse administering the BinaxNOW will report the results to Human Resources to report to IDPH. This is consistent with IDPH guidance and the Illinois Control of Communicable Disease Code.

## DEFINITIONS

Screening test – intended to identify infected persons who are asymptomatic and without known or suspected exposure to the virus that causes COVID-19. Screening tests are performed to identify persons who may be contagious so that measures can be taken to prevent further transmission.

Diagnostic test – intended to identify current infections at the individual level when a person has signs or symptoms consistent with COVID-19, or when a person is asymptomatic but has recent known or suspected exposure to the virus that causes COVID-19.

## **Employee's return to work**

In accordance with state and federal guidance, employees who have been off work due to COVID-19 illness, exposure, or quarantine should not return to work until they have met criteria to return. They should contact the Human Resources Department prior to returning to work to ensure all documentation required for their return has been received and accepted.

## **Employee Assistance Program**

Staff who are feeling stressed or emotionally overwhelmed can visit the EAP. This use of this service is confidential and can help with both work and life issues. Please visit [THE EMPLOYEE ASSISTANCE PROGRAM](#) for more information or call 1-855-775-4357.

## **Self Care and Resources**

To support staff during this challenging time, they will be provided information on accessing community resources (i.e., internet assistance) and caring for their physical and mental health. Teledoc is a part of staff benefits from Educational Benefit Cooperative (EBC). Licensed doctors are available 24/7 by phone or video from any location. Please visit [TELEDOC](#) for more information.

## **Satellite students and staff**

All satellite staff will work in their assigned location, follow their assigned district's schedule.

# Food Service

SPEED's goal is to provide a healthy breakfast and lunch to every SPEED student during the COVID-19 pandemic during remote and in-person instruction. Student meals will follow ISBE Nutrition & Wellness Guidelines and student health/allergy warnings. The Food Service Department will also follow the proper protocol related to sanitizing and combating COVID-19.

## Student Meals

- In Person Instruction: Teachers will submit the daily meal count and lunch choice by 9am to the Food Service Manager in E-School, the school student database.
- Remote Instruction: All students will receive Grab & Go breakfast and lunch, as requested. Parents will be surveyed during registration regarding interest in receiving student lunches while their student is engaged in remote learning.

## Staff Meals

- Grab & Go food options will be made available.
- All staff lunch orders should be placed along with the student's lunch order and include a pick-up time.
- SPEED staff may order outside food following the visitor delivery guidelines.

# Transportation

SPEED's goal is to provide safe transportation to and from school for every student during the COVID-19 pandemic while taking precautions to prevent the spread of the COVID-19 virus.

## **Face coverings**

Bus staff will follow guidelines established by the bus company requiring staff to wear a mask. Students will also wear a face covering, such as a face mask or face shield, that will be placed on the student by their caregiver prior to boarding the bus. If a student is unable to wear a face covering, the family must provide a doctor's note. To assist students with wearing the facing coverings for the duration of the transportation, visuals will be provided throughout the bus for bus staff to reference.

## **Student and staff self-certification**

- All parents will be required to certify that their child is free of COVID-19 symptoms by 7:00am using the SPEED software application.

## **Student transportation**

- Student seating will be staggered with one student per seat.
- Accommodations will be made for students who use wheelchairs.

## **Pick-up and drop-off protocols**

- Each SPEED school will utilize two doors for pick-up and drop-off.
- One door will be designated for students riding the bus, the other door will be designated for parents providing transportation.

# Technology and Communication

## **Maintain accurate contact information for all stakeholders**

In order to communicate effectively on digital platforms, it is important for SPEED to have current contact information. SPEED utilizes several software solutions to house family and staff contact information.

The SchoolMessenger system is updated from lists provided by the Human Resources department and from eSchoolPlus. The Technology department receives updates from the Human Resources department as staffing changes occur.

The collection of email addresses and cell phone numbers during the registration process will help with the creation of classroom contact lists. This information will assist the teaching staff in keeping in touch with families during remote instruction.

## **Types of communication methods**

- SPEED will increase its use of different methods of communication to keep all stakeholders informed.
- SPEED will resume the use of social media by leveraging Facebook to inform the public about events in the district.
- SchoolMessenger will be used more frequently to provide information at a program and district level to keep families and staff up to date.
- Class Dojo will be used to assist with instruction and communication with students and their families.
- Email will continue to be used to communicate with both parents and staff.

## **Communication Frequency**

SPEED will increase communication across its platforms to assist families and staff in staying up to date.

## **Device Management**

To aid in preventing the spread of the COVID-19 virus, the State of Illinois recommends that students and staff not share devices. Laptops will be distributed to certified staff. The paraprofessional staff will receive Chromebooks.

- ELC and PAL students will use iPads.
- Independence students will use Chromebooks.
- The Academy for Lifelong Learners will use Chromebooks.

## **Resource Library**

A resource library is on the district website. The page houses links to videos and documents to provide instruction on how to use SPEED'S different technology resources. This library will be available to families and staff.

## **Technical Support for Parents**

SPEED will be providing technical support for parents to ensure students are able to access their virtual classrooms and online resources. To contact the Technology staff directly, email [parentsupport@speed802.org](mailto:parentsupport@speed802.org). Parents/Guardians can also call SPEED's technical support at 708-481-0540 between the hours of 10am and 2pm.