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Be Safe. PK-12 Education

CHICAGO

Effective January 23, 2021

Be Safe. PK-12 Education

What's in this guide?

Gradually Resume (Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing

Limitations on physical distance to other individuals

Gathering size

Limitations on gatherings of individuals

Protective gear

Use of protective gear by individuals

Hygiene requirements

Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access

Entry/exit condition for access to space

Cleaning standards

Actions taken to disinfect space

Visual guidance

Hygiene resources and guidance posted in space

Workplace conditions

Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models

Flexibility with sick leave, remote work (when possible)

Operational resiliency

Support for operational flexibility (e.g., multiple shifts)

Travel guidelines

Restriction of movement of people between locations

Testing / tracking

Facilitation of testing and tracking

- Recommended guidance -

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Illustrative example

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What may be different?

1. **Visual signage** posted throughout facilities regarding hygiene, social distancing, proper PPE and more
2. Encourage social distancing within the classroom, **promote distancing by moving desks or furniture in the classroom**, where possible
3. Face **coverings required at all times while inside the school building**
4. Hallways or other places where students queue marked with suggested 6 ft distancing markings
5. **Provide hand sanitizer stations throughout school and office spaces**, including at all entrances, exits, and classrooms
6. Any student or staff who arrives with COVID-19 symptoms or develops symptoms during the day should be **separated in a designated space** while transportation home is arranged

- Recommended guidance -

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Healthy interactions

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Encourage social distancing >6ft in classrooms and common areas (e.g., lobbies, hallways, rooms, elevators)

- Encourage and promote social distancing in all areas of the school building, including inside the classroom, in hallways, and in staff spaces (e.g., office spaces, security and front desks); exceptions for emergency situations or drills where adherence would create additional health or safety risk
- Where possible, rearrange furniture in classrooms to promote social distancing (e.g., move desks to allow 6 ft between students)
- Where possible, arrange for seats to face the same direction
- Where possible, assign seating in classrooms, especially where social distancing is more difficult (e.g., at tables), to limit interactions to the same group of students
- Encourage social distancing measures between school staff outside of assigned cohorts (teacher to teacher; school administrator to teacher, etc.)
- Consider strategies that help to promote social distancing, including shifting schedules, staggering of schedules for arrival / dismissal, hall passing periods, revising activities that combine classes or grade levels, broadcasting in-class instruction to multiple rooms, or moving class activities outdoor if weather and safety condition permit

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Healthy interactions

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Limit the use of common areas where large gatherings may occur, promote stable cohorts

- **CLICK HERE to view more specific PK-12 Education Phase IV capacity restrictions**
- Where practical, assign adults and students into cohort grouping, and aim to keep cohorts as stable as possible (e.g., transition teachers and staff between cohorts of students to deliver instruction)
- Where possible, restrict activities or gatherings that combine multiple cohort groupings
- Students may be cohorted with select service providers who provide additional programming/services (e.g., Paraprofessionals, Respective Service Providers, instructional specialists) and who may align to scheduled breaks and prep periods during the day for teachers
- Limit gatherings of students and staff while ensuring social distancing measures are in place
- Discourage assemblies or larger group gatherings with multiple cohorts; if required, limit gathering to size
- Multiple gatherings (with capacity restrictions) may be allowed in the same space (e.g., gym or auditorium) if floor to ceiling barriers are in place (e.g., room dividers)

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Healthy interactions

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Face coverings to be worn by all individuals

- In any indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
- Face coverings may be removed in any outdoor setting (e.g., recess, outdoor classes) if individuals are practicing social distancing
- Allow teachers and students to use face shields in lieu of masks to allow students to lip read or to help word pronunciation (e.g., English Learners, early childhood, foreign language); clear face coverings preferred. NOTE: There is still limited knowledge about face shields and stricter adherence to social distancing is encouraged
- Ensure face coverings are worn by students and staff during arrival/dismissal; when face coverings cannot be worn due to medical or other reasons, or significantly limit learning, clear face coverings or face shields can be considered in lieu of masks
- Where appropriate, school nurses and Related-Service Providers (RSPs) may wear N95 masks, depending on their job requirements and duties

Provide hand sanitizer at multiple locations throughout campus

- Require staff and students to wash hands or sanitize upon arrival at school, before meals, anytime they leave their classroom cohort, and upon dismissal
- Provide hand sanitizer stations throughout school and office spaces, including at all entrances, exits, and classrooms

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Safe spaces and working conditions

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Self screen before entering buildings; Evaluate ingress and egress points to limit physical contact

- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering establishment, staff and employees must self-screen (e.g., questionnaire - see appendix) to ensure no symptoms of COVID-19
- Prior to sending kids off to school, parents / guardians should screen their child for any potential symptoms of COVID-19 (e.g., a symptom checklist, questionnaire, thermometer) to determine if they are well enough to attend; students who are old enough should conduct a self-screening assessment (e.g., questionnaire - see appendix)
- Where possible, provide one-way entry/exit for buildings
- Limit visitors coming into the building to only those essential to supporting student services; ensure all visitors are aware of social distancing and PPE requirements
- Encourage a tracking element to self-screening; i.e., in-person symptom checking and monitoring, self-certifications / verifications, etc.

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Safe spaces and working conditions

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Enhance cleaning procedures in high-traffic areas and of high-touch surfaces

- Ensure all shared spaces and equipment (e.g., bathrooms, water fountains) are cleaned multiple times a day according to CDPH guidelines
- Clean frequently touched surfaces (e.g., door handles, desktops, light switches, pencil sharpeners, faucets, etc.) on a daily basis
- Disinfect shared workstations (e.g., security posts, shared desks) between every shift or staff use
- Restrict or discourage the use of shared electronic devices, toys, books, and other games or learning aids
- Ensure availability of EPA-approved disinfectants, and other cleaning and sanitizing supplies (e.g., soap, paper towel, sanitizer) throughout the building for all grade levels and in all common areas
- Keep all disinfectants and other harsh chemicals out of reach of young children

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Safe spaces and working conditions

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Provide signage at any entry/exit points and any other high-traffic common areas

- Post signs for requirements for building access (e.g., PPE), and throughout high-traffic areas (e.g., hallways, offices, meeting rooms) promoting healthy hygiene and interactions (handwashing, social distancing, face-coverings, and proper wearing of face coverings)
- Post signs in high traffic areas and office spaces with information about symptoms (e.g. common symptoms, what to do if you feel ill)
- Where practical, mark hallways or places where students queue with floor markings (e.g., one-way hallway arrows, 6 ft markings in lunch lines)

Ensure premises and facilities minimize contact between people

- Encourage students to use reusable water bottles, and provide disposable cups near drinking fountains, where possible; train students and staff on appropriate use of drinking fountains (e.g., do not place mouth on the spout and clean hands after touching surfaces)
- Where appropriate and applicable, reserve elevators for essential use only; optimize elevator occupancy, utilize floor markings and/or signage to limit number of people in the elevator and promote social distancing, where possible
- Where appropriate, prop open doors and windows to rooms to increase ventilation
- Where possible, have students eat breakfast and lunch in their classrooms to minimize gatherings in cafeterias

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Operations and monitoring

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Transitions from remote learning, provide flexible learning models to vulnerable students

- Promote in-person instruction to students whenever possible, provided that the school is able to comply with capacity limits and implement social distancing measures
- For medically fragile students, students at higher risk of severe illness, or students who live with individuals at higher risk of severe illness, ensure students have access to remote learning or a mix of in-person and remote learning, according to the ISBE guidance on "Blended Remote Learning Days"
- Students may continue to receive remote learning due to shift schedules that do not permit all students to be in the building at the same time or if their cohort is quarantined due to exposure to COVID-19
- Ensure vulnerable employees with underlying conditions may continue to work remotely as their job duties permit, or develop remote working guidance to assign new duties better suited for remote work that comply with applicable contractual agreements.

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Operations and monitoring

Gradually Resume (Phase IV)

Modify operations to reduce personal contact and promote healthy habits

- Limit the use of shared workspaces, where possible
- Where practical, adopt or adjust shift schedules for employees (staggered start/end times or A/B days/weeks schedules)
- Where applicable, limit "Open Campus" model for high-school student lunch periods
- Follow ISBE guidance on ancillary programs (e.g., physical education, before and after-care and other programs)

Promote safe travel to / from school; limit travel by staff

- Ensure all students traveling to / from school on a bus are wearing face coverings; no more than 50 students should be on the bus at one time, with social distancing as much as possible
- Suspend school-sponsored international or domestic travel, exceptions can be made for international students who enroll in the school for the complete school year
- Ensure international students self-quarantine for 14 days prior to attending school; ensure student can engage in remote learning at that time if school is in session
- Discourage personal travel; staff and students who travel internationally may be asked to self-quarantine for 14 days upon return according to CDC guidance

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Operations and monitoring

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Follow CDPH and CDC guidance for testing and tracing protocols

- If an employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee or student is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee or student who has had close contact with any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- Schools should report individual cases and clusters of 2 or more cases over a 14 day period to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak
- Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population and sent home; designate a safe area to quarantine any individuals who are waiting for pick-up

Please see next page for more details

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Operations and monitoring

Gradually Resume (Phase IV)

The below protocol outlines the recommended steps in response to a case of COVID-19 among an employee or student; these are consistent with CDC recommendations and subject to change

- Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population and sent home; designate a safe area to quarantine any individuals who are waiting for pick-up
- *Reporting of cases:* All schools should inform staff, students, and parents/guardians of expected reporting guidelines, including information on how to report cases to the school
    - If an employee contracts COVID-19, they must immediately notify the school and isolate according to CDC guidelines
    - If a student contracts COVID-19, parents or guardians must notify the school immediately and isolate according to CDC guidelines
- If an employee or student is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- The school must contact CDPH via the CDPH online case report form posted at http://redcap.link/chicovidreport to report the case and receive consultation as needed.
- CDPH will perform additional follow-up with the student's family or the employee as needed
- Once a school is notified about a positive case, the school should identify the positive employee's or student's cohort and any other close contacts (within 6 feet for 15 minutes or more) according to

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CDPH guidelines. The school should notify and instruct the entire cohort and close contacts to quarantine for 14 days after last exposure to the positive individual. This includes potential exposures at school-related activities, before- and after-school programs, and on bus transportation

- It is recommended that schools have a standard template to facilitate this communication and that the school protect the privacy of individual
- Close contacts who are symptomatic are recommended to contact their healthcare provider for evaluation and testing as soon as possible after symptoms start
- Close contacts without symptoms are recommended to get tested 5-9 days after exposure
- A negative test at any time during the quarantine period does not release an individual from the full 14-day quarantine
- If a close contact tests positive, the employee or student's parents or guardians should promptly notify the school
    - Close contacts that become a case should follow CDC guidelines on isolation

- Establish distance learning for the quarantined cohort
    - Establish a protocol that allows students / staff to collect materials at school necessary

The below protocol outlines the recommended steps in response to a case of COVID-19 among an employee or student; these are consistent with CDC recommendations and subject to change

for the quarantine period. This should minimize exposure to others (e.g., allow for material pickup after or before school hours)

- A positive case in a cohort does not automatically lead to school closure. School closure decisions should be made in consultation with CDPH and will be based on multiple factors, including the number of positive cases, the number of cohorts affected, school absenteeism, the level of community spread, as well as potentially other relevant factors
- The school should send a general notification to the entire school community, being sensitive to protecting the identify of impacted students and employees
- Any employee or student who has had close contact with any other person outside of the school who is diagnosed with COVID-19 should self-quarantine according to CDC guidelines
- Schools should report both individual cases and clusters (2 or more cases possibly associated to the school over a 14-day period) via the CDPH online case report form posted at http://redcap.link/chicovidreport to reduce transmission of COVID-19 within schools
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a school outbreak

Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

National resources for further guidance

General workplace guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*: https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf

CDC – *Guidance for Businesses and Workplaces* https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

OSHA *Guidance on Preparing Workplaces for COVID-19*: https://www.osha.gov/Publications/OSHA3990.pdf

PK-12 Education guidance

ISBE– *Starting the 2020-21 School Year:* https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf

US Department of Education – *COVID-19 Information and Resources for Schools and School Personnel*: https://www.ed.gov/coronavirus

CDC – *Guidance for Childcare, Schools and Youth Programs*: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

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