



SPEED
SCHOOL DIST 802

2020-2021 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:

OPERATIONS AND MAINTENANCE

Lynn Cervantes – PAL/Rich Central
Paraprofessional
Jane Cornelius – Assistive Technology
Specialist/Union President
Deborah Fields-Bates – IND Nurse
Renada Hardy – ALL Paraprofessional
Joseph Kekelik – Director of Building &
Grounds
Tricia Robinson – IND Teacher
Nicole Taylor – IND Principal
Catherine Williams – ELC Paraprofessional

INSTRUCTION AND STUDENT SERVICES

Jennifer Alexander – IND Teacher & Media
Specialist
April Brown – PAL Principal
Caroline Craig – PAL Teacher
Mary Dominiak – ELC Secretary
Elizabeth Gebbia – ELC Teacher
Christine Gunn – District Services Behavior
Assistant
Diane LaFonte – PAL/Prairie Hills
Paraprofessional
Kathy Lilley – ELC Case Manager
Bernadette Martin – District Nurse
Dr. Maureen White – Director of District
Services & Programs

PERSONNEL/HUMAN RESOURCES

Susan Bandura-Britt – PAL Paraprofessional

Allison Boyd – District Services DHH

Itinerant

Jennifer Carroll – ELC/Fieldcrest Teacher

Dr. Akiva Carson – IND Assistant Principal

Vanessa Duffin – Director of Human
Resources

Charmayne Smiley – Human Resources

Secretary

Susan Wolken – ELC Paraprofessional

FOOD SERVICE

Lakesha Hall – ELC Paraprofessional

David Hook – PAL Assistant Principal

Alicia Johnson-Perkins – ELC Teacher

Brenda Murillo – Director of Business and
Finance

Maureen O'Malley – ALL Speech Pathologist

Minnie Townsend – ALL

Paraprofessional/Transition Coach

Ann Van Hoegarden – PAL Teacher

TRANSPORTATION

Kellie Clark – ELC Assistant Principal

Timberly Cole – IND Paraprofessional

Lina Fairely – PAL Teacher

LoDonna Fleming – PAL Secretary

Connie Henley – IND Paraprofessional

Cindy Lambriski – ABC Bus Staff

Chemonte Peppers – ELC/Heather Hill
Paraprofessional

Linda Wilson – ELC Principal

TECHNOLOGY AND COMMUNICATION

Rachel Alessandrini – ELC

Paraprofessional/Parent

Francis Baloumbis – ELC Teacher

Feshawn Berry – IND Paraprofessional

LaTonya Donaldson – ALL Vocational
Coordinator

Greg Furgason – Director of Technology

Cassandra Giles – Superintendent's
Secretary

Geralyn Johnson – FEP Supervisor

Amina Payne – ALL Principal

Janene Preston- District Services Secretary

Kathy Taylor – Board Member, Prairie Hills

SD 144

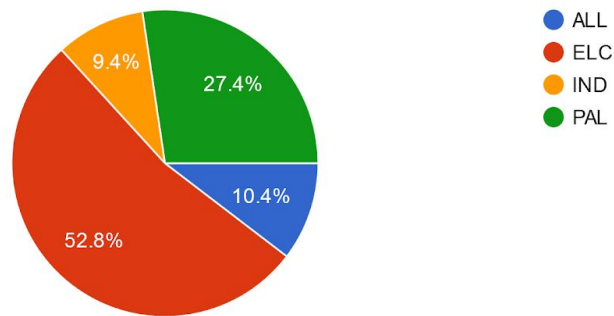
District Surveys

SPEED S.E.J.A. District 802 conducted two surveys to provide data for determining the course of action in deciding between three options the State of Illinois offered for the 2020-2021 school year. One survey was for parents and guardians; the other survey for staff to complete. The following charts are from those two surveys:

Parent/Guardian Return to School - 222 Responses out of 377 Students (59%)

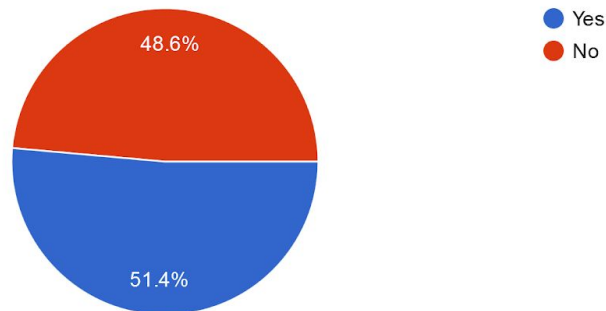
Which SPEED Program/Department does your child(ren) attend?

212 responses



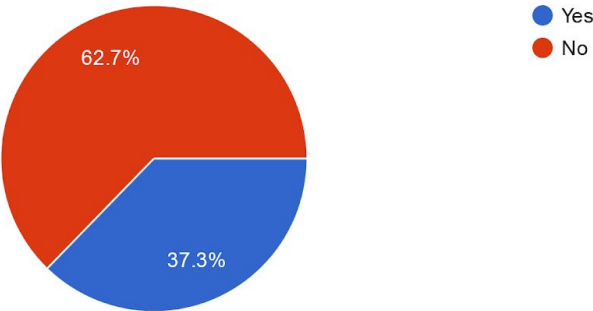
Governor Pritzker has permitted schools to resume in the fall. Do you plan to send your child to school for in-person instruction, if permitted in the fall?

212 responses



Does your child have health concerns (chronic or otherwise) that will prevent them from returning to school in-person?

212 responses



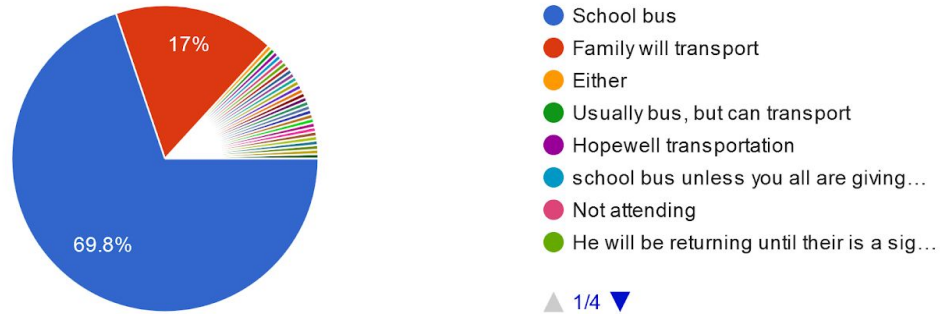
Can your child wear a mask or face covering during the school day? If you answered "no", please tell us why in the "Other" box.

212 responses



If school reopens (following IDPH guidelines) for full in-person or blended learning, how will your child be transported to school?

212 responses



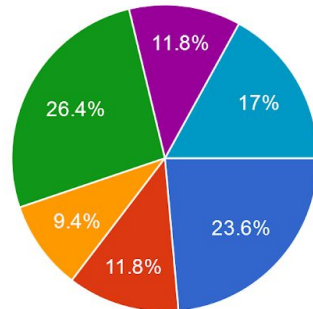
Which instructional delivery model do you feel would be the most appropriate for beginning the 2020-2021 school year at SPEED?

212 responses



What remote learning instruction methods would work best for you and your child, if needed?

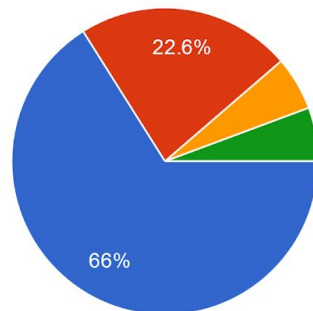
212 responses



- Live stream instruction with staff - regular school day schedule
- Live stream instruction with staff - afternoon / early evening schedule option
- Prerecorded video instruction
- A combination of live and prerecorded instruction
- Electronic documents (Word, PDF, etc.) which can be completed and emailed
- Paper documents which are picked up

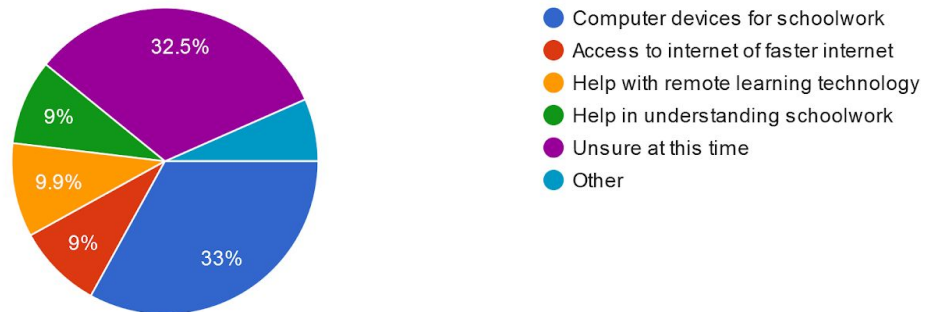
How would you describe your internet access at home?

212 responses



- We have reliable, high speed internet access
- We have reliable internet access, but it is slow
- We have reliable internet access, but only through a smart phone
- We do not have reliable internet access

If remote learning continues in the fall, what support would your family need? Select all that apply.
212 responses



Which of the following challenges did your child face during remote learning? Select all which apply.
212 responses



To what extent were you or another adult in the home available to help students access remote learning?

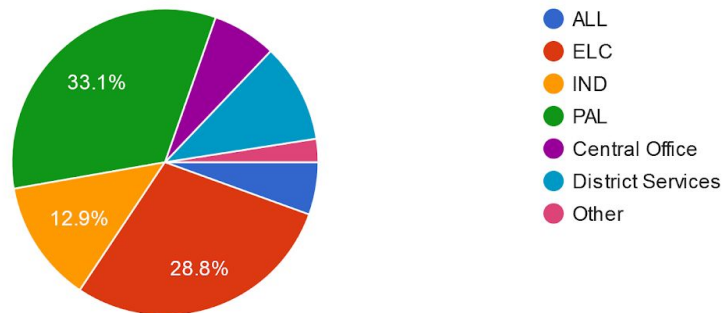
212 responses



Staff Survey Results - 163 Responses of 239 Staff Members (68%)

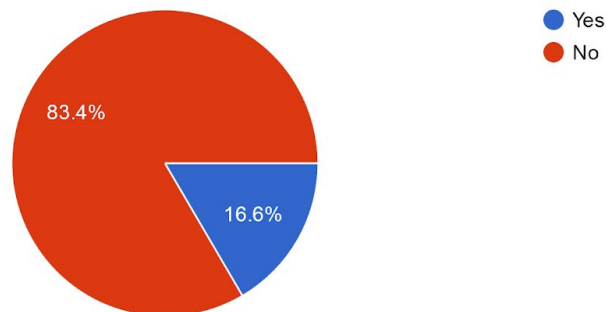
For which SPEED Program/Department do you work?

163 responses

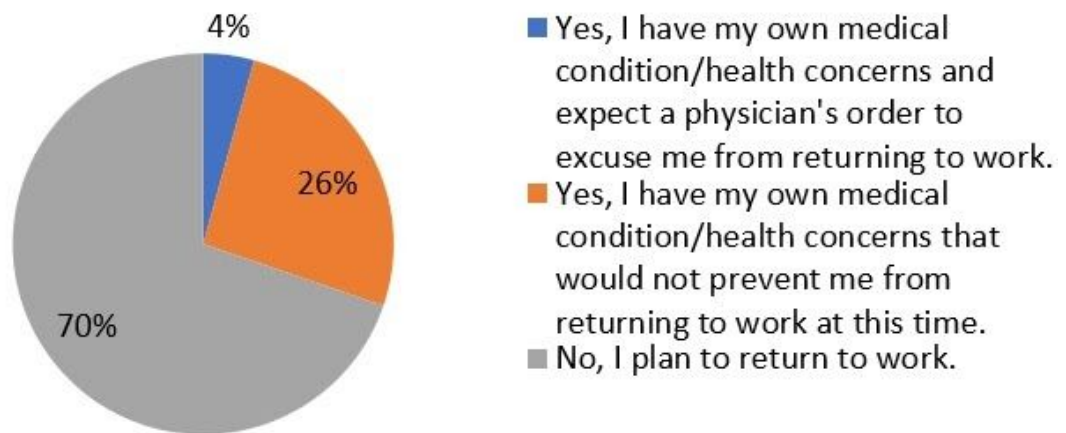


Is anyone in your household a first responder or medical service provider?

163 responses

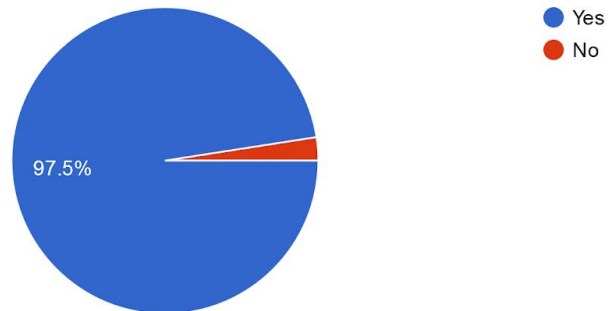


Do you have any health concerns (chronic or otherwise) that will prevent you from returning to the building for work?



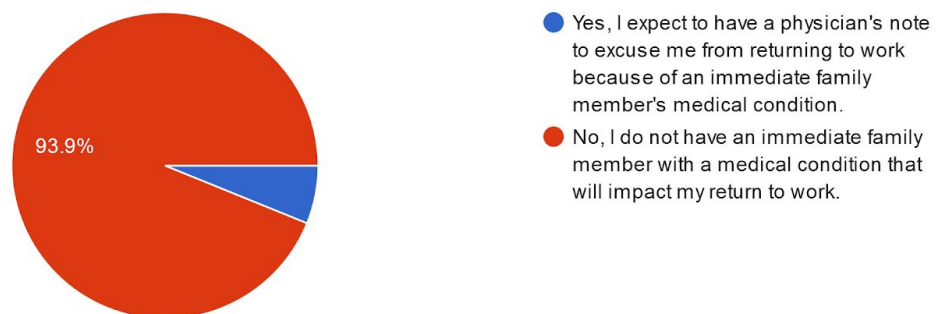
Governor Pritzker has permitted schools to resume in the fall. Do you plan on returning to SPEED employment in your assigned position in the fall?

163 responses



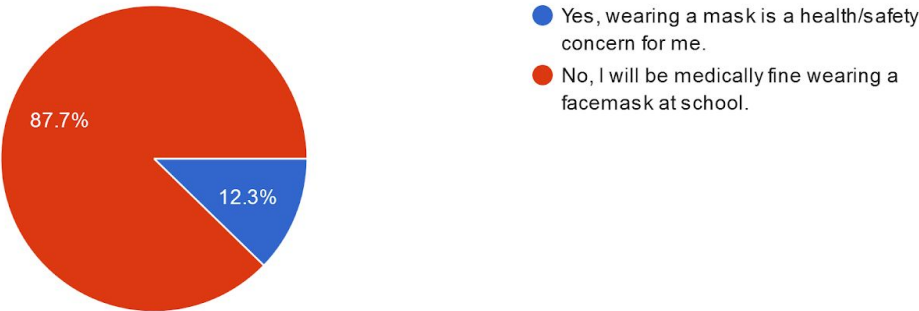
Due to immediate family member's medical condition, do you expect to have a physician's note excusing you from returning to the school building for work?

163 responses



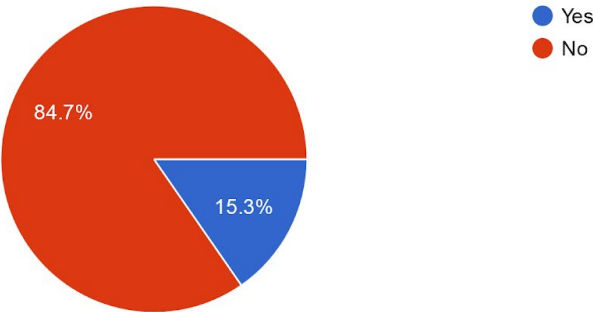
Do you have health concerns that prevent you from wearing a mask? (The recommended PPE is a face mask, documentation for face shields will be required)

163 responses



Do you anticipate having childcare challenges for your own children?

163 responses



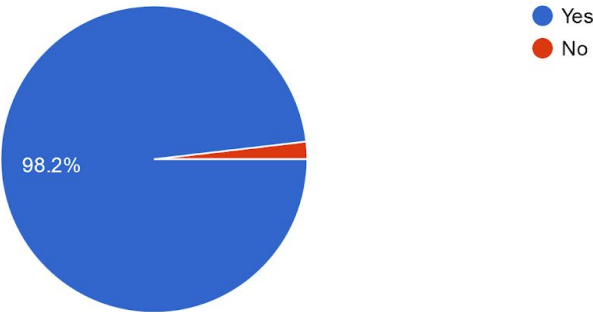
Which instructional delivery model do you feel would be the most appropriate for beginning the 2020-2021 school year at SPEED?

163 responses



Do you have access to internet in your home?

163 responses



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

Some PPE and classroom disinfecting supplies can be immediately obtained from your program office or, if it can wait, by filing a work order via School Dude to the Buildings and Grounds Department. Listed below are some of the products that are being provided and where to obtain those items. By no means should any cleaning chemicals be brought into the SPEED 802 buildings, nor should any of the products that are supplied by the District be mixed. Classroom staff is to keep track of in-room supplies and request replacement supplies in advance of running out. All cleaning products will be kept out of reach of students.

Program Office or Work Order

- Disposable gloves
- Disposable adult and children face masks
- Disposable gowns
- Roll paper towel
- Disinfecting spray

Work Order

- Aerosol disinfectant spray in rooms with washrooms
- Reusable microfiber towels
- Dish soap
- Hand sanitizer

Staff Building Entry and Exit

Each program has designated entry and exit doors that program staff are expected to utilize throughout the day. Staff should only enter and exit doors assigned to their program. Entry and exit doors for each program are listed below. ***Please see the “Visitors” section for entry and exit instructions pertaining to substitutes.***

- Independence D Section – Door A
- Independence C Section – Door B
- Central Office & 2nd Floor – Door D
- ELC - Doors E & F
- PAL – Doors I & H

Attendance/ID Scanning

ID scanners will be placed for staff to scan their IDs through the program office window. Independence C and D sections will each have their own ID scanner in their respective office.

Building Movement

With the exception of staff who must cross programs, due to work assignment, all other staff must remain in their assigned programs throughout the course of the day. Door access cards will be reprogrammed to keep staff in their assigned areas.

Limited Office Occupancy

To limit office 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:

Occupational and Physical Therapy

- PAL - PAL Gym and the carpeted area next to the House Kitchen
- ELC - Independence Gym
- IND - D-147
- ALL - Cafe

Speech

- PAL – E-153
- ELC – A-107
- IND – C-148
- ALL – Production Area

Hallway Furniture and Storage

With social distancing in mind, we must keep the hallways clear and easy to navigate. All furniture, mobility equipment, and manipulatives have been removed from the hallways. Storage in the hallways is currently forbidden. Alternative storage is located in the schools' gym.

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 self-certify for Covid-19 symptoms before being allowed entry.

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.
- 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 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:

- Vomiting
- Diarrhea
- Headache
- Fever over 100.4°F
- Cough
- Nasal congestion
- Fatigue
- Poor appetite
- Muscle pain
- Loss of smell/taste
- Known close contact with a person who has been diagnosed with COVID-19

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 E134
- 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, a body temperature of 100.4 degrees or more (without any fever reducing medication), cough, or shortness of breath. **SPEED requires all staff to check their temperature at home before coming on campus.** Symptom screening procedures will be communicated prior to the return to school.

Any staff member displaying symptoms on campus 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 6-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.

SPEED asks the staff to make every effort to minimize proximity to one another on campus by using virtual communication and use of electronic systems for procedures and documentation, when available.

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

Signs and Messages

- Signs have been placed in school buildings and classrooms to remind students and staff to practice social distancing, to wash hands, to wear face coverings, to clean surfaces, etc.
- Messages to remind parents of the COVID-19 symptoms will be sent home.

Social Distancing

- SPEED classrooms will promote social distancing to ensure a 6-foot physical distance from other persons to the greatest extent possible. Floor dots and other visual cues will be used in classrooms. Guidelines on social distancing in the workplace can be found [HERE](#).

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, or SPEED may determine that an exclusion is warranted due to health/safety considerations.
- 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 Vanessa Duffin, Director of Human Resources, 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 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. This information can be provided using this [QUESTIONNAIRE](#).

Employee Exposed to Covid-19 (High Exposure)

If staff comes into close contact (**less than six (6) feet**) with a **COVID-19 positive person for more than fifteen (15) minutes**), they must self-quarantine for fourteen (14) 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 Human Resources with the diagnosis. If District administrators become aware that staff fall into the said category, they will be notified to self-quarantine for 14 days. 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), 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. Additionally, staff members with low-risk exposure that are asymptomatic will not have authorization to work remotely, even if it is to pursue COVID-19 testing. 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 Human Resources. 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 individual was within 6 feet of the individual with symptoms for more than 15 minutes) with any person who has tested positive for, or has otherwise been diagnosed with COVID-19 infection within the preceding 10 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 be immediately separated from the rest of the school population. 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.
- Human Resources will monitor staff quarantined, awaiting test results, and staff recovering from being infected with COVID-19. Staff needing additional considerations due to high risk situations will be addressed on an individual basis, as needed.

Human Resources Department Recommended Schedule for Actions:

- Immediate Notification
 - If an employee is currently in the facility, quickly determine a strategy for the employee to leave.
 - While protecting the dignity and privacy of the individual, SPEED will make every effort to minimize exposure to other employees.
- One-Two Hours After Notification
 - Assess whether to send all employees home for the day or close the program where the employee worked.
 - Obtain additional information from infected employees and conduct telephone interviews (assuming the employee is medically able to participate).
 - Develop a list of likely individuals to have had close contact with infected employees.
 - Work with Building and Grounds to arrange for thorough disinfecting per CDC Guidance.
- Two-Five Hours After Notification
 - Assess work impact of closure of program
 - Work with various departments to determine what remote work will be completed by staff being quarantined and/or affected by the closure of a classroom or program

- Execute communication plan for coworkers and others who had close contact with infected individual
- Communicate with staff about closure and anticipated return to work timing

Leave Requests

Staff members wishing to pursue leave options related to COVID-19 exposure or COVID-19 related concerns should review their options and contact Vanessa Duffin, Director of Human Resources, to discuss individual scenarios. All staff shall be entitled to any and all leaves provided by State or Federal Law based upon the staff member contracting COVID-19 including, but not limited to, benefits under the Emergency Paid Sick Leave (“EPSL”), the Family Medical Leave Act (“FMLA”), and the Emergency FMLA Expansion (“EFMLA”), provided proper notification and documentation is provided. Staff members may also request accommodations under the Americans with Disabilities Act (ADA) in accordance with Federal guidelines.

Additional FFCRA leave related guidance can be obtained [HERE](#).

The following FMLA and FFCRA leave request forms can be accessed using the link below:

[Leave Request Forms](#)

- Expanded FMLA Request Form
- Emergency Paid Sick Leave Request Form
- FMLA medical certification forms for employee
- FMLA medical certification forms for family member
- FFCRA flow charts and posters

Accommodation Requests

In the event a staff member is unable to work on campus, accommodation requests can be made to the Human Resources Department and will be considered on a case by case basis.

The following Accommodation Request Forms can be accessed using the link below:

[Accommodation Request Forms](#)

- Medical Accommodation Request Form
- Employee Authorization for the Release of Medical Information
- Accommodation Physician Certification Form (medical certification)

- Request for Consideration of Child Care Need due to COVID-19

COVID-19 Testing

COVID-19 testing may be obtained through your healthcare provider or at the Cook County COVID-19 [testing center](#).

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. Staff can find additional [Guidance](#) on returning to work after quarantine.

International Travel Restrictions

Staff who knowingly travel to areas subject to quarantine orders for non-essential travel will not be permitted to work remotely upon return, but instead will need to request leave. CDC travel guidance can be found here: [CDC TRAVEL GUIDANCE](#)

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 SPEED's schedule and their assigned district's COVID19 guidelines.

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.

Remote/In-Person Food Delivery

Delivery Methods	Monday	Wednesday	Thursday
Remote Hybrid	<p>Delivery for remote students: Monday and Tuesday breakfast and lunch after morning arrival for in person students.</p> <p>Meal pick up available between 9am to 12pm.</p>	<p>Delivery for remote students: Wednesday, Thursday and Friday breakfast and lunch after morning arrival for in person students.</p> <p>Meal pick up available between 9am to 12pm.</p>	
All Remote	<p>Delivery for all students: Monday and Tuesday breakfast and lunch.</p> <p>Meal pick up available between 9am to 12pm.</p>	<p>Delivery for remote students: Wednesday, Thursday and Friday breakfast and lunch.</p> <p>Meal pick up available between 9am to 12pm.</p>	
In-Person Hybrid	Meals to be served in the classroom Monday through Thursday.	Meals to be served in the classroom Monday through Thursday.	Drivers to deliver meals to students for Friday remote learning on Thursday afternoon. Students will receive their Grab and Go as they exit the bus.

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.

*DURING REMOTE LEARNING , STAFF MAY CONTACT PARENTS FROM AN UNFAMILIAR NUMBER

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(Pending Delivery of items on backorder).
- Independence students will use Chromebooks(Pending Delivery of items on backorder).
- The Academy for Lifelong Learners will be able to choose an iPad or Chromebook(Pending Delivery of items on backorder).

Resource Library

A resource library will be created on the district website. This will house 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. Parents/Guardians can also call SPEED's technical support at 708-481-0540 between the hours of 10am and 2pm.