**Kankakee Valley Return to School Plan**

**Addressing Community Spread in KV Schools**

**Level of Community Spread (as determined by State and Local Health Officials)**

<table>
<thead>
<tr>
<th>Substantial Spread</th>
<th>Minimal/Moderate Spread</th>
<th>Low/No Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Closure(s)</td>
<td>Enhanced Mitigation Measures</td>
<td>Preventive Practices</td>
</tr>
</tbody>
</table>

- Coordinate with local and ISDH health officials
- Participate in contact tracing efforts and specimen collection efforts as directed by local health officials (to the extent feasible)
- Schools that are closed, remain closed. Implement distance/remote learning (see Serving School Meals and Supporting Teaching and Learning).
- Close off affected areas and if possible, wait 24 hours before cleaning and disinfecting.
- Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness (see Protecting Vulnerable Populations for considerations)

For additional guidance on addressing community spread, see the [CDC’s Considerations for Schools](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

**Districts have the authority and flexibility to close school buildings and utilize distance/remote learning as needed.**

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**Definitions**

<table>
<thead>
<tr>
<th>Face Coverings</th>
<th>Hand Sanitizer</th>
<th>Clean/Disinfect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendations regarding face coverings differ based on the level of community spread and can be found throughout this document. Information should be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</td>
<td>Hand sanitizers should be only used with staff and older children who can safely use hand sanitizer. Hand soap should be used for younger children.</td>
<td>Ensure safe and correct application of disinfectants and keep out of reach of children.</td>
</tr>
<tr>
<td><img src="https://via.placeholder.com/150" alt="Face Mask" /></td>
<td><img src="https://via.placeholder.com/150" alt="Hand Sanitizer" /></td>
<td><img src="https://via.placeholder.com/150" alt="Clean/Disinfect" /></td>
</tr>
</tbody>
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**Kankakee Valley Return to School Plan**

**School District Decision Tree**

*Kankakee Valley's Return to School Plan District Decision Tree* provides a menu of instructional models and responses the district can adopt to ensure the continued success and safety of students and staff members.

![School District Decision Tree Diagram](image)

- **Level of Community Spread** (as determined by state and local health officials)
  - Substantial Spread
    - Distance/Remote Learning
      - Targeted Closure -- Isolate and disinfect affected areas
      - OR
        - Short-term Closure -- Close for facility-wide deep cleaning
      - OR
        - Extended Closure -- Close building(s) for at least 14 days
    - OR
      - Minimal/Moderate Spread
        - Traditional
          - School Building(s) Open -- Implement more intensive mitigation strategies; encourage enhanced social distancing; target distance/remote learning
        - OR
          - Hybrid
          - Limited/Staggered Use of School Building(s) -- Implement alternating schedules for students; target distance/remote learning
        - OR
          - Full Distance/Remote Learning
            - Minimal Use of School Building(s) -- Implement targeted distance/remote learning or adopt school or district-wide distance/remote learning as necessary
    - OR
      - Low/No Spread
        - Traditional
        - School Building(s) Open -- Implement preventative practices and additional proactive processes/protocols

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*July 27, 2020*

*Kankakee Valley School District*
## Kankakee Valley Return to School Plan

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<td>Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols</td>
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<td>COVID-19 and Children Communication Tools</td>
<td><strong>Provide face coverings and other appropriate PPE to staff</strong></td>
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<td><strong>All staff, students, and teachers will be required to have a face covering with them at all times. Wearing face coverings will be required at all times with a few exceptions.</strong></td>
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<td>○ Students may receive instruction from a teacher or staff member using a face shield or altered face covering when the instruction requires visibility of the teacher’s mouth.</td>
<td>○ When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, strenuous activity, and other approved activities, such as recess.</td>
<td>○ When the wearing of a face covering by a teacher may impede the student’s learning (younger grades, Kindergarten, etc.), a face shield may be used.</td>
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<td>○ Faculty and staff while working together in a room, office, or place where social distancing of 6 feet or more from each other may be maintained. This does not apply to when staff is preparing food or meals.</td>
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**District/School Considerations:**

- Use social media and other communications to inform parents, students, and staff about COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.
- Encourage COVID-19 testing.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.
- Teachers in 6-12 will disinfect desks between each class and K-5 will disinfect desks as needed throughout the day.
- Provide face coverings and other appropriate PPE to staff.

**Recommendations:**

- Teach and reinforce good hygiene measures such as handwashing, covering coughs, and face coverings.
- Provide hand soap and hand sanitizer, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Clean/disinfect frequently touched surfaces at least daily and shared objects after each use.
- Teachers in 6-12 will disinfect desks between each class and K-5 will disinfect desks as needed throughout the day.
- Provide face coverings and other appropriate PPE to staff.

**All staff, students, and teachers will be required to have a face covering with them at all times. Wearing face coverings will be required at all times with a few exceptions.**

**Exceptions:**

- Students may receive instruction from a teacher or staff member using a face shield or altered face covering when the instruction requires visibility of the teacher’s mouth.
- When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, strenuous activity, and other approved activities, such as recess.
- When the wearing of a face covering by a teacher may impede the student’s learning (younger grades, Kindergarten, etc.), a face shield may be used.
- Faculty and staff while working together in a room, office, or place where social distancing of 6 feet or more from each other may be maintained. This does not apply to when staff is preparing food or meals.
- When the teacher can be six feet or more away from students.
- When a medical condition is present and documented, a mental health condition/disability which prevents wearing of face covering, as well as other accommodations.

**Recommendations:**

- Take steps to ensure all water systems and features are safe.
- Shared hydration stations (water fountains) should not be utilized except for filling individual, labeled water bottles.
- Utilize touch-free trash cans, receptacles, and other supplies.
### Transporting Students

**School buildings are closed:** Resume meal pick-up for students and families

**District/School Considerations:**
- Reduce contact by providing curb-side meal pick up.

**CDC Guidance**
- [What Bus Operators Need to Know](#)

### Entering School Buildings

**School buildings are closed:** districts should require only that essential staff report in-person to carry out functions that are absolutely necessary.

**District/School Considerations:**
- District/school leaders must remain vigilant and purposeful as they determine roles, responsibilities, and reporting requirements for staff, refraining from blanket reporting requirements
- District/school leaders should leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures.

### District/School Considerations:
- Provide hand sanitizer for students and bus drivers
- Drivers are required to wear a face covering if they are physically able to
- Require students to wear face coverings
- Assign students to a single bus and specific seat
- Limit students to one route (students picked up/dropped off to 1 address)
- Students and bus drivers self-screen for symptoms of illness and utilize spaced seating (to the extent practicable)
- Eliminate field trips
- Clean and disinfect frequently touched surfaces on the bus after morning and afternoon routes.
- Establish protocols for bus stops, loading /unloading students to minimize congregation of children from different households

### District/School Considerations:
- Implement standard operating procedures while taking preventative measures such as:
  - Providing hand sanitizer for students and bus drivers
  - Strongly recommend for bus drivers and students to wear face coverings due to social distancing difficulties
  - Assign students to a single bus and specific seat.
  - Limit students to one route (students picked up/dropped off to 1 address)
  - Limiting field trips
  - Cleaning and disinfecting frequently touched surfaces on the bus daily, at a minimum
  - Airing out buses when not in use

### District/School Considerations:
- Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols.
- Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*).
- Mark spaced lines to enter the building and designate entrance and exit flow paths
- Establish a protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings, etc. Restrict nonessential visitors and volunteers.
- Establish a protocol for student pick/drop up: staggered entry and release (by grade, class, or bus numbers), marked spacing for pickup

### District/School Considerations:
- Implement standard operating procedures while taking preventative measures such as:
  - Provide hand sanitizer for students and staff
  - Limit unnecessary congregations of students and staff
  - Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols
  - Establish a protocol for students/staff who feel ill/experience symptoms when they come to school (see *When a Child, Staff Member, or Visitor Becomes Sick at School*).
  - Establish a protocol for visitors: calling the front office before entering, screening visitors, requesting use of face coverings, etc.
## Serving Meals

**School buildings are closed.**

**District/School Considerations:**
- Practice established social distancing protocols to the greatest extent practicable
- Provide PPE to participating staff.
- Reduce contact by providing curb-side pick up of a week's worth of meals during a designated time.
- Distribute printed instructional packets/materials and district/school communications along with meals.

**District/School Considerations:**
- Allow student hand washing/sanitizing before and after meal service
- Provide hand sanitizer for students and staff
- Students will be provided silverware and condiments on their tray
- Mark spaced lines to enter the cafeteria and serving lines (to the extent practicable); designate entrances and exit flow paths; stagger use
- Conduct cleaning of cafeterias and high-touch surfaces throughout the school day

**Alternative Serving Models:**
- Serving meals in classrooms
- Serving meals in cafeterias with:
  - Face coverings will be worn when in line but not while eating
  - Spaced serving lines (marked on floors)
  - Spaced seating (utilize outdoor space as practicable and appropriate)
  - Utilized assigned seating
  - Students make one pass through the serving line.
  - Longer meal periods for more staggered meal delivery (utilizing state seat time waiver to extend meal periods)
  - Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.
  - Lunches closed to guests

## Transitioning

**School buildings are closed.**

**District/School Considerations:**
- Limit mixing between groups (to the extent practicable)
- For class changes and other transitions throughout the school day:
  - Students are required to wear a face covering
  - Provide additional time for transitions (utilizing state seat time waiver to extend transition period)
  - Designate areas of the hallway (i.e. lanes) as flow paths to keep students separated to minimize congregation of students
  - Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time
  - Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children)

**District/School Considerations:**
- Implement standard operating procedures while taking preventative measures such as:
  - Providing hand sanitizer for students and staff
  - Allowing students and staff to wear face coverings while in large group gatherings
  - Conducting cleaning of cafeterias and high-touch surfaces throughout the school day
  - Grab and go breakfast will be served with students eating in the classroom
  - Limit hot lunch options
  - Students will be provided silverware and condiments on their tray
  - Spacing out lunch seating as much as possible to utilize the whole space
  - Utilized assigned seating
  - Students make one pass through the serving line. A la carte items brought to student tables for purchase.
  - Lunches will be closed to guests

**District/School Considerations:**
- Implement standard operating procedures while taking preventative measures such as:
  - Providing hand sanitizer for students and staff
  - Allowing students and staff to wear face coverings while in large group gatherings
  - Conducting cleaning of hallways and high-touch surfaces throughout the school day
  - Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)
  - Stagger transition times as much as possible to reduce the number of students in the halls at one time.
  - Students will report to classrooms immediately after release from buses. They can pick up a grab and go breakfast on the way.
# Kankakee Valley Return to School Plan

## District/School Considerations:

- Abide by the maximum number of people allowed to congregate as defined by the Governor’s current statewide Executive Order.
- Discourage the congregation of students in parking lots and common areas.
- Stagger the schedule for large group gatherings (i.e. recess and school meals).
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing.
- Follow Indiana High School Athletic Association guidelines for sporting events and practices.

### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Providing hand sanitizer for students and staff
  - Allowing students and staff to wear face coverings
  - Limiting unnecessary congregations of students and staff
  - Follow Indiana High School Athletic Association guidelines for sporting events and practices
  - Recess
    - Social distancing if at all possible
    - Disinfecting equipment

## School buildings are closed.

### District/School Considerations:

- Implement a robust Distance Learning Plan
- Distribute printed instructional packets/materials and district/school communications along with meals; designate and communicate collection/drop off points

### Resources:

- COVID-19 Remote Learning Resources
- Return to School
- Roadmap for Technology
- Educator’s Guide to Safe and Effective Video Conferencing (Education Week)
- Public WiFi locations across Indiana

### Traditional Instructional Model

- **Schools can deliver traditional instruction under Minimal/Moderate Spread by implementing the recommendations outlined in this guidance.**
- Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize social distancing (to the extent practicable).
- Require students and staff to wear face coverings
- Limit physical interaction through partner or group work and require face coverings when this occurs.
- Establish distance between the teacher’s desk/board and students’ desks
- Identify and utilize large spaces (i.e. gymnasiums, auditoriums, outside spaces – as weather permits) for social distancing.
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.

### Hybrid Instructional Models

- Hybrid models should only be implemented if absolutely necessary and after factoring in additional logistical requirements/costs as well as childcare requirements placed on working families and unnecessary burden on staff. Consider allowing special education students to continue in person instruction as these students often rely on daily routines and social interactions to address their individual learning needs.

### District/School Considerations:

- Implement standard operating procedures while taking preventative measures such as:
  - Providing hand sanitizer for students and staff
  - Conducting cleaning of classrooms and high-touch surfaces each day
  - Limiting physical interaction through partner or group work
  - Face desks in the same direction and assign seats when possible
  - Students may be required to wear a face covering when:
    - working in small groups in the classroom
    - Engaging in active participation activity (or lab) in the classroom
    - Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
  - Establish an academic baseline:
    - Administer formative assessments toward the start of the school year
    - NWEA
    - Conduct meetings with teachers to identify where students are academically (PLC)
  - Discuss the shared experience:
    - Helping Children Cope with Changes
    - Talking to Children about COVID-19
    - Teaching Through a Pandemic

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**July 27, 2020**
Supporting Teaching and Learning (cont.)

**Professional Learning for Teachers**
- American School Counselor Association
  - [School Counseling During COVID-19: Online Lessons and Resources](#)

**School Library Media Specialists**
- [School Media Specialists Can Help During Crisis (School Library Journal)](#)

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**A/B schedules**
- **Alternating Days:** students would be divided into 2 groups, likely geographically. Groups would alternate face-to-face and virtual instruction during the week. One example: Group A would attend Monday and Tuesday and work virtually the remainder of the week. Group B would attend Thursday and Friday and work virtually the other days of the week. Wednesday would be a virtual day for most employees so buildings could be cleaned during the week between groups.
  - K-5: Instruction on Reading and Math while students are at school. Instruction in Science, Social Studies and special areas through virtual instruction.
  - 6-12: Block schedule core subjects for approximately 85 minutes per day while students are at school. Instruction in elective courses through virtual instruction.
- **Alternating Weeks:** Group A Students – Week 1 and Group B Students Week 2; using certification flexibility to relocate teachers as needed and allowable
- **Half Days:** AM/PM Schedule – consult with School Nutrition Director regarding best approach to serving school meals

**Targeted Distance/Remote Learning**
- **Elementary Face-to-Face with Secondary Distance Learning:** Prioritize 6-12 or 9-12 for continuous distance learning while other students have access to face-to-face instruction spread out across unused schools and classrooms; using certification flexibility to relocate teachers as needed and allowable; see [Serving Meals under Substantial Spread](#) for preparing/delivering school meals for students who are remote learning.
- Teachers utilizing eLearning will provide video recorded instruction/communication to students

**Target interventions and supports:**
- Provide additional instructional supports to:
  - students at-risk of not graduating on time
  - students with disabilities (compensatory services)
  - students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.)
  - other students identified as being behind academically by teachers and parents.
- Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, world language, CTE, computer science, AP, dual enrollment, physical education/play, STEM, etc.)
- Provide extended learning opportunities as appropriate

Prepare for potential future distance/remote learning by increasing current blended learning:
- Develop a digital learning plan
- Integrate virtual learning practices:
  - digitizing lessons
  - requiring interaction with students through recorded video communication.
- Provide virtual learning-specific professional learning for educators
- Schedule specific planned district-/school-wide digital learning days as part of the traditional school calendar

Parents with reservations about returning their child to traditional school should contact the child’s building administrator on July 22 or July 23 to discuss virtual programming for alternatives that meet the needs of the student.
**Kankakee Valley Return to School Plan**

### Protecting Vulnerable Populations

- Elderly individuals and/or individuals
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index (BMI) of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

### District/School Considerations:

- **Employ additional nurses, health care aides, and full-time substitute employees**

**Society for Human Resources Management (SHRM)**

- **Employment FAQ**
- **What to Do When Scared Workers Don’t Report to Work Due to COVID-19**
- **Where can I find government and other reliable resources for workplace issues related to the coronavirus?**

**National Association of School Nurses**

- **Role of school nurses, providing care, and participating in return to school planning**

### When a Child, Staff Member, or Visitor Becomes Sick at School

- **Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.**
- **School nurses and other healthcare providers should use Health Protocol for Schools (Appendix A of IN-CLASS).**
- **Students/staff with COVID-19 symptoms will be isolated and proper PPE will be utilized by the nurse and the student.**
- **If students are sent home, they will be walked out to the parent rather than the parent coming into the school.**
- **Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.**
- **Families should inform the school nurse of positive cases as soon as possible after receiving results.**
- **Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.**
- **Advise sick staff members and children not to return until they have met ISDH criteria to discontinue home isolation**
- **Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow ISDH guidance if symptoms develop. If a person does not have symptoms, follow appropriate ISDH guidance for home quarantine.**

**CDC Guidance**

- **Symptoms of Coronavirus**
- **What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection**
- **Standard Precautions**
- **Transmission-based Precautions**
Conducting regular screening for symptoms and ongoing self-monitoring throughout the school day can help reduce exposure. Teachers, staff, and students should be encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If a student develops symptoms throughout the day, they MUST notify an adult immediately. More information on how to monitor for symptoms is available from the CDC.

Schools are required to:

- Enforce teachers, staff, and students stay home if:
  - They have tested positive for OR are showing COVID-19 symptoms, until they meet ISDH return to school criteria.
  - They have recently had close contact with a person with COVID-19, until they meet ISDH return to school criteria.

- Keep a daily log of teachers, staff, and students who:
  a) did not attend school due to COVID-19-related illness
  b) were sent home due to displaying COVID-19 symptoms and report cases to district public health officials

### COVID-19: When a student, faculty or staff member can return to school

<table>
<thead>
<tr>
<th>Individual</th>
<th>Symptomatic</th>
<th>No Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Tested with Alternate Explanation (strep, influenza, etc. as determined by a provider)</td>
<td>May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it’s appropriate for the patient to return to school.</td>
<td>N/A</td>
</tr>
<tr>
<td>Not Tested Without Alternate Explanation</td>
<td>Must remain home for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine and with improvement of symptoms.</td>
<td>N/A</td>
</tr>
<tr>
<td>Tested and Negative</td>
<td>1) If no alternative explanation, isolate for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medications and with improvement of symptoms. OR 2) The individual can return to school if tested negative AND with a note from the provider stating the patient to have an alternate diagnosis and it’s appropriate for the patient to return to school.</td>
<td>May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day quarantine, even if test results are negative for COVID-19.</td>
</tr>
<tr>
<td>Tested and Positive</td>
<td>Must remain in isolation for at least 10 days from the date symptoms began AND individual is 24-hours fever free, symptoms have improved. (CDC does not recommend test-based strategy except in certain circumstances, including provider’s advice and test availability.)</td>
<td>Isolate at home for 10 days from the day the test was taken. (CDC does not recommend test-based strategy except in certain circumstances, including provider’s advice and test availability.) *If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</td>
</tr>
</tbody>
</table>

Close Contact (within 6 feet for more than 15 minutes of someone with confirmed COVID-19) | N/A | Quarantine for 14 days before returning to school. Must remain symptom-free, if individual develops symptoms, then refer to the symptomatic scenarios.

Note: QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

ISOLATION keeps someone who is sick or tested positive for COVID-19 away from others, even in their own home.