



SPEED
SCHOOL DIST 802

Master School Opening Plan
Fall 2021

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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:

EDUCATIONAL SUB COMMITTEE

Dr. Maureen White - Director, Programs and Services
Nicole Taylor - Principal, Independence
Jane Cornelius - Union Pres./AT Specialist
Lynn Ritter, Teacher, PAL
Liz Gebbia - Teacher, ELC
Chontierah Jackson - Paraprofessional, ELC
Laura Zomparelli - Occupational Therapist, PAL

SATELLITE SITES

David Hook - Assistant Principal, PAL
Sara Brassea - Social Worker, PAL
Ashley Mefford - Teacher, PAL
Lynn Cervantes - Paraprofessional, PAL
Corinthia Caston - Teacher, PAL
Matthew Williams - Assistant Principal, IND
Allaina Simmons - Teacher, IND
Kellie Clark - Assistant Principal, ELC
Jennifer Caroll - Teacher, ELC
Velma Hernandez - COTA, ELC
Chemonte Peppers - Paraprofessional, ELC
Cynthia Soto - Teacher, ELC
Stephanie Stevens - Paraprofessional, ELC

SOS

Dr. Maureen White - Director, Programs & Services
Lori Hilliker - Social Worker, PAL
Anna Calhoun - Nurse
Matthew Williams - Assistant Principal, IND
Teresa Miller - Teacher, ELC

TECHNOLOGY AND COMMUNICATION

Amina Payne – Principal, ALL
David Hook – Assistant Principal, PAL
Mark Vander Ploeg – Technology
Mary Dominiak - Secretary, ELC
Janene Preston - Secretary, District Services
Cassandra Giles – Superintendent’s Secretary

OPERATIONS AND MAINTENANCE

Joe Kekelik - Director, B & G
Nicole Taylor - Principal, IND
Jane Cornelius - Union Pres/AT
Tricia Robinson - Teacher, IND
Di’Kobie Berry - Paraprofessional, IND
Liz Gebbia – Teacher, ELC
Alicia Johnson-Perkins – Teacher, ELC
Julie Brulloths – Teacher, ELC
Chonteriah Jackson – Paraprofessional, ELC
Ann Van Hoegarden – Teacher, PAL
Nicole Woods – Teacher, PAL
Latrice Bryant – Paraprofessional, PAL
Jeanne Fudacz – Teacher, ALL
Shanitta Love – Paraprofessional, ALL
Christine Gunn – Behavioral Interventionist
Joe Smith – COTA, PAL
Kathy Petrey – PTA, PAL
Allison Hasty – Speech Pathologist, ELC
Cindy Revis-Aleman – Nurse, PAL
Alison Boyd - Teacher, DHH
Julie NootBaar – Speech Pathologist, PAL
Mary Murney – Physical Therapist, ELC

STUDENT COVID-19 PROCEDURES

Vanessa Duffin - Director, Human Res.
Sue Janacek - Programs and Services Supervisor
Greg Furgason - Director, Technology
Linda Wilson - Principal, ELC
Kellie Clark - Assistant Principal, ELC
April Brown - Principal, PAL
David Hook - Assistant Principal, PAL
Nicole Taylor - Principal, IND
Matthew Williams - Assistant Principal, IND
Amina Payne - Principal, ALL
Anna Calhoun - Nurse, PAL
Robertrese Tyms - Nurse, ELC
Deborah Fields-Bates, IND
Kelley Burton, IND/ALL

FOOD SERVICE & TRANSPORTATION

Brenda Murillo - Director, Bus. & Fin
Kellie Clark - Assistant Principal, ELC
Vanessa Duffin - Director, HR
Dr. Lucy Bridges - School Psychologist
Fallon Mack - AT Specialist
Cynthia Johnson - Payroll
Michael Priest- Teacher, PAL

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Operations and Maintenance

Facilities, Cleaning and Sanitation

The Building and Grounds department is currently following all CDC, IDPH, ASHRAE, and CCDPH guidelines to ensure a safe, clean environment is being kept in all the SPEED 802 buildings. The following list is an example of comprehensive prevention strategies that are being performed to help keep students and staff safe in our buildings:

- Building access is being limited and extensively monitored.
- Additional custodians are being scheduled to assist with increased disinfecting.
- Cleaning and disinfecting schedules are being closely monitored and updated as needed.
- Electrostatic cleaning machines are being used to disinfect rooms on a consistent basis.
- Weekly deep cleaning is being performed each Friday.
- Continuous staff pandemic training is being performed.
- PPE and disinfectant inventory controls are in place.
- Additional PPE resources, cleaning supply resources, and cleaning service agreements have been solidified.
- Hand sanitizers have been placed in all rooms occupied by students and staff.
- Disinfecting wipes/cleaning supplies are available in all rooms.
- HVAC filter changes have been increased from quarterly to monthly.
- HVAC filter quality has been raised from a MERV 7 to a MERV 13.
- District continues to use a secondary HVAC HEPA filtration system.
- HVAC outside air exchanges have been doubled.
- HVAC systems are scheduled on a 24-hour air filtration format.
- Plexiglass barriers have been installed throughout the buildings.
- Body temperature kiosks have been installed at all major entry points.

PPE and Classroom Disinfecting Supplies

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

Staff is prohibited from bringing any cleaning chemicals into the SPEED 802 buildings; none of the chemical products that are supplied by the District should be mixed. Classroom staff is to keep track of in-room supplies and request replacement supplies in advance of running out. All cleaning products must be

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kept out of reach of students. Staff is encouraged to follow PPE use instructions provided in the SPEED 802 PPE Use and Disinfecting Guide that is included in this plan.

Building Movement

Except for staff who must cross programs due to work assignments, all other staff should remain in their assigned programs throughout the course of the day.

Limited Office Occupancy

To limit office and program occupancy, staff are encouraged to conduct office business via phone, email, or Zoom. In the school programs, 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

Staff must practice 3 - 6 foot social distancing guidelines when using the staff lounge and patio spaces. 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.

Visitors

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

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- Central Office – Door D
- ELC - Doors E
- PAL – Doors I
- ALL – Main Entrance

Classroom Setup

- The Building and Grounds department will work with Principals and classroom staff to ensure that life safety and social distancing guidelines are being observed in each room.
- 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 rooms due to these items being difficult to disinfect.
- Smartboard touch features are not to be used by *students* until further notice.
- Only SPEED 802 provided cleaning/disinfecting supplies are to be used in the building.
- All personal furniture items are to be brought into the SPEED 802 buildings.

Classroom Cleaning Responsibility

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

- Tables
- Desks
- Countertops
- Changing tables

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

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

Large 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. Staff disinfectant training will be posted.

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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 will work together to clean learning equipment before and after use.
- Teachers will ensure adequate time for the cleaning of learning equipment.
- Teachers and students will wash hands and/or use hand sanitizer after using shared learning 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; no more than two students will be permitted in the restroom at one time.

Building Engineer/Custodian/Building Support Services Response:

After use of an area or van 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 if possible before cleaning and disinfecting. All affected areas will be cleaned and disinfected.

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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 with the door closed.
- 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 will be observed when possible.

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 staff member will be assigned to supervise those who need to be quarantined in that space. Additional rooms will be used as needed. Students and staff with similar symptoms may be grouped if space becomes limited.

Care Rooms Per Program

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

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SPEED 802 Classroom Set Up Guidance

The main purpose here is to create as much open space in the rooms for socially distanced movement and to reduce touch points as much as possible. The Illinois Health/Life Safety Code must continue to be enforced throughout our pandemic procedures.

Instructional Furniture:

- Each room will be outfitted with the number of desks and chairs needed for that room's full student load.
 - If a student is unable to use a desk, a table will be provided, and the desk will be removed.
Only one student will be allowed at each table at any time.
- All tables, desks and chairs will face the same direction or be arranged in a wide circle.
- Tables and desks will be arranged with student areas being no less than a 3-foot distance from neighboring work areas.
- Due to space constraints support staff will not be provided individual work tables.
- Teachers will continue to use teacher desks and chairs.
- A yardstick will be provided for each classroom as a measuring tool for social distancing requirements.

Additional Furniture:

- No additional furniture will be allowed in the rooms.
- Personal furniture that is currently in classrooms will need to be removed from the building.
- Furniture may be removed from the classrooms to maintain social distancing requirements for the student desks.

Classroom Guidance:

- Each classroom has received a yard stick (3 foot) for social distancing measurements. Student desks must now be arranged 3 feet apart.
- Smartboard touch features should not be used *by students* during the pandemic.
- Only safety signage is to be placed on classroom door glass.
- There are to be no rugs or carpets used in any space until further notice unless it is a permanent feature in the room.
- Staff should remove items from communal use, along with materials that cannot easily be wiped clean (plush toys, dramatic play clothing).
- Toys and manipulatives that are not being used for lessons should be stored out of student sight.

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- Personal belongings currently located in the rooms will need to be stored in cabinets, storage containers, or removed from the building when not in use.
- Students and staff are not to share items in the classroom.
- Teachers should create designated spaces and individual boxes, bins, or bags of materials for each child, labeled with each child's name. These bins can contain the types of materials that are most commonly set out for communal use(e.g. crayons, scissors, etc.).
- Bins will be provided for coats and backpacks.
- ***All countertops, tabletops, and desktops should be kept clear of items other than computer equipment or items that are difficult to place in storage.*** Storage cabinets and storage bins need to be used consistently. Items left out may be subject to loss or damage.

Disinfecting Guidance:

- Tables, countertops, sinks, and desktops are to be cleared of supplies at the end of each day to help with disinfecting procedures.
- All toys and manipulatives used during the course of the day must be disinfected after student's use.
- Staff must follow the daily room disinfecting procedures regardless if students are in-person or not.

Classroom Staff Involvement

Staff will need to periodically clean surfaces and high-touch areas in classrooms as directed below. Reducing touch points in each room and maintaining supervision is essential to the health of all our building occupants.

Safety

All cleaning products are to be kept out of student reach and cleaning products should never be mixed. The use of cleaning products in SPEED buildings is limited to what is supplied by the SPEED Building and Grounds Department. Safety Data Sheets (SDS) for all the products provided and used by the SPEED B&G Department are located on the SPEED website at <https://www.speed802.org/buildingand-grounds/>

Maintaining a Clean Classroom Environment

In order to maintain clean and sanitary learning environments, staff is responsible for wiping down desktops, countertops, and tabletops, after each use, with disinfectant wipes or the trigger spray. Making sure that the surfaces are completely dry before reuse is essential to proper surface disinfecting. ***All of the SPEED staff is responsible for keeping their environments clean, disinfected, and safe.***

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Cleaning Box

Teachers should have a box in their classrooms where they can place toys and materials that need to be removed for cleaning. Any material that has been placed in a child's mouth or that has been coughed or sneezed on should be removed from use as quickly as possible and placed in the bin until staff can clean it with a disinfectant. SPEED will provide appropriate boxes for this purpose. *Toys that cannot be cleaned and sanitized are not to be used.*

Daily Cleaning of Classroom Materials

Frequently used classroom toys and materials should be cleaned and disinfected at the end of each day. After cleaning and disinfecting, materials should be air-dried and placed in storage.

Keeping it Neat and Clean

Keeping environments clutter free and utilizing storage will help the night cleaning teams do their jobs successfully. By leaving tables, desks, and countertops clear, you reduce touch points, open areas up for proper disinfecting, and reduce the chances of items being broken, ruined, or lost. Picking up after yourself is equally important and an expected job duty for all staff members.

Satellite Sites

SPEED Satellite Sites In-Person

General information for Satellite locations

- **School Calendars:** Satellite locations will follow the host school districts calendar.
- **Student Meals:** Meals will be provided by the satellite districts, with the exception of James Hart District 153. For students attending the James Hart satellite, breakfast will be provided by SPEED.
- **Contact information:** Updated contact information should be readily available to district nurses upon request.
- **Quarantine Recommendations:** In the event that a satellite school quarantines their students, SPEED students will follow the district-mandated quarantine procedures.

Prairie Hills District 144

- **Nob Hill - 8:35-2:35**
- **Fieldcrest - 8:30 -2:30**
- **Prairie Hills Junior High - 8:10-2:10**

Every in-person student must have a consent form on file prior to returning. Parent letters and consent forms were sent out to parents to sign and return before they can begin. All students will be tested for COVID-19 when they return to in-person and weekly starting Sept 1, 2021. All SPEED staff need to make an appointment with the District 144 school nurse for testing. COVID-19 testing will be completed by the District 144 school nurses. Students will receive the rapid-result test that swabs the lower nasal cavity. In addition, students will need to have their temperatures taken daily by SPEED classroom staff with a hand-held thermometer provided by District 144.

Any student that has a fever of 100.3 or higher will be escorted by SPEED staff immediately to the isolation room, and parents will be contacted to pick them up. Students must be fever-free for 3 days, and they must be tested at District 144 or within 48 hours at any other location. Students cannot return to in-person instruction without a negative COVID test. Symptomatic

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students also must have a negative COVID test to return. If a student is a close contact to someone with COVID-19, that student must quarantine for 14 days and test upon return.

Rich Township District 227

- **STEM Campus 8:10-2:10**

All staff and students must wear a face mask at all times in the building and maintain 3 ft apart when possible. If students present a temperature of 100.4 or higher, or present with symptoms during the school day, they will be escorted to the COVID-19 Isolation Room by SPEED staff for further evaluation with a District 227 nurse.

All visitors will enter at the main entrance and will need to present a drivers license or state ID and be issued a visitors' pass. Visitors will also have a temperature scan. Face masks are required at all times within the building.

District 161

- **Heather Hill School 8:15-2:50**

SPEED students will complete the daily SPEED self-certification . SPEED students can use the Quarantine room but a SPEED staff member from the class will need to stay with the student. The SPEED staff is responsible to contact the parent to pick-up the sick child and report the illness to the nurse at the ELC building. Once the child is removed from the room, the custodial staff from that building will be called to sanitize the room. While the room is sanitized, the students will be removed and placed in another location TBD by the Heather Hill Building Administrator.

District 153

- **James Hart School 7:35-2:25**

Students enter through the assigned door, student temperature checks are completed, and self-certification is verified (wristbands/ Frontline Self-certification App). Face masks are required at all times within the building.

If student temperature is 100.4°F or above, the temperature will be rechecked for verification after two minutes. If the temperature continues to be 100.4 or higher, the student will be escorted by SPEED staff to the isolation room. The nurse will recheck the student with a tympanic (ear) thermometer. The student will be sent home if temperature persists. If a student develops symptoms throughout the day, they will be

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escorted to the isolation room and parents will be contacted to pick up the student. No lockers will be available for use.

Related Services

All service providers will provide therapy at their respective sites. They will follow all SPEED self-certification and safety procedures in addition to the procedures required by the satellite location. Related service providers will need to provide a Driver's license or State ID for entry to satellite buildings.

Food Service

SPEED's goal is to provide a healthy breakfast and lunch to every SPEED student. 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

Remote Learning

- Pre-packaged breakfast and lunch will be delivered to students that request home delivered meals.

In-Person

- Meals will be delivered to the classrooms.
- Students will receive breakfast and lunch in the classroom during in-person attendance days.
- Students will have the option of bringing lunch from home.

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Transportation

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

Face coverings

Bus staff will follow guidelines established by CDC and IDPH 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 face coverings for the duration of the transportation, visuals will be provided throughout the bus for bus staff to reference.

Student transportation

- Accommodations will be made for students who use wheelchairs and those that cannot wear a mask.

Pick-up and drop-off protocols

- Pick-up and Drop-off protocols will be determined by each program ensuring universal mask wearing and social distancing.
- Students arriving by private transportation will unload after buses. Upon exiting, a staff member with a walkie-talkie will notify the secretary of the student's arrival. The secretary will announce the arrival of the student to the classroom staff. Staff will pick up the student from the designated location and escort them to class. Students departing by private transportation will be escorted after buses. A staff member with a walkie-talkie will notify the secretary. The secretary will announce the dismissal of the student. Staff will escort the student out of the classroom to the private transporter.

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.

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.

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

Communication Frequency

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

Resource Library

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

<https://www.speed802.org/resources/resource-library/>

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. Parents/Guardians can also call SPEED's technical support line at 708-481-0540 between the hours of 10am and 2pm.

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In-Person Student COVID 19 Processes

Student Request for Face Mask Accommodation

1. All students who are able to safely wear a mask are required to wear a mask during the school day.
2. Students may wear a face shield as a covering when other methods of protection are not appropriate.
3. Universal letters will be sent home regarding the expectations for wearing masks.
4. If a student is unable to tolerate a face covering, a doctor's statement must be provided. Students will be given a form (*A - Request for Mask Accommodation*) to be completed by a physician and returned to program Nurse and Related Services.

Temporary Removal of a face covering:

Mask Breaks : Scheduled Break Times while maintaining Social Distance.

1. Breakfast
2. Lunch
3. Recess/ Outdoor Activities
4. Nap times (when applicable)

Student Certification and Verification of Daily Symptom Screening

The June 1, 2021 amended Executive Order 2020-47 removes the mandate to require symptom screenings and temperature checks before individuals enter school buildings. Parents/Guardians will conduct symptom screening daily for students departing for school and reporting consistent with the parameters outlined below. By signing this form, the parent/guardian is certifying that the student is not experiencing symptoms of COVID-19 and the parent will:

1. Keep the student at home when experiencing symptoms.

2. Log into the Frontline Health Portal for Student COVID-19 Certification at https://app.healthofficeportal.com/SHM_Speed_School_District_802/Portal/Login.aspx.

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Daily Symptom Screening

Each day before your student boards the bus, please check to ensure that students are not displaying the following symptoms:

- 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. ‘

Student Exposures Commuting on the Bus

1. The building administrator was notified of COVID-19 exposure while the student(s) were commuting on the bus.
2. The building administrator may/will request the seat arrangement of the students on the bus.
3. The school nurse will be notified and a contact tracing interview will be conducted by the program’s school nurse.
4. The school’s program nurse will contact the building administrator and the nurse liaison to notify that the interview is complete.
5. The Human Resources Director will be notified of the contact tracing results.
6. The Human Resource Director will notify Cook County Public Health of a positive COVID-19 case.
7. At that time, a determination will be made which students/staff were within the IDPH guidelines for low risk or high risk for contact.
8. The Administrator will adapt letters for their program and distribute them based on the level of exposure. ([*D - Student Exposure Commuting on the Bus - Low Risk*](#), [*E - Student*](#)

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[Exposure Commuting on the bus - High Risk](#)). Letters will be sent by email and mail.

9. If the student was required to quarantine at home, upon release of isolation, parent/guardian submits “Release from Isolation Letter from IDPH” to the school’s program nurse.
10. The school’s program nurse will notify the building administrator.

Student Incidents of COVID-19 -Like Symptoms at Home

In the event of a student experiencing COVID-19 symptoms at home after hours:

1. The student must remain at home during the period of illness.
2. Log into the [Frontline Health Portal for Student COVID-19 Certification](#) and self-certify that the student is exhibiting symptoms.
3. When the nurse receives the communication, the nurse will conduct a follow up phone call with the parent at which time, the nurse will advise the parent of the options of re-entry into school post illness.
4. Parents will be provided a notification letter informing the parent of COVID-19 -like symptoms (sent via email and US mail) ([G - SPEED Student Symptom Response](#))

Options for Re-Entry

- Students should remain home from school until they receive their test results. Students and staff with a confirmed or suspected case of COVID-19, must complete 10 calendar days of isolation from the onset of symptoms and be fever-free for 24 hours without use of fever-reducing medications. Students must also have an improvement of symptoms and be without any new COVID-19-like symptoms before returning to school.
- Students returning to school after experiencing COVID-19-like symptoms must provide a negative test result and a doctor’s note stating the alternate diagnosis before returning to school. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medications and have had no other symptoms in the previous 24 hours.
- Students with COVID-19-like symptoms, without testing for COVID-19, will be required to quarantine for 10 calendar days.

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Student Incidents of COVID-19-Like symptoms on site

1. Classroom staff will notify Program Nurse and Administrators of the suspected case.
2. Nurse liaison notifies B&G of the indicated area(s), travel route(s), and care room location.
3. Program nurse escorts the student to the nearest care room, wearing the appropriate level of PPE.
4. Program nurse contacts the parent/guardian for pickup.
5. Administration will make an announcement to stay in place during student escort to limit student interactions.
6. Program nurse escorts the student to the parent.
7. If a parent/guardian is unavailable, the student remains in the care room.
8. Nurse/admin calls emergency contacts if the parent is unavailable.
9. Notification letter informing parent of COVID-19-like symptoms (sent via email and US mail) ([*G - SPEED Student Symptom Response*](#))
10. Affected areas shut down for deep cleaning.
11. Program nurse conducts contact tracing interviews.

Student Incidents of COVID-19-Like symptoms on site for Unavailable Parents

1. Office staff contacts all emergency contacts to arrange transportation.
2. If all parties are unavailable, arrange for transportation using SPEED vans.
3. Parties transporting students must wear a N-95 mask and appropriate PPE gear.
4. Vans need to be sanitized after use.

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Student Incidents of Positive COVID-19 Diagnostic Testing

1. Once an administrator has been notified of a student with COVID-19 exposure the school nurse will be notified.
2. A contact tracing interview will be conducted by the program's school nurse.
3. The school's program nurse will contact the building administrator and the nurse liaison to notify that the interview is complete.
4. The Human Resources Director will be notified of the contact tracing results.
5. The Human Resource Director will notify Cook County Public Health of a positive COVID-19 case.
6. The Administrator will distribute the letters listed for level of exposure ([*F - Student Diagnosed Positive with COVID-19*](#)).
7. The letters will be adapted to the program where indicated and notifications will be sent by email and mail.
8. The letter will be sent to the parents. ([*H - Notice to Parent of COVID-19 Positive Case*](#))
9. Staff will be notified of a positive COVID-19 case in the school. ([*I - Written Notification of Positive COVID-19 Case to SPEED Staff*](#))
10. If the student rides a bus, the bus will be notified by the building administrator of a positive COVID-19 case and informed which bus route the student was on for proper disinfection of the bus.
11. An email notification to Building and Grounds regarding disinfecting the classroom will be sent from the nurse Liaison.
12. Upon release of isolation, the parent/guardian submits "Release from Isolation Letter from IDPH" to the school's program nurse.
13. The school's program nurse will notify the building administrator.

Student Incidents of Asymptomatic Close Contact Status

1. Program administrator and program nurse notified by the parent
2. Contact tracing interview conducted by program nurse
3. Nurse liaison emails Buildings and Grounds to disinfect work space
4. Letter ([*J - Response to Close Contact of Someone Having COVID-19*](#)) sent by program administrator informing parents of close contact incident (sent by email and US mail)
5. 14 calendar day quarantine as per IDPH exclusion guidance, testing recommended
6. Release from quarantine letter from local health department provided to program nurse by parent/guardian for student return to school as per IDPH exclusion guidance.

Instances of Manual Restraint

As stated in the Parent Student Handbook, it is our goal to manage our students' behaviors through positive means, and through systematic, prescribed steps, which will largely eliminate the need for physical control. Positive behavior supports are widely recognized as an effective intervention for strengthening appropriate student behavior and weakening inappropriate behaviors. It is only when the student's behavior escalates to the point where he or she is a threat to themselves or others that a physical restraint may be implemented.

SPEED uses alternatives to physical restraint including, but not limited to, social emotional curriculum, behavior intervention plans, incentives, de escalation, calming rooms, sensory rooms, in-school intervention rooms, proximity control and temporary removal from the classroom. Physical restraint will be used as an absolute last resort.

In the event of a physical restraint:

1. The student's mask will be removed and the student will be provided with a face shield to aid in maintaining clear airways.
2. Masks and face shields, if needed, are available in the program offices.

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3. In accordance with the Illinois State Board of Education, after three restraints, a meeting must be held with the parents and/or guardians, the administration, and the team. The administration will inform the district representative of the meeting in advance, and invite the district representative to the meeting. The purpose of the meeting is to discuss the physical restraints, and to problem solve around additional behavioral interventions.

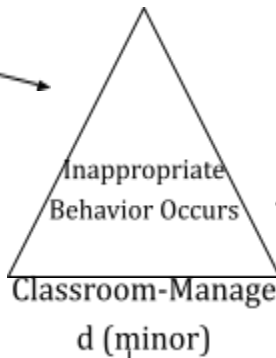
IES SOS Process: Flowchart

Discipline Process Continuum of Support for Aggressive Behavior

Start Here!

Ongoing Teaching and Strategies to Encourage Appropriate Behavior and Build Relationships:

- Teach, Practice, Reteach
- Appropriate Behavior Specific Praise
- Preventative Prompts
- Individual Reinforcers
- Group Contingencies and Reinforcers



SOS Call
(major)

Aggressive behavior involving students/students, student/staff member and major self-injury. This includes fist fighting, threatening/throwing large items with intent to hurt others, use of a weapon against self or others and running out of the building.

SOS is called for Assistance

Aggressive student/students escorted from class and brought to the De-escalation Room. Other students removed from and brought to a quiet area. Possible restraint if students continue to hurt themselves or others

Office Discipline Referral

Fill out immediately and give to administration. Fill out restraint form if necessary.

Administrator Actions:

Meet/process with the student/students once brought to the De-escalation room. Follow up with classroom team about incident. Provide consequences and notify parent/guardian.



Monitor and address all verbal and physical aggression between students (excessive teasing, bullying, play fighting, etc.)
Verbal Redirection
Proximity control
Use of self-calming strategies
Continue teaching, encouraging, and building relationships; Think function (why)



Social skills lessons
Mediate between students involved
Seek help from Social Worker when needed
Time out in the classroom
Time out outside of the classroom (sensory room, take a walk, talk to staff, etc.)
Level drop

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If aggressive behavior continues or increases, call SOS to have the student/students removed from the area.