



SPEED
SCHOOL DIST 802

Master School Opening Plan
March 2021

Table of Contents

1. Acknowledgments
2. Operations and Maintenance
3. Education
4. Satellite Sites
5. SOS
6. Food Service
7. Transportation
8. Technology and Communication
9. Student COVID Procedures

Revised 3/17/2021

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

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

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

OPERATIONS AND MAINTENANCE

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

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 Carroll - Teacher, ELC

Velma Hernandez - COTA, ELC

Chemonte Peppers -Paraprofessional, ELC

Cynthia Soto - Teacher, ELC

Stephanie Stevens - Paraprofessional, ELC

Revised 3/17/2021

SOS

Dr. Maureen White - Director, Programs & Services

Lori Hilliker - Social Worker, PAL

Anna Calhoun - Nurse

Matthew Williams - Assistant Principal, IND

Teresa Miller - Teacher, 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

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

Revised 3/17/2021

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 mitigating efforts 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 immediately obtained from your program supply cart located outside each program office, and some supplies can be obtained by submitting 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. Staff is prohibited from bringing any cleaning chemicals into the SPEED 802 buildings; none of the products that are supplied by the District should be mixed. Classroom staff is to keep track of

Revised 3/17/2021

in-room supplies and request replacement supplies in advance of running out. All cleaning products must be 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.

Program Supply Cart

- Disposable gloves
- Roll paper towel
- Disinfecting spray
- Facial tissue

Program Office

- Disposable adult and child face masks.
- Disposable gowns

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 D, I & H
- ALL – Main Entrance

Revised 3/17/2021

Building Movement

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

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.

Hallway Furniture and Storage

With social distancing in mind, we must keep the hallways easy to navigate. Alternative storage is located in the schools' gyms, Wiley Lane and outside ELC Multipurpose Room. Student mobility equipment stored in these areas must be disinfected between uses and covered by a large plastic bag when not in use. All equipment stored in these areas must be labeled and kept in an assigned location.

Visitors

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.

Revised 3/17/2021

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
- 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 removed from SPEED 802 buildings.

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 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 from the program supply carts located in the hallways outside each office or by completing a work order as explained in the PPE and Classroom Disinfecting Supplies section of this manual.

Revised 3/17/2021

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 conducted.

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 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.

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 program nurse 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.

Revised 3/17/2021

Care Rooms Per Program

- PAL E134
- ELC A107
- IND C159
- ALL Apartment Bedroom

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: (See Figure 1)

- Each room will be outfitted with half the number of desks, tables and chairs needed for that room's full student load.
 - We have more desks than tables, so table use will be determined by student need only. 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 6-foot distance from neighboring work areas.
- Each support staff will also receive a table and chair to use in the room. Staff is not to share furniture or double up at tables.
- Large computer tables that are already in the rooms will be used for support staff or removed to storage.
- Teachers will continue to use teacher desks and chairs.
- Taped squares will be placed on the floors to indicate furniture locations.

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.

Revised 3/17/2021

- All storage furniture, such as bookcases and cubbies, will need to be turned so that the open side faces the wall. If room space is limited, this storage furniture will need to be removed.
- File cabinets will be allowed to remain in the rooms depending on space but must be placed tight against a wall where it does not take up much space.

Classroom Guidance:

- All group work or centers-based activities will be suspended until further notice.
- Smartboard touch features should not be used *by students* during the pandemic.
- Classroom door glass is to be kept free of decorations and signs.
- All furniture will remain in the same locations throughout the pandemic period.
- 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.
- 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.

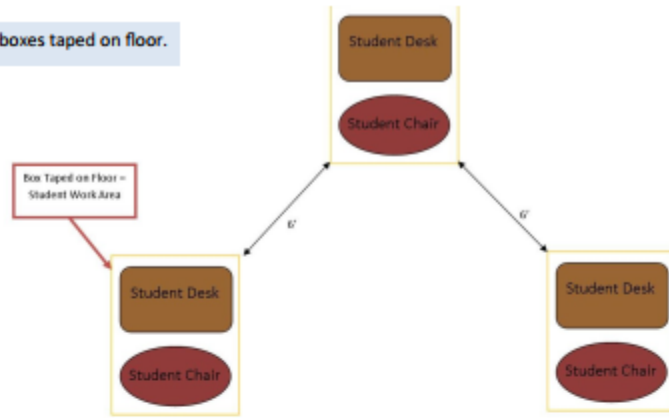
Disinfecting Guidance:

- 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.

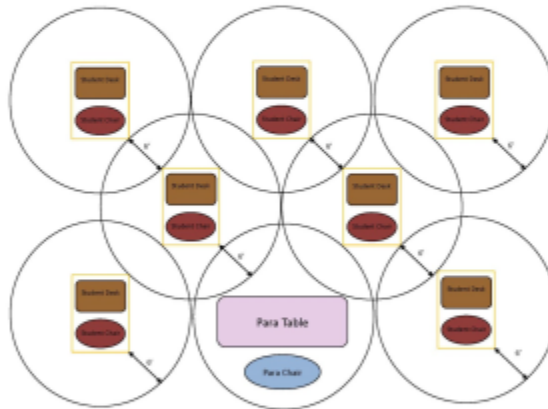
Revised 3/17/2021

Figure 1: Class Desk Setup Guide

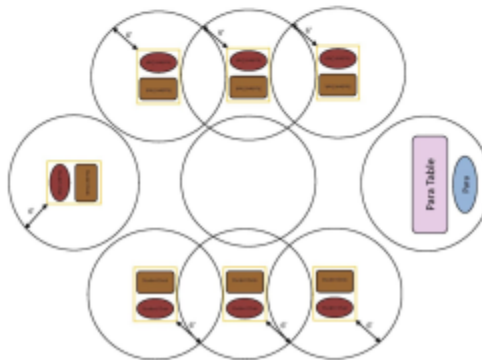
Desk spacing using boxes taped on floor.



Desk and tables facing one direction.



Desk and tables in a circular formation.



Revised 3/17/2021

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.***

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.

Revised 3/17/2021

Education

Instruction/Student Services

Hybrid Model

Group A	Group B
Monday/Tuesday	Wednesday/Thursday
8:10-1:10 Synchronous instruction	8:10-1:10 Synchronous instruction
Students participate in person	Students participate in person

Group A	Group B
Wednesday/Thursday	Monday/Tuesday
8:10-1:10 Synchronous instruction	8:10-1:10 Synchronous instruction
Students participate remotely	Students participate remotely

Remote Only Students
Monday-Thursday
8:10-1:10 Synchronous instruction

- Fridays will be the asynchronous learning day 8:10-1:10.
- Teachers are expected to continue completing Lesson Plans every two weeks.

Revised 3/17/2021

Satellite Sites

SPEED Satellite Sites In Person

General information for Satellite locations

- **School Calendars:** Satellite locations will need to follow the SPEED school calendar. In the event that the satellite district calendar does not match SPEED's calendar, SPEED students and staff will attend their satellite classrooms at the SPEED main building. The exception would be if the satellite was closed due to quarantine. In this case, both students and staff will be remote.
- **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, meals 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 - 8:45-1:45**
- **Fieldcrest - 8:45 -1:45**
- **Prairie Hills Junior High - 8:10-1:10**

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. Students will stay remote until the consent form is returned. All students will be tested for COVID-19 when they return to in-person and again after Spring Break. 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

Revised 3/17/2021

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 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 8:10-1:10**

All students enter the building through Door 5. All students must wear a face mask at all times in the building. Upon entry, students will be required to complete a temperature scan and walk through a security/body scanner. 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 8:10-1:10**

SPEED students will complete the daily SPEED self-certification. SPEED students can use the Quarantine room at Heather Hill. SPEED staff will escort the students to the room and Heather Hill staff will contact the parent and monitor the student. Staff have a self-certification form from Heather Hill that will need to be completed.

District 153

- **James Hart School 8:10-1:10**

student with a tympanic (ear) thermometer. The student will be sent home if temperature persists. If a student Students enter through the assigned door, student temperatures 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 develops symptoms

Revised 3/17/2021

throughout the day, they will be 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. Meals will be provided based on SPEED student attendance days. 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 on the last day of student attendance for the week.

Hybrid

- 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.

Revised 3/17/2021

SUMMER FOOD SERVICE PROGRAM (SFSP)

The SFSP is a program that offers meals to students when school is not in session. Under this program any individual 18 years of age or younger, and regardless of enrollment status, can receive a meal. Due to the pandemic this program has been extended through June 30, 2021.

Meals can be picked up Monday through Thursday, when school is open, between the hours of 9:00 a.m. and 12:00 noon from doors A, E and D. Every meal will include milk. There will be a limit of one breakfast and one lunch per individual, per day.

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 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 face coverings for the duration of the transportation, visuals will be provided throughout the bus for bus staff to reference.

Student transportation

- There will be 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.
- Pick-up and Drop-off protocols will be determined by each program.

Revised 3/17/2021

- 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.

Revised 3/17/2021

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

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 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.

Revised 3/17/2021

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)

Launch of Frontline Health to Families

1. Information was shared via robocall and email announcing the launch of Frontline Health on December 18, 2020. The information was communicated again as a reminder on January 4, 2020.
2. Information is posted on the SPEED website for parents to access Frontline Health.
3. Using Frontline, parents are required to self-certify their child each morning by 6:30 a.m. (prior to the student getting on the bus).
4. If a parent has a question or issue around the self-certification process, the parent is to contact the program's main office and/or refer to the SPEED website for assistance.

Revised 3/17/2021

Student Incidents Due to Failure of Self-Certification

1. Using Frontline, the main office (secretary/administrator) will generate and share a daily self-certification report with the Nurse prior to 8:30 a.m. The nurse must be notified that the parent/student did not self-certify by the administrator/program secretary.
2. Between 8:30 a.m. and 9:30 a.m., the nurse will contact the parent and/or guardian by phone as a reminder to self-certify. The school nurse will document the response.
3. The student will be assigned to the care room until the self-certification process is completed. The student will be provided a device and materials to participate in instruction remotely.
4. The main office (secretary/administrator) will generate another report to share with the nurse providing updates at 9:30 a.m. Upon completion of the self-certification process, if the parent certifies that the student has not been experiencing any symptoms, the student is permitted to attend class in person.
5. The nurse will email (*B - Email Notification of Failure to Self-Certify*) the parent and/or guardian documenting the outcome of the incident, including the program secretary on the email correspondence. The correspondence (*C- Failure to Self-Certify Letter*) will include information on how to complete the self-certification process.
6. After the third instance of a parent failure to certify a student, the nurse will notify an administrator by email. The administrator will forward the correspondence to the district representative.
7. The administrator will contact the parent and/or guardian and request a meeting. The purpose of the meeting is to discuss expectations for the daily self-certification process, and to determine if additional supports are needed. A follow up letter and email will be sent to the parent. The outcome of the meeting will be communicated to the District Representatives.

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.

Revised 3/17/2021

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 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. The parent and /or guardian will self-certify that the student is experiencing COVID-19 symptoms.
3. The parent and/or guardian must notify the school to report the absence.
4. The Main Office checks the voicemail prior to 8:30 a.m., and secretaries will report the suspected COVID-19 case to the nurse.

Revised 3/17/2021

5. 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.
6. 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. Student 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.

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 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 parent.

Revised 3/17/2021

7. If a parent/guardian is unavailable, the student remains in the care room.
8. Nurse/admin calls emergency contacts if 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.

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

Revised 3/17/2021

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:

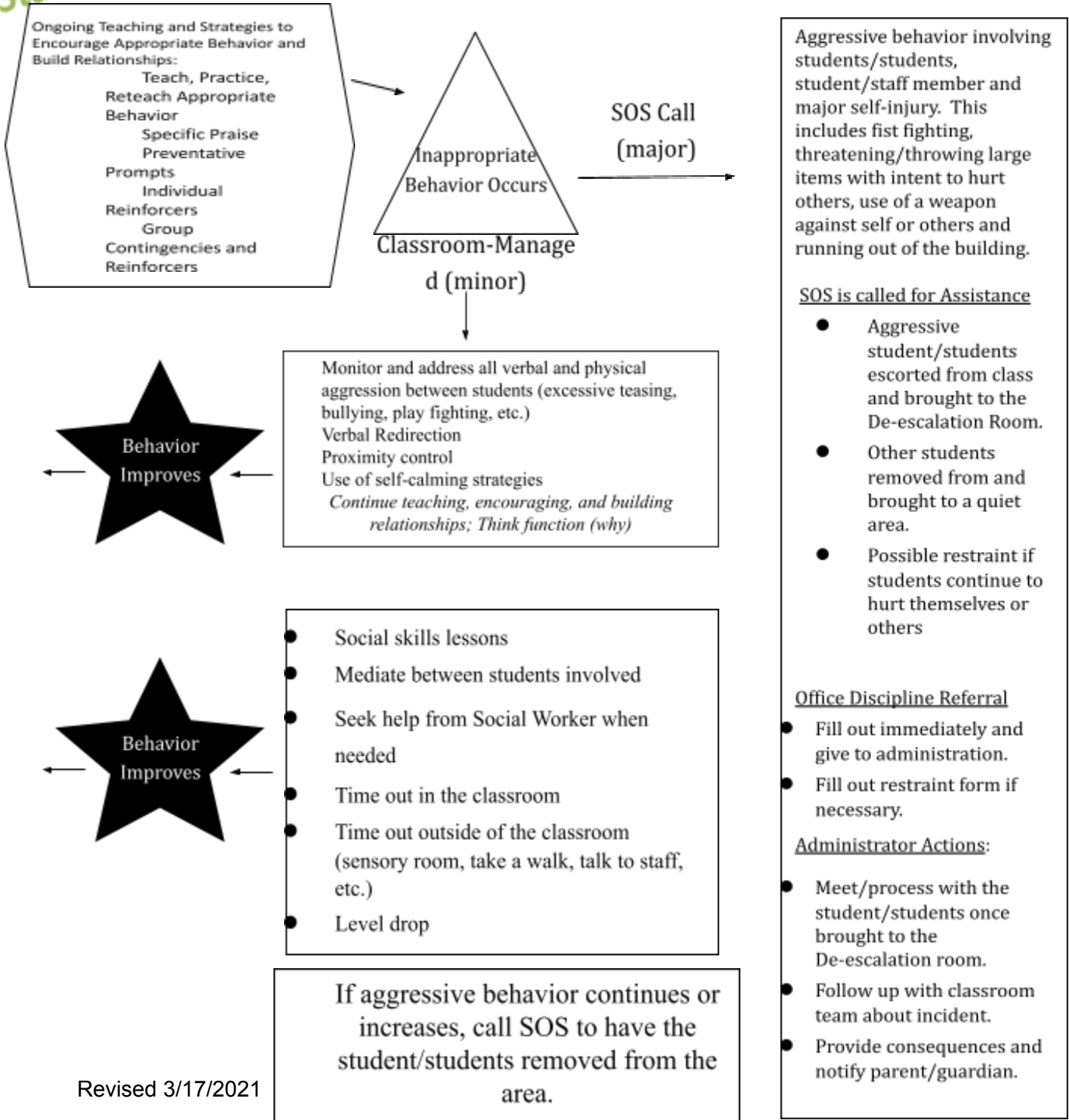
1. The student's mask will be removed and the student will be provided with a face shield to aid in maintaining clear airways.
2. Masks and face shields, if needed, are available in the program offices.
3. In accordance with the Illinois State Board of Education, after three restraints, a meeting must 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!



Revised 3/17/2021