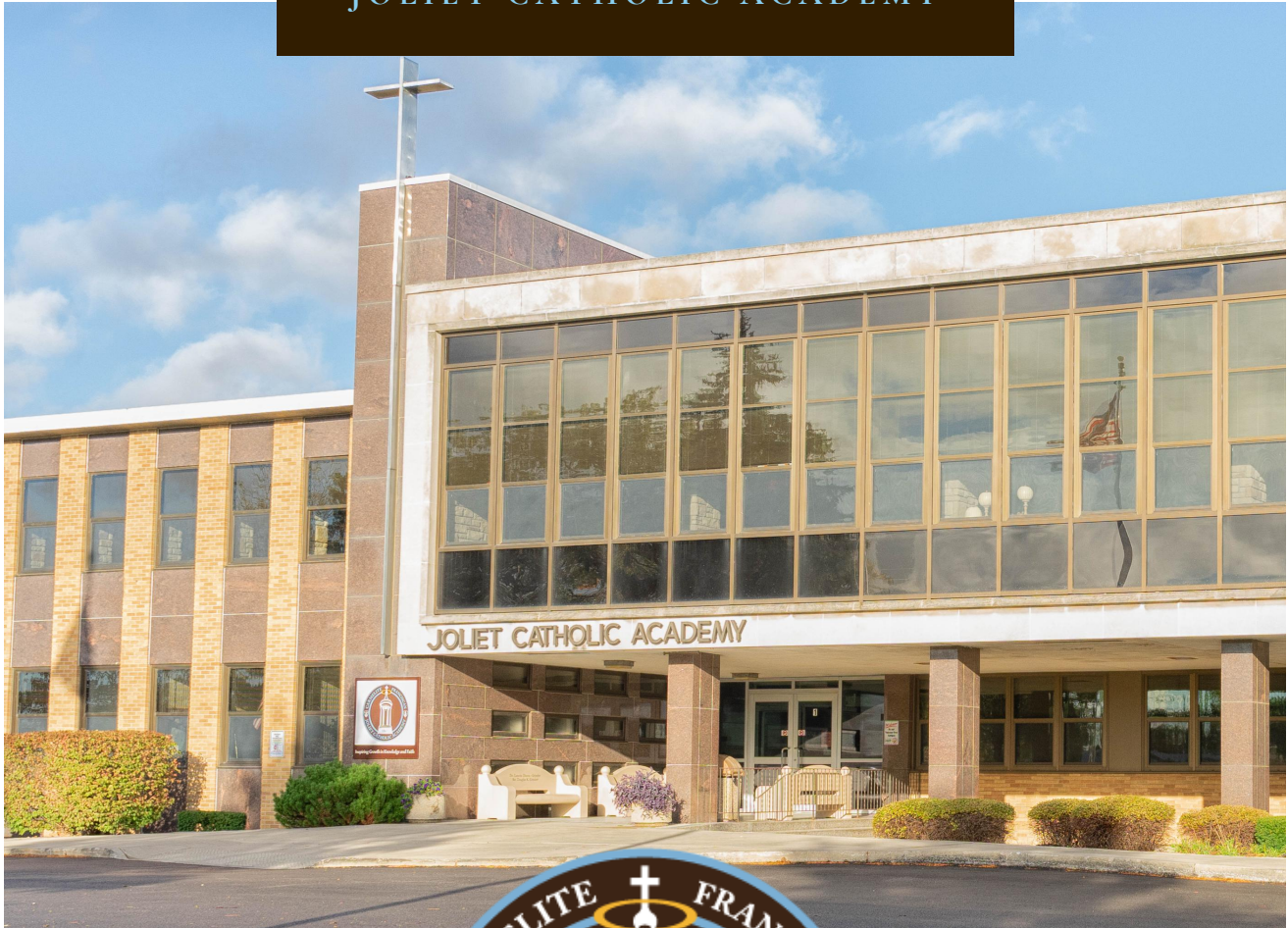


JOLIET CATHOLIC ACADEMY



Return to School Plan

2020-2021

www.jca-online.org



JOLIET CATHOLIC ACADEMY

Inspiring Growth in Knowledge and Faith

JCA Return to School

On July 15 Joliet Catholic Academy announced the [Return to School Plan](#), a hybrid learning model where four days of learning will occur in person and on campus, while one day will occur at home through “LIVE” E-Learning. JCA students will return for on-campus learning on Monday, Tuesday, Thursday, and Friday, while E-Learning from home will take place on Wednesdays. To minimize large groups and exposure for students, faculty and staff, there will be no lunch periods offered during the regular school day. Lunch will be offered for students who must remain on campus during the After-School Program. Students will also not be utilizing lockers and will be allowed to carry backpacks. JCA is also providing a full-time E-Learning option (five days per week). JCA encourages students who may be high risk for COVID-19, or who have family members at home deemed high risk, to consult with your physician regarding the utilization of full-time E-Learning. Students choosing a full-time E-Learning option will not be allowed to participate in extra-curricular activities occurring in person.

It is important to note that Joliet Catholic Academy’s school enrollment, building size and structure allow for four days of in-person instruction. With a student body of 630 students in a school building with 50 classrooms, eight large common areas, and 240,000 square feet, a hybrid model geared more towards in-person instruction is possible. JCA is following all Illinois State Board of Education (ISBE), Illinois Department of Public Health (IDPH), and [CDC guidelines on the importance of reopening America’s schools this fall](#). The JCA Return to school plan has also been certified by superintendent Dr. Michael J. Boyle and the Diocese of Joliet reopening review committee. The JCA administration will adjust our plan if needed in the future based on the guidance of the above public health officials and educational experts.

The following pages contain specific information regarding JCA’s Return to School Plan. The [JCA Parent-Student Handbook](#) (located online) will include these guidelines and is subject to change at the discretion of the JCA Administration, as this is a fluid situation. The following Return to School Plan will be in effect for the first quarter of the 2020-2021 School Year (August 19-October 16). The JCA Administration will re-evaluate this plan in hopes to return to more in-person instruction at some point during the school year. The live E-Learning Wednesday schedule for the first quarter provides experience for students and staff should schools be mandated to close based on guidance from state or local health officials at any time during the 2020-2021 school year.

Daily Schedules

Monday/Thursday Schedule

Period 1 7:50 a.m. – 8:50 a.m.

Period 2 9:00 a.m. – 10:00 a.m.

Period 3 10:10 a.m. – 11:10 a.m.

Period 4 11:20 a.m. – 12:20 p.m.; Fr./So. 12:15 p.m. dismissal

- Periods 5, 6, 7, 8 will be E-Learning with posted assignments and teacher availability from 1:00 p.m. to 2:40 p.m.
- Seniors with 1st period Study Hall do not need to arrive until 9 a.m. on Monday/Thursday but must enter through the main entrance.

After-School Program – offered for all students needing to stay on campus due to transportation issues or staying for extra-curricular programs. Upper classmen and students who drive are encouraged to take lunch off campus and perform E-Learning afternoon work from home.

Lunch 12:20 p.m. – 12:50 p.m.

E-Learn/Supervised Study Hall 1:00 p.m. – 2:40 p.m.

Tuesday/Friday Schedule

Period 8 7:50 a.m. – 8:50 a.m.

Period 7 9:00 a.m. – 10:00 a.m.

Period 6 10:10 a.m. – 11:10 a.m.

Period 5 11:20 a.m. – 12:20 p.m.; Jr./Sr. 12:15 p.m. dismissal

- Periods 1, 2, 3, 4 will be E-Learning with posted assignments and teacher availability from 1:00 p.m. to 2:40 p.m.
- Seniors with 8th period Study Hall do not need to arrive until 9 a.m. on Tuesday/Friday but must enter through the main entrance.

After-School Program – offered for all students needing to stay on campus due to transportation issues or staying for extra-curricular programs. Upper classmen and students who drive are encouraged to take lunch off campus and perform E-Learning afternoon work from home.

Lunch 12:20 p.m. – 12:50 p.m.

E-Learn/Supervised Study Hall 1:00 p.m. – 2:40 p.m.

***Students who are not participating in the After-School Program are not mandated to check in for E-Learning from 1 p.m. to 2:40 p.m., but teachers will be available during these times if students are working from home.**

Wednesday “Live” E-Learning Schedule

Period 1	7:50 a.m. – 8:35 a.m.
Period 2	8:40 a.m. – 9:30 a.m.
Period 3	9:35 a.m. – 10:20 a.m.
Period 4	10:25 a.m. – 11:15 a.m.
Period 5	11:20 a.m. – 12:10 p.m.
Period 6	12:15 p.m. – 1:00 p.m.
Period 7	1:05 p.m. – 1:50 p.m.
Period 8	1:55 p.m. – 2:40 p.m.

*Periods 4 and 5 are lunch periods/E-Learning breaks for students. There will be no advisory periods.

On-Campus Arrival Information

- Students must enter the building at one of three locations: the main entrance, the south Heritage Quad entrance, or the North Senior Parking Lot Student Activity Center entrance.
- Doors to the Student Activity Center entrance open at 7:15 a.m. Students arriving early will be assigned to areas of less than 50 and socially distanced until classrooms are opened at 7:30 a.m. Doors at the main entrance and Heritage Quad entrance will open at 7:30 a.m. Students are encouraged to be dropped off or arrive after 7:30 a.m.
- Face coverings (masks) must be worn 100% of the time by everyone in the building, except when eating during the After-School Program.
- Students will be temperature checked at all three entrances before they are allowed entry into the building. Temperatures must be below 100.4. Families will also be required to complete the [CDC Daily Home Screening for Students checklist](#).
- Students will not be able to congregate in the hallways or gymnasiums and will be expected to report directly to their first period class. Social distancing will take place whenever possible.

On-Campus Class Information

- Students will not utilize lockers during the first quarter. Backpacks are allowed throughout the school day, and are subject to search by JCA faculty, administration, and the dean’s office at any time.
- Face coverings (masks) must be of a solid color and can also be purchased in the JCA Spirit Shop. Neck gaiters and buffs are no longer recommended by the CDC. See the attached Frequently

Asked Questions (FAQ) for Schools document updated by the IDPH on 8.12.20. No logos are allowed on masks if not purchased in the JCA Spirit Shop.

- It is highly recommended that multiple face coverings be brought each day, in the event a face covering becomes soiled.
- Students will be allowed to bring their own water bottles. Water fountains will be off-limits.
- Freshman/Sophomores and Juniors/Seniors will have separate five-minute passing periods between each class period.
- **School uniform:** students will be allowed to wear JCA Spirit Wear ([p. 37 in the JCA Parent-Student Handbook](#)) on Monday, Tuesday, Thursday, and Friday in-person learning days. Due to ISBE and IDPH recommendations, students are not able to utilize locker rooms or change for physical education classes. On Wednesday E-Learning days, students must wear a JCA brown, white, or blue polo (available for purchase in the JCA Spirit Shop).

Dismissal

- Students must exit the campus as soon as possible; no loitering in the building or the parking lots after school will be allowed.
- Sports/clubs/activities will be allowed if possible; details will be made available as soon as we are notified by the IHSA and relevant governing authorities.
- Masks must be worn until students exit the building and are socially distant.
- Students remaining at school for the After-School program must immediately report to their assigned classroom/area to eat lunch and begin study hall/E-Learning.

Lunch and After-School Program

- Lunch/After Care will be offered to all students, particularly for underclassmen who are unable to drive and must remain on campus until 3 p.m. for a team practice or extra-curricular/club activity.
- Masks must be worn by all students until lunch is being consumed. Students will be divided by location (cafeteria and gymnasiums) into groups of 50 or less. Weather permitting students may be allowed to have lunch supervised outside in Heritage Quad or Wishing Well Court.
- Students may be encouraged to bring their own lunches.
- Once lunch is over, students will be assigned an After-School/E-Learning room. This study hall session will allow students to complete daily assignments, and JCA teachers will be available via Microsoft Teams to answer questions regarding classes not in session on that day.
- Families interested in the on-campus Lunch and After-School Program must sign up by **Friday, August 7**. A sign-up form will be available shortly. Students committing to Lunch and After Care must attend each day; attendance will be taken. JCA will be responsible for notifying families if a student is present during the regular school day and does not report to lunch and the After-Care Program.

E-Learning

- Families interested in full-time E-Learning must notify the JCA administration through e-mail at communications@jca-online.org by **Friday, August 7**. Families must commit to full-time E-Learning for the entire first quarter. The E-Learning cohort will be reevaluated each quarter. Students will follow the same daily schedule as their classmates in physical attendance four days per week, and the same E-Learning schedule on Wednesdays. Specific information will be

provided to full-time E-Learning students by JCA Vice Principal of Technology Ms. Laura Pahl. Please direct any E-Learning specific questions to Ms. Pahl at lpahl@jca-online.org.

E-Learning Expectations

- Students are expected to be directly engaged and participate in all lessons. Student behavior expectations will remain the same throughout the course of the E-Learning schedule and in accordance with the JCA Parent-Student Handbook and the JCA Acceptable Use Policy.
- Students are not permitted to E-Learn in bed.
- Students must wear a JCA polo while E-Learning.

E-Learning Attendance

Students are expected to be logged in at or before the start time of each scheduled classroom meeting and remain in the class unless otherwise directed by the instructor. Attendance will be taken each period. Students or parents are asked to notify the dean's office prior to the start of class if unable to log in on-time or to attend a class. Parents are requested to notify the dean's office if a student will be absent for all classes for a day. The office and individual teachers will work to be in touch with families regarding excessive absences.

JCA Dean's Office -

[Mrs. Colleen Johansson](#), Dean's Office Secretary, 815.741.0500, ext. 223

E-learning Behavior Expectations

- Students are expected to be engaged and avoid distracting behavior.
- All language and communications are to remain school appropriate.
- In all video and still photo images, students are expected to be appropriately groomed and in appropriate attire. A JCA school polo is required.
- Students may not take screenshots or otherwise record any part of the online class without the prior permission of the teacher.
- When logging into Microsoft Teams, students must use their first and last name and their school-issued email address.
- Students may not use any other name or nickname.
- All work submitted during E-Learning is to be the student's own.
- Joliet Catholic Academy students are held to standards of the school's Academic Integrity Policies as outlined in the JCA Parent-Student Handbook and enforced by the JCA Dean's Office, whether on or off-campus. Student and parent participation are crucial for our continued improvement of e-learning services.

School Environment

- After each class period, desks and doorknobs will be sprayed down with "[Clear Gear](#)" anti-bacterial deodorizing disinfectant.
- JCA employs a full-time custodial department and maintenance department on staff each day on campus. On Wednesday E-Learning days the custodial department will perform enhanced cleaning protocols throughout the building.
- Students will have the opportunity to sanitize their hands between each class period.

*A College Preparatory School Co-Sponsored by the Order of the Carmelites and the Joliet Franciscan Sisters
1200 North Larkin Avenue | Joliet, IL 60435 | Phone: (815) 741-0500 | Fax: (815) 741-8825 | www.jca-online.org*

Health and Safety Guidelines Regarding COVID-19

As with the return to on-campus athletics in July, Joliet Catholic Academy will follow all ISBE, IDPH, and CDC guidelines regarding Health and Safety returning to school. JCA will adjust our daily learning plan based on the advice of public health experts, ISBE, and the Diocese of Joliet's Catholic School's Office. We learn more about COVID-19 every day, and as more information becomes available, [CDC will continue to update and share information](#). As our knowledge and understanding of COVID-19 evolves, this guidance may change. **However, based on the best available evidence at this time:**

- JCA will utilize daily temperature checks at each morning entry point for students and at the main entrance throughout the day. Outside visitors will be limited.
- **Anyone with a temperature 100.4F or greater will not be allowed in the school and will be sent home. Parents/guardians are to remain available during drop off until their student has been allowed to enter the school in the event they need transportation home.**
- Parents or caregivers are encouraged to monitor their children for signs of infectious illness every day.
- Students who are sick should not attend school in-person.
- [COVID-19 Symptoms](#)
- [Daily Home Screening for Students](#); Parents/guardians are to complete the self-certification checklist **EVERY DAY** a student will be entering the school. A student with any **YES** answer on the checklist is **NOT** to attend in-person school.
- Students who are sick **are not** to attend in-person school.

Please call the Dean's Office absence line, 815.741.0585 to report your student's absence. For absence due to illness list symptoms and/or indicate if student is isolating and waiting for Covid test results.

Positive Test Results for COVID-19

For any positive test results or close contact with persons testing positive for COVID-19, Joliet Catholic Academy will adhere to the CDC, IDPH, and Will County Public Health Department guidelines. Please contact the JCA Dean's office when reporting absences to report positive tests results or close contact with persons testing positive for COVID-19 at 815.741.0500, ext. 223 or e-mail jca-nurse@jca-online.org.

JCA and the JCA Health Office will consult with local health officials regarding the [Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).

JCA Health Office Covid-19 Policy

The JCA health office will follow IDPH/ISBE guidelines regarding tracking cases of suspected or positive COVID-19 within our school. We realize the CDC and Will County Health Department also make recommendations and advise. The IDPH and the Governor's office have the authority to make decisions regarding Joliet Catholic Academy's South Suburban region (Will and Kankakee counties).

- The JCA Health Office will maintain the ongoing safety monitoring of students and faculty while at JCA.

- Families, students, and staff are to report specific symptoms, COVID-19 positive cases or COVID-19 exposure when calling in absent.
- If a student or faculty member has a positive COVID-19 diagnosis, JCA will work with the Will County Health Department Tracking Team to ensure those exposed are notified.
- There will be assigned seating in each classroom to help with tracking exposure to any suspected positive COVID-19 case.
- Per ISBE/IDPH guidelines, students or faculty that were exposed to a positive COVID-19 case for more than 15 mins and less than 6 feet apart will be required to quarantine at home for 14 days. https://www.dph.illinois.gov/sites/default/files/COVID19/Release%20Isolation%2BQuarantine%20Release%20Graphic_20200804.pdf
- Once a negative test is confirmed, the student or faculty member will report to the health office upon their day of return to school for RN to verify all symptoms have subsided.
- All positive cases will be reported to the Will County Health Department.
- Per ISBE/IDPH guidelines, a student or faculty member who tests positive for COVID-19, that person will be required to quarantine for 14 days, during which the student will E-Learn if their health allows.
- If a student or faculty member exhibits signs and symptoms of COVID 19 during the school hours they will be sent to the health office for further evaluation. If after an assessment of the person, the RN makes a determination that the faculty or student exhibits signs and symptoms of COVID-19, the RN will immediately send the faculty member home, as long as they deem safe for them to drive, and for the student who can drive, the RN will call the parents to update them on the situation. If permission is given to drive home, then the student will leave school. For the non-driving student, they will be placed in a designated isolation room until pickup.
- Any student or employee with COVID-like symptoms will be sent home to be evaluated by a healthcare provider. If the healthcare provider gives a written clearance note to return without testing, the individual may return after symptom free for 24 hours without use of fever reducing medications and has not had vomiting or diarrhea in the previous 24 hours. The written clearance note is to be submitted to JCA.
- If not evaluated by a healthcare provider the individual cannot return to JCA for 14 days and must be fever free without the use of fever reducing medication for 24 hours and have not had vomiting or diarrhea for the previous 24 hours.
- Anyone sent home with a fever must be fever free, with no fever reducing medication (Advil/Tylenol) for 24 hours and not have had any vomiting or diarrhea 24 hours prior to returning to school.
- Areas of the school used by a sick person will be closed off and not used until after proper cleaning and disinfection procedures have been completed. Windows will be opened to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick.
- Hand sanitizer and hand soap will be readily available throughout the school. All individuals are encouraged to practice frequent and thorough handwashing according to CDC recommended guidelines. Students are encouraged to use and carry personal sized hand sanitizer. JCA would appreciate any donations of disinfecting wipes and hand sanitizer.

Self-Quarantine vs. Self-Isolation

- Quarantine is separating people who may have been exposed to COVID 19 to see if they develop symptoms and or get sick.
- Isolation is separating people who have COVID-19 from others to keep the disease from spreading.
- Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow [CDC guidelines](#) for discontinuation of isolation. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms. Individuals who did not have close contact can return to school immediately after disinfection.
- Visit www.cdc.gov for further information on self- quarantine and self- isolation.

Monitoring of COVID-19

- JCA requires self-certification for all students and employees **PRIOR** to entering the school building **EVERY** day. Everyone will temperature checked using an infrared temperature detector to assure extra safety measures.
- The signs and symptoms of COVID-19 that everyone should be aware of when self- certifying PRIOR to entering the school building are: fever, cough, shortness of breath, difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Anyone with a temperature of 100.4 degrees Fahrenheit or known symptoms may not enter the school building.
- When to get tested, discontinue self-isolation, or end quarantine will all be determined by the available IDPH and CDC guidelines. We are directly linking to these sites as protocols have been subject to change. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>
- COVID-19 Frequently Asked Questions <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- PLEASE NOTE: This entire document will be available throughout the school year in the JCA Parent-Student Handbook. It is subject to change due to the fluid nature of the COVID-19 pandemic.

9.14.20 Update

Next week, **the week of September 14**, JCA will continue learning remotely. JCA will resume in-person learning on **Monday, September 21**. Beginning the week of September 21, the JCA Administration and nursing staff have adjusted the JCA Return to School Plan in order to reduce exposure to COVID-19 and maintain direct instruction for an extended time period. While this new plan will reduce in-person instruction, it will increase direct instruction. The JCA Return to School Plan will be adjusted to create cohorts split up by last name, A-L and M-Z.

At the conclusion of our current 14-day shutdown (September 5-18), JCA will resume in-person instruction on our new hybrid-learning schedule Monday, September 21.

The JCA nursing staff and Dean's office will continue to monitor students for symptoms, and parents will still be expected to communicate absences related to COVID-19 symptoms.

September 14-18 Schedule

- Monday, September 14 - periods 1-4 E-Learning; posted assignment for 5-8.
- Tuesday, September 15 - periods 8-5 E-Learning; posted assignment for 1-4.
- Wednesday, September 16 - LIVE E-LEARNING day periods 1-8.
- Thursday, September 17 - periods 1-4 E-Learning; posted assignment for 5-8.
- Friday, September 18 - periods 8-5 E-Learning; posted assignment for 1-4.

*No athletics or extra-curriculars the week of September 14.

September 21-25 Schedule

- Monday, September 21 - in-person learning for periods 1-8 (Regular daily schedule 7:50 a.m. to 2:40 p.m.) for students with the last name A-L. Students with a last name starting with M-Z will remote into classes each period.
- Tuesday, September 22 - in-person learning for periods 1-8 (Regular daily schedule) for students with the last name M-Z. Students with a last name starting with A-L will remote into classes each period.
- Wednesday, September 23 - LIVE E-LEARNING DAY for periods 1-8 Future Wednesday's will remain remote learning days. Wednesday will still be used to disinfect and deep clean the building.
- Thursday, September 24 - in-person learning for periods 1-8 (Regular daily schedule) for students with the last name A-L. Students with a last name starting with M-Z will remote into classes each period.
- Friday, September 25 - in-person learning for periods 1-8 (Regular daily schedule) for students with the last name M-Z. Students with a last name starting with A-L will remote into classes each period.

*Athletics and extra-curriculars may resume the week of September 21 in accordance with IHSA and school guidelines.

Regular Daily Schedule: effective September 21

- **Period 1:** 7:50 a.m. – 8:35 a.m.
- **Period 2:** 8:40 a.m. – 9:30 a.m.
- **Period 3:** 9:35 a.m. – 10:20 a.m.
- **Period 4A:** 10:25 a.m. – 10:48 a.m.
- **Period 4B:** 10:52 a.m. – 11:15 a.m.
- **Period 5A:** 11:20 a.m. – 11:43 a.m.
- **Period 5B:** 11:47 a.m. – 12:10 p.m.
- **Period 6:** 12:15 p.m. – 1:00 p.m.
- **Period 7:** 1:05 p.m. – 1:50 p.m.
- **Period 8:** 1:55 p.m. – 2:40 p.m.

The A-L/M-Z model is the hybrid model JCA will be following until further notice beginning **9.21.20**.

9.15.20 Update

With the new Return to School Schedule (7:30 a.m. - 2:40 p.m.) students will now be assigned lockers and eating lunch at school.

Lockers- Students will receive an e-mail this week with their locker assignment.

- Students will be assigned lockers with social distancing in mind.

- Students, please check your school email this week for an email with your locker assignment and school map.
- Students may drop off their books in their lockers on Saturday, September 19. **THIS IS AN OPTIONAL DAY.** Each student will be allowed in the building for 10 minutes.
 - A-L last names from 10 a.m. - 11 a.m.
 - M-Z last name from 11 a.m. - 12 p.m.
- Please bring your school lock with you to lock your locker; JCA will provide a lock for freshmen or any students without a school lock.
- Students may still carry backpacks in school to limit visits to their lockers. Backpacks are subject to be searched at anytime.

Lunch/ Homeroom - students will have a 20-minute lunch period and a 20-minute homeroom period. Freshmen have lunch/homeroom 4th period.

- Regular lunch periods with 3 locations.
- Locations will be assigned by homerooms with assigned seating spread 6 feet apart at all times.
- We are currently working with Quest to provide a lunch service beginning September 28.
- **Students are to bring bagged lunches the week of September 21-- They cannot have lunch delivered.**

Dress code

- Spirit Day Dress Code M,T, TH, F and school uniform on Wednesday.

Attendance

- Students must sign into the live classes on time. If a student is absent on a live E-learning day a parent must call the student in to the Dean's Office. Unexcused absences will occur if a student is not in class.



Student Daily Self-Certification Checklist to be completed by a parent/guardian

Has your student experienced any of the following symptoms in the past 24 hours outside of their normal known state of health?

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Yes No

Within the past 14 days, has your student been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

Yes No

Is your student isolating or quarantining because they may have been exposed to a person with COVID-19 or are you worried they may be sick with Covid 19?

Yes No

Is your student currently waiting on the results of a COVID-19 test?

Yes No

If you have answered Yes to any question above, your student is NOT to attend in-person school. Please call the Dean's Office absence line, 815.741.0585 to report symptoms and absence due to Covid 19.

If you chose not to seek medical attention for your student, your student cannot return to JCA for 14 days and must be fever free for 24 hours without fever reducing medication and have had no diarrhea or vomiting in the previous 24 hours.



Employee Daily Self-Certification Checklist

Have you experienced any of the following symptoms in the past 24 hours outside your normal known state of health?

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

Yes No

Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?

Yes No

Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried you may be sick with COVID-19?

Yes No

Are you currently waiting on the results of a COVID-19 test?

Yes No

If you have answered Yes to any question above, you are NOT to enter the school. Please call the attendance line @ 815.741.2645, or email, jca-attendance@jca-online.org to report your absence, including symptoms.

Negative COVID results are to be submitted to the President/Principal's office.

If you chose not to seek medical attention, you cannot return to JCA for 14 days and you must be fever free without fever reducing medication for 24 hours and have not had any vomiting or diarrhea 24 hours prior to your return.

COVID-19 INTERIM EXCLUSION GUIDANCE¹

Decision Tree for Symptomatic Individuals in Pre-K, K-12 Schools and Day Care Programs



Send home or deny entry (and provide remote instruction) if **ANY** of the following symptoms² are present: Fever (100.4°F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of sense of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.

Status	A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	B. Symptomatic individual with a negative COVID-19 diagnostic test <i>(Negative COVID-19 diagnostic tests must be from a specimen collected up to 48 hours prior to symptom onset or after and is valid for only the date the specimen was collected.)</i>	C. Symptomatic individual with an alternative diagnosis without negative COVID-19 diagnostic test	D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	E. Asymptomatic individual who is a close contact ⁶ to a confirmed or probable COVID-19 case
Evaluated by Healthcare Provider	YES / NO	YES / NO	YES	NO	NA
Return to School Guidance	Stay home at least ten ³ calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition ⁴ . Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition ⁴ . Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	Stay home at least ten ³ calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Stay home for 14 calendar days after last exposure to the COVID-19 case. <i>If COVID-19 illness develops, use the ten-day isolation period³ guidance for a COVID-19 case from the onset date. Testing is recommended.</i>
Quarantine for Close Contacts?	YES	NO	NO	Household Member (e.g., Siblings, Parent) ⁵	NA
Documentation Required to Return to School	Release from Isolation letter (if received from their LHD) provided by the parent/guardian or staff person, notification via phone, secure email or fax from the LHD to the school, OR other process implemented by your LHD	Negative COVID-19 test result OR healthcare provider's note indicating the negative test result	Healthcare provider's note with alternative diagnosis	After the ten-day exclusion, a note from parent/guardian documenting that the ill student and/or household contacts are afebrile without fever-reducing medication and symptoms have improved	Release from Quarantine letter (if received from their LHD) provided by the parent/guardian or staff member, LHD notification via phone, secure email or fax to the school OR other process implemented by your LHD

¹ Based on available data and science, schools must make local decisions informed by local context in consultation with their local public health department. This chart should be used in conjunction with the [Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs¹ for Addressing COVID-19](#).

² New onset of a symptom not attributed to allergies or a pre-existing condition.

³ Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician.

⁴ If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the 14-calendar-day quarantine must be completed.

⁵ Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings.

⁶ Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.

Box A. Assessment of Symptomatic Persons

Consider the following when assessing symptomatic students/staff:

Are symptoms new to the student/staff person or are they a change in baseline for that individual?

Does the symptomatic individual have any of the following potential exposure risks?

Did the student/staff have an exposure to a suspected or confirmed COVID-19 case in the past 14 days?

Is there a household or other close contact with similar symptoms who has not been yet classified as a confirmed or probable case?

Is there a household member or other close contact with high-exposure risk occupation or activities (e.g. HCW, correctional worker, other congregate living setting worker or visitor)?

Did the student/staff member have potential exposure due to out-of-school activities (private parties, playing with friend groups, etc.) or have poor compliance with mask wearing and social distancing?

Do they live in an area of moderate or high community transmission? (as defined in the [Adaptive Pause Metrics guidance](#)¹)

Do they have a history of travel to an area of high transmission in previous 14 days?

Is there an outbreak in the school or has there been another known case of COVID-19 in the school building in the last 14 days or are there other students or staff in the classroom or cohort currently out with COVID-19 symptoms?

Box B. Clinical Evaluation for Children with Symptoms of COVID-19

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html>)

Consider the individual's risk of exposure. See Box A.

No Exposure Risk Identified & resides in County with Minimal County Transmission¹

If no known close contact to COVID-19 case and no other exposure risks, testing and exclusion for COVID-19 may be considered based on level of clinical suspicion and testing availability.

Alternate diagnoses should be considered, and exclusions based on usual practice. (Isolate until at least 24 hours fever-free without fever-reducing medicine)

Has Exposure Risk and/or Clinical Suspicion for COVID-19

Isolation
COVID-19 Testing Recommended

TESTING

PCR or antigen (Ag) testing is acceptable.

- If an Ag detection test is negative and there is a high clinical suspicion of COVID-19, confirm with PCR, ideally within 2 days of the initial Ag test.
- If RT-PCR testing is not available, clinical discretion can be used to recommend isolation.

Test result is only valid for the day of specimen collection.

1. Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments. Available at <https://www.isbe.net/Documents/IDPH-Adaptive-Pause-Metrics.pdf>

Resources:

- COVID-19 Testing Overview <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>
- Isolation and Quarantine: CDC <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Frequently Asked Questions (FAQ) for Schools

Additional Guidance as of September 9, 2020

(subject to change based on new information and updates to existing CDC guidance)

Management of Ill Students and Staff

1. What actions should be taken by students/staff sent home with COVID-like symptoms? (Updated 8/13/20)

- All students and staff sent home with COVID-like symptoms should be diagnostically tested. Student and staff should remain home from school until they receive the test results.
- Students and staff who are confirmed or probable cases of COVID-19 must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Students and staff returning to school after experiencing COVID-like symptoms but being diagnosed with a non-COVID illness must meet the criteria for returning to school for the illness with which they have been diagnosed. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication **and** have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can [return to school](#)¹. Follow school health policies and communicable disease guidance for those illnesses. A health care provider's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms. Schools and districts should assist families in locating free or reduced cost medical clinics for assistance where needed.
- Students and staff with COVID-like symptoms who do not get tested for COVID-19 and who do not provide a healthcare provider's note documenting an alternative diagnosis, must complete 10 calendar days of isolation from the date of first symptom onset **and** be fever-free for 24 hours without use of fever-reducing medications **and** other symptoms have improved before returning to school.
- Medical evaluation and COVID-19 diagnostic testing is strongly recommended for all persons with COVID-like symptoms.

2. If a student is sent home sick with suspected COVID-19 symptoms (e.g., cough, fever, diarrhea, shortness of breath, etc.), must all their siblings/household members be sent home as well and quarantined for 14 calendar days? (Updated 8/19/2020)

Yes, if one of the household members is being evaluated for COVID-19, the rest of the household must be quarantined until an alternative diagnosis is made or negative result received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolated within the household.

3. How many symptoms does a person need to have to be considered suspect COVID-19? (Updated 8/18/2020)

Students and staff exhibiting one or more COVID-like symptoms in children should be immediately isolated, and evaluated. Schools should evaluate each student/staff to determine if this symptom is new or if it is part of an existing condition for this student/staff.

4. Our current school policy recommends sending children home with a temperature of 100.0°F or greater. The ISBE and CDC guidance both say 100.4°F or greater. Which should we use?

For consistency with CDC and Illinois Joint Guidance for Schools, it is recommended that schools use $\geq 100.4^{\circ}\text{F}$ as the threshold for fever.

5. If the sick person has a known condition causing the symptoms, e.g., allergies, migraine, etc., can this be taken into consideration?

Every symptomatic person should be evaluated by their healthcare provider on a case-by-case basis and decisions to test for COVID-19 should be based on their personal health history. Diagnostic testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is possible to have COVID-19 and other health conditions at the same time. Early diagnosis can prevent further transmission. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results.

6. If someone has previously tested COVID-19 positive, do they need to be sent home if ill or do they need to be quarantined if named as a close contact? (Updated 8/20/2020)

Individuals who tested COVID-19 positive within the past 3 months by PCR or Antigen test should not have a suspicion of COVID-19 reinfection, and therefore, do not need to be excluded, isolated or quarantined for a period of 3 months prior to onset date or specimen collection date if asymptomatic.

Contacts to Cases

7. What is contact tracing?

Contact tracing is used by health departments to prevent the spread of infectious diseases. In general, contact tracing involves identifying people who have a confirmed or probable case of COVID-19 (cases) and people who they came in contact with (close contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to [isolate](#) and their contacts to [quarantine](#) at home voluntarily.

8. Who is a close contact?

A close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for at least 15 minutes throughout the course of a day. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be

considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case.

9. Who will do contact tracing?

Contact tracing will be performed by the Local Health Department (LHD), sometimes in partnership with DPH or a community-based organization. However, schools can assist the LHD by identifying all close contacts with a confirmed case. Documentation of assigned seats and taking photos of assembled classes can be useful in helping schools determine who was within 6 feet of a given case.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions for release of information in the event of an emergency and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

10. Is contact tracing only performed when a positive test is received?

Contact tracing is performed for a confirmed case (laboratory confirmed positive) or a probable case (person with clinically compatible COVID-like symptoms and epidemiologically linked (known exposure) to a confirmed case or testing positive by an antigen test).

11. If a confirmed or probable COVID-19 case is identified in a classroom, or on a school bus, who will be considered close contacts that need to be quarantined for 14 calendar days? Will this include the entire classroom or all the students on the bus?

Exposure in a classroom should be limited to everyone with whom the confirmed or probable COVID case had close contact, within 6 feet, for at least 15 minutes throughout the course of a day. Exposure on a bus must include everyone who sat within 6 feet of the confirmed or probable COVID case for 15 minutes or longer. A possible approach to identifying close contacts on a bus would be to include persons who sat 3 rows in front and 3 rows behind the confirmed or probable COVID case.

12. If the close contact and the COVID case were both wearing their cloth face coverings when the exposure occurred, is the close contact still required to be quarantined?

Yes. While there is strong evidence that face coverings significantly reduce the risk of infection, the likelihood for transmission cannot be ruled out.

13. Is a **healthcare provider's note required to return to school after a 'close contact' to a case completes 14 calendar days in quarantine? (Updated 9/9/20)**

Persons who remain asymptomatic throughout 14 calendar days of quarantine do not need a **healthcare provider's** note to return to school. During the quarantine period, a contact tracer will be closely monitoring the contact to confirm they remain asymptomatic.

14. What is the definition of an outbreak in schools?

Two confirmed cases of COVID-19 infections occurring within 14 calendar days of each other in individuals in the same classroom would meet the case definition for an outbreak. This is because the cases would be epidemiologically linked (known exposure to) with respect to place (same classroom)

and time (within 14 calendar days). This would prompt an investigation by the LHD that may result in recommendations for testing and quarantining all students/staff in the affected classroom.

15. If a student or staff member is identified as a close contact to a person with COVID-19 and is instructed to quarantine for 14 calendar days, do their household members and close contacts also have to quarantine? (Updated 9/9/20)

No, contacts of a person who is a close contact to a COVID-19 case do not need to self-quarantine unless they develop symptoms or if the person identified as the close contact develops COVID-19. They should, however, monitor themselves closely for symptoms of COVID-19 and if they become symptomatic, self-isolate and seek medical evaluation/testing.

Special Situations/Other Groups

16. Can the school nurse administer nebulizer treatments on campus?

Where possible, nebulizer treatments should be scheduled to be administered at home or the student may switch to metered dose inhalers with spacers for use at school. Nebulizer treatments, if required to be administered at school, should be done in a separate room with only the school nurse and student present. Nebulizer treatments should be administered to only one student at a time. If a window or fan is available, open the window and vent the fan to blow out of the window. The person administering the treatment should wear personal protective equipment (PPE) including a fit-tested N95/KN95 respirator, a face shield or goggles, gown, and gloves. Hand hygiene (washing) should be performed before donning (putting on) and after doffing (removing) PPE. Upon completing the nebulizer treatment, the student should perform hand hygiene. The room should be left vacant for a period of time (suggested minimum of 2 hours) then thoroughly cleaned and disinfected. Consult with individual student health care providers, if applicable, and Individualized Education Program (teams to determine the best modality to meet students' needs on an individualized basis. Appropriate consents must be obtained for communication with outside providers. Review IEPs, 504 Plans, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

17. Playing of some music instruments and singing are recognized as ways COVID-19 can be spread more easily by respiratory droplets. How can we prevent transmission in band or music classes?

Whenever possible, hold music classes outside. When possible, music classes held indoors should occur in well-ventilated spaces and if possible, with windows open. Ensure students (and teachers) are physically distanced from each other by at least 6 feet and consider increasing the amount of social distancing more than 6 feet if space allows. Have students in one line or stagger spacing to ensure maximum distancing. Students should not face each other. Instruments where air is blown into or through should be turned so that expelled air does not go towards others. Consider using instrument covers to prevent spread.

18. Occasionally, students share music, equipment, and even instruments. How do we manage these situations?

Avoid sharing instruments. If instruments must be shared (e.g., drums), they should be cleaned and disinfected between students². Music reeds and mouthpieces should **not** be shared. Note that some

instrument surfaces may be damaged by cleaning and disinfecting products, so contact your instrument dealer for guidance on disinfection, and follow the manufacturer's instructions for cleaning. Discourage the sharing of music stands so that students do not inadvertently move closer to each other to see the music.

19. If an athlete is diagnosed with COVID-19, is it up to the school to notify all other teams that the athlete has been in contact with?

Yes – the school should make generic notifications to other schools and teams with which the confirmed or probable COVID athlete may have had contact without identifying the person's name. Provide minimal information to protect confidentiality, but enough for the school to respond as needed. The LHD can assist in making this notification.

20. What is the role of the Local Health Department in a situation involving an athlete diagnosed with COVID-19?

The LHD will conduct contact tracing to identify close contacts (including household, social, and sport-related) to the case and place them in quarantine for 14 calendar days.

Testing

21. What is the average amount of time after receiving a COVID test that results will be received?

Turnaround time (TAT) for laboratory test results is dependent on laboratory capacity. Typically, the TAT for test results from the state lab is 2-3 calendar days. The TAT can increase when the demand for testing is high. Private reference labs may be able to offer a shorter TAT and should be considered as an option for testing.

22. Can the school be notified of a confirmed or probable case as quickly as possible?

Schools should ask parents/guardians to notify the school as quickly as possible with any confirmed or probable COVID-19 cases. It is important that schools communicate this expectation to parents/guardians early and often. The local health department (LHD) will also receive a report of a confirmed or probable case from either a lab or provider. However, the report does not necessarily include school information (unless the school was the test submitter). This means that the LHD must obtain this information by interviewing the case/parent/legal guardian. The LHD will notify the school as soon as they have acquired the school information. Schools should identify a point of contact for LHDs, including someone who can be reached after hours.

23. If a student or staff member presents a note or negative COVID-19 test result, for how many days is that test result valid?

A negative polymerase chain reaction (PCR) test is valid only for the day on which it was reported. It denotes that on the day that the sample was collected, the individual being tested did not have any detectable virus in their system. Because the incubation period (time from exposure to infection) for COVID-19 is 2-14 calendar days, a person with a negative test may still develop infection at some point during the incubation period.

Personal Protective Equipment (PPE)

24. What PPE is required to work in or attend school?

All persons on school grounds including students, teachers, school nurses, administrative and secretarial staff, food service personnel, custodial staff, public safety personnel, etc., must wear a face covering at all times when in school or in transit to and from school via group conveyance (i.e., school buses), unless a specific exemption applies.

25. What is the primary purpose of a face covering?

The primary purpose of a face covering is to prevent the wearer from potentially exposing or infecting others. To be effective, face coverings must be worn properly and must completely cover both the nose and mouth.

26. How should cloth face coverings be cleaned and stored?

Personal [cloth face coverings](#) should be taken home, [laundered](#) daily, dried in a dryer, and reused. Personal cloth face coverings should be stored between uses in a clean sealable paper bag or breathable container.

27. When should a face covering be changed?

Face coverings must be changed immediately if soiled, wet, or torn.

28. Can face coverings be removed at certain times? (Updated 9/9/2020)

Yes – face coverings may be temporarily removed at school:

- When eating
- When outdoors and physical distancing of at least 6 feet can be maintained
- When playing a musical instrument outdoors with at least 6 feet social distancing
- If using a face shield when other methods of protection are not available or appropriate (<https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>)
- While children are napping with close monitoring to ensure no child leaves their designated napping area without putting their face covering back on
- For staff, when alone in classrooms or offices with the door closed

Strict adherence to social distancing should be maintained when face coverings are removed in limited situations.

29. What if a student or staff member is unable to tolerate wearing a face covering? (Updated 9/9/20)

Individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face covering are required to provide documentation from the individual's [healthcare provider](#). These persons may wear a face shield in lieu of a face covering; however social distancing must be strictly enforced. Measures to reduce risk of exposure for these persons should be implemented where possible.

30. What practices should be followed for children during naptime? (Updated 9/9/20)

Ensure that children's naptime mats and cots are spaced at least 6 feet apart as much as possible. Consider placing children head to toe to further reduce the potential for viral spread. Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed weekly. Keep each child's bedding separate and stored in individually labeled bins, cubbies, or bags. Label cots and mats individually for each child. Face coverings can be removed while children are napping with close monitoring to ensure that no child leaves their designated napping area without putting on their masks. Children should be instructed to not talk or sing during nap time. Where possible, provide good ventilation where the children are napping, opening windows when feasible and incorporating fresh air into the ventilation system.

31. What PPE is required by school nurses who are assessing a student or staff member reporting COVID-like symptoms? (Updated 8/18/2020)

If the nurse is screening a sick individual, it will be safest for them to be wearing a fit-tested N95 mask, eye protection with face shield or goggles, gown, and gloves. When performing clinical evaluation of a sick individual, school nurses will use enhanced droplet and contact transmission-based precautions. Staff performing this evaluation should use appropriate personal protective equipment (PPE) including:

- Fit-tested N95 respirator
- Eye protection with face shield or goggles
- Gown
- Gloves

Any staff member who may be involved in the assessment or clinical evaluation of a student or staff member with COVID-like symptoms should be trained on the type of PPE required and how to don (put on) and doff (remove) it correctly and safely.

Respirators such as N95s must be used as part of a written respiratory protection program.³ OSHA requires that N95 masks be fit tested prior to use. This is an important step to ensure a tight fit for the mask to be effective in providing protection.

32. Can a face shield be worn instead of a face covering?

Because respiratory droplets may be expelled from the sides and bottom of face shields, they do not provide adequate 'source control' and should only be used as a substitute for face coverings in the following limited circumstances:

- Individuals who are under the age of 2
- Individuals who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
- Students who provide a health care provider's note as documentation that they have a medical contraindication (a contraindication or condition that makes masking absolutely inadvisable) to wearing a face covering
- Teachers needing to show facial expressions where it is important for students to see how a teacher pronounces words (e.g., English learners, early childhood, foreign language, etc.). However, teachers will be required to resume wearing face coverings as soon as possible. Preferred alternatives to teachers wearing face shields include clear face coverings or video instruction. There must be strict adherence to social distancing when a face shield is utilized.

33. Who has the credentials to be able to provide a medical note or perform a routine health check-up? (Updated 9/9/20)

IDPH recommends that a **healthcare provider** licensed to practice medicine in all branches of medicine, as defined in [105 ILCS 5/27-8.1](#), be referred to for providing medical notes and performing routine health check-ups.

34. How should schools handle students with IEPs or 504 plans who cannot tolerate a face covering or a face shield?

Students with an Individualized Education Program (IEP) or 504 Plan who are unable to wear a face covering or face shield due to a medical contraindication may not be denied access to an in-person education if the school is offering in-person education to other students. Staff working with students who are unable to wear a face covering or shield due to a medical contraindication should wear approved and appropriate PPE based on job specific duties and risks and maintain social distancing as much as possible. Other students should also remain socially distant from students who are unable to wear a face covering or face shield due to a medical contraindication. Schools should consult with their local public health department regarding appropriate PPE for these situations.

35. Can athletic face coverings, e.g., neck warmers be used as a substitute for cloth face coverings?

CDC recommends that people wear [cloth face coverings](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain. Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called [source control](#). It is not known if athletic face coverings/neck warmers provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of athletic [face coverings/neck warmers](#) as a substitute for cloth face coverings.

36. Can you provide recommendation on cleaning?

Schools should follow CDC's [guidance for cleaning and disinfecting public spaces, workplaces, businesses, schools and homes](#). **Cleaning and disinfection products should not be used by children or near children**, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

37. What kind of PPE is required for staff who clean areas used by a suspected or known COVID case? (Updated 8/20/20)

If a janitor is cleaning an area used by a suspected or known COVID case, it will be safest for them to be wearing a fit-tested N95 mask, eye protection with face shield or goggles, gown, and gloves.

38. Can clear face coverings be utilized? (Updated 9/9/20)

While [cloth face coverings](#) are strongly encouraged to reduce the spread of COVID-19, CDC recognizes there are specific instances when wearing a cloth face covering may not be feasible. In these instances, parents, guardians, caregivers, teachers, staff, and school administrators should

consider adaptations and alternatives whenever possible. They may need to consult with healthcare providers for advice about wearing cloth face coverings.

People who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired—may be unable to wear cloth face coverings if they rely on lipreading to communicate. This may be particularly relevant for faculty or staff teaching or working with students who may be deaf or hard of hearing. In this situation, consider using a **clear face covering** that covers the nose and wraps securely around the face. If a clear face covering isn't available, consider whether faculty and staff can use written communication (including closed captioning) and decrease background noise to improve communication while wearing a cloth face covering that blocks your lips.

In addition to those who interact with people who are deaf or hard of hearing, the following groups of teachers and staff may also consider using clear face coverings:

- Teachers of young students (e.g., teaching young students to read).
- Teachers of students who are English language learners
- Teachers of students with disabilities

School Closure

39. If there is a confirmed or probable case of COVID-19 within a school, what are the recommendations for school closure?

Decisions for temporary closure of a school will be made by school leaders in consultation with the LHD during its investigation of a case or cluster of cases. If the LHD determines that there is a risk to the school community, the school may be closed temporarily for cleaning and disinfection. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This also allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

40. Are there alternative strategies to school closure that may be considered or employed?

Alternative strategies, less drastic than closure, might include:

- Quarantining the affected classroom where social distancing is challenging (e.g. early childhood).
- Suspending affected classes or closing playgrounds.
- Canceling non-essential activities and meetings.
- Keeping students in constant class groups or classrooms and moving teachers routinely between classes.
- Increasing spacing between students in classes.
- Shortening the school week.
- Staggering school start and lunch/break times across year groups or classes.

Communication and Reporting

41. Are schools required to report information to the local health department including cases, type and onset of symptoms, number of exposed persons, etc.?

Yes – schools must cooperate with the LHD to provide relevant information needed for mitigating the spread of COVID-19 infection and must be reported to the LHD for use in surveillance and contacting tracing public health activities. Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

42. Is there a template letter for schools to use when notifying parents/guardians, students, and staff of a case of COVID-19?

Yes, a template letter can be found here:

<https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Case-School-sample-letter.docx>.

43. Is it a Family Educational Rights and Privacy Act (FERPA) violation to notify the LHD/IDPH or staff and parents of a confirmed or probable case(s) in our school?

No – a laboratory confirmed case of COVID-19 is reportable within 3 hours to the Local Health Department per the **Communicable Disease Code**. Identifiable information on a student or staff member including name and contact information, is reportable to IDPH or to the local public health authority for any notifiable disease or condition.

Schools must be aware of records and confidentiality laws pertaining to school student records, including exceptions to release of information in the event of an emergency, and requirements to notify parents and create a record of emergency releases of information. (105 ILCS 10/6(a)(7); 23 Il. Admin. Code 375.60).

44. Does contact tracing violate the Health Insurance Portability and Accountability Act (HIPAA)?

No. The HIPAA Privacy Rule allows for reporting by covered entities to public health for the purpose of preventing the spread of infectious diseases. HIPAA recognizes the legitimate need for public health authorities, and others responsible for ensuring public health and safety, to have access to protected health information to carry out their public health mission⁴.

45. If we have a case of COVID-19 in a student at our school, what is our responsibility for notifying schools attended by siblings of the case?

There is no need to notify a school attended by siblings of a sick individual. If the sick individual tests positive for COVID-19 or becomes a probable case, the LHD conducting contact tracing will place siblings in quarantine for 14 calendar days and facilitate parental notification to the school(s) attended by siblings of the case.

**46. Besides public health authorities, who should be notified of a case of COVID-19 at our school?
Must we notify the entire district, or only the classroom or the building?**

Communication of a confirmed or probable case of COVID-19 to the district and school community should align with the school's policy for notification of cases of communicable diseases. The communication message should counter potential [stigma](#) and discrimination. In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and the Illinois School Student Records Act

Travel Restrictions

47. Are there any current domestic or international travel restrictions for which we should be monitoring and excluding students and staff? (Updated 9/9/20)

There is widespread, ongoing transmission of novel coronavirus worldwide. Anyone who has traveled internationally or domestically where COVID-19 transmission is high or increasing in the past 14 calendar days should stay home and monitor their health. [The CDC updated COVID-19 Travel Recommendations by Destination on August 25, 2020. Click \[here\]\(#\) to link to this page to identify countries with high transmission for which 14-day quarantine would be recommended. Information on domestic travel can be found \[here\]\(#\).](#) Some Illinois counties or municipalities do require or recommend 14 calendar days of quarantine for travelers returning from states with high community prevalence of COVID-19. IDPH does receive frequent notifications of travel-related exposures. If public health is notified that a student or staff member is a contact to a COVID-19 case as a result of travel, quarantine for 14 calendar days will be required. As an employer working with vulnerable populations, school administrators may consider advising staff who travel that they are required to quarantine (if exposed) due to travel.

Cleaning and Disinfection

48. What kind of cleaning and disinfection should our school be doing routinely?

Enhance your standard cleaning and disinfection practices. Increase the frequency of cleaning and disinfection with a focus on areas that are commonly touched, such as doorknobs, stairwells, light switches, elevator buttons, etc. Disinfect seats and rails on school buses at least daily. Shared objects such as toys, games, art supplies, should be cleaned and disinfected between uses. Ensure cleaning and disinfection products are EPA-approved and used safely and in accordance with label directions.

49. What are exact cleaning requirements for areas used by a suspected or confirmed COVID-19 case?

Areas used by an individual with COVID-like symptoms, e.g., examination room in the school nurses' office, should be closed off for as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Outside doors and windows should be opened to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Environmental cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons with COVID-like symptoms, focusing especially on frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is

available [here](#). Personnel performing environmental cleaning should use personal protective equipment (PPE) including fit-tested N95 respirator, eye protection with face shield or goggles, gown, and gloves.

Resources

¹ <http://dph.illinois.gov/sites/default/files/publications/commchartschool-032817.pdf><https://www.healthychildren.org/English/family-life/work-play/Pages/When-to-Keep-Your-Child-Home-from-Child-Care.aspx>

²<https://www.nfhs.org/articles/covid-19-instrument-cleaning-guidelines/>
<https://issma.net/covidresources.php> (Indiana guidance may vary from Illinois)

³ OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134>

National Association of School Nurses

https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Facemask_Considerations_for_Healthcare_Professionals_in_Schools.pdf

⁴<https://www.hhs.gov/hipaa/for-professionals/special-topics/public-health/index.html#:~:text=Background%20The%20HIPAA%20Privacy%20Rule%20recognizes%20the%20legitimate,information%20to%20carry%20out%20their%20public%20health%20mission>
<https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>



Joliet Catholic Academy – Return to School WAIVER OF LIABILITY AND INDEMNIFICATION

Acknowledgement and Assumption of Risk: The undersigned does hereby acknowledge that he/she is aware of the dangers and the risks to the student's person involved in the 2020-2021 [Return to School Plan](#).

The undersigned understands that the return to on campus learning involves certain risks to the student, including risks regarding exposure to COVID-19. By electing the hybrid learning model, the undersigned acknowledges he or she may be increasing the risk of contracting the virus. The undersigned also understands that there are potential risks that may presently be unknown. As a result, the undersigned recognizes the importance of complying, and agrees to fully comply, with the applicable laws, policies, rules and regulations, and any faculty or administrator instructions regarding the Return to School Plan, including instructions related to social distancing precautions, wearing face coverings, physical separation, and sanitization.

The undersigned understands that Joliet Catholic Academy does not insure students in returning to campus or its hybrid learning model, that any coverage would be through personal insurance, and Joliet Catholic Academy has no responsibility or liability for injury or illness resulting from the Return to School Plan.

The undersigned acknowledges that the student voluntarily elects to utilize the hybrid learning model with knowledge of the danger involved, and hereby agrees to accept and assume any and all risks of personal injury, illness, or death.

Waiver of Liability and Indemnification:

In consideration for being allowed to participate in the hybrid learning model for the 2020-2021 academic year, on behalf of his or herself, the student, his/her personal representatives, heirs, next of kin, successors and assigns, the undersigned forever:

- a. waives, releases, and discharges Joliet Catholic Academy, its board members, agents, officers, faculty, employees, and owners and lessors of the premises, if applicable, from any and all liability for the student's disability, personal injury or illness, property damages, property theft, death or claims of any nature which may hereafter accrue to the student, and the student's estate as a direct or indirect result of being on campus; and
- b. defend, indemnify, and hold harmless Joliet Catholic Academy, its board members, agents, officers, faculty, employees, and owners and lessors of the premises, if applicable, from and against any and all claims of any nature including all costs, expenses and attorneys' fees, which in any manner result from student's actions as a result of being on campus.

I, the undersigned, affirm that I am freely signing this agreement. I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may otherwise be available to myself,

and/or if the student is a minor, on behalf of the student, regarding any losses the student may sustain as a result of being on campus and electing the hybrid learning model. I agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

READ ABOVE BEFORE SIGNING BELOW:

Name of Student: _____ Age of Student: _____

Signature of Student if 18 or older: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____