

# Immanuel Christian Academy

## “Return to Learn” Plan

2020-2021

As part of the Restore Illinois plan that was announced in May 2020 and Executive Order 2020-40, phase 4 allows for schools to reopen for in-person instruction. However, this does not mean we are able to return to pre-pandemic operations.

Much consideration has been given as to what may be appropriate for Immanuel Christian Academy at this time. The safety and security of our families, students, faculty and staff has remained our top priority. During our many discussions as to what we should do we reviewed, and continue to review documentation and guidelines from the Illinois State Board of Education (ISBE), Centers for Disease Control and Prevention (CDC), and the Illinois Department of Public Health (IDPH). We reviewed what other schools and districts within our area are doing. We also surveyed parents so that we may know your thoughts regarding our return to learning.

The Day School Commission therefore decided to offer two options to our school families for the upcoming school year. Option A is a return to in-person instructions. Students will attend full-day classes, five days a week. This document contains information as to what the option more fully entails.

Option B is a plan for remote learning through a live streaming process. Students would attend classes five days a week. State guidelines regarding this option will be followed with regard to clock hours, attendance, grades, homework, and parent communication. Further information about this plan will also be included in this document.

If there is a change in the reopening status due to updated public health guidance and/or changing public health conditions, and we are unable to continue in-person instruction, all students will participate in a remote learning plan.

### **OPTION A: IN-PERSON INSTRUCTION**

The ISBE and IDPH have mandated the following requirements:

- \*The use of appropriate personal protective equipment (PPE), including face coverings
- \*Gatherings of more than 50 individuals in one space is prohibited
- \*Social distancing of 6 feet is required
- \*Daily symptom screenings and temperature checks must be conducted prior to entering the building
- \*Increased schoolwide cleaning and disinfection must be implemented

## **1. PPE/FACE COVERINGS**

- \*All individuals in the school building must wear a face mask at all times, even when social distancing is maintained. This includes students, faculty, and staff.
- \*Students must be wearing face masks when they enter the building.
- \*Face masks are not required outside if social distancing of 6 feet is maintained.
- \*Students who are unable to wear a face mask must choose Option B for their return to learn plan.
- \*Face masks must follow school uniform policy regarding logos, etc., and may not be a plain bandana.
- \*Face masks should fully cover the mouth and nose and fit snugly with no gaps.
- \*Face masks should be changed daily and washed after each use.
- \*Disposable face masks are available for students in emergency situations.

## **2. LIMITED NUMBER OF INDIVIDUALS IN ONE SPACE**

- \*One space refers to one classroom, a gym, or a lunchroom.
- \*Larger groups of students will no longer be combined for subjects such as Art, Music, PE, or Choir.
- \*Classroom enrollment numbers have been limited.
- \*Students will eat lunch in their own classroom.
- \*Chapel services are being revised to accommodate smaller numbers, based on Option A or B choices. We are also looking to live stream chapel for those who choose Option B.

## **3. SOCIAL DISTANCING**

- \*Social distancing requires that individuals must maintain 6 feet of physical distance from others.
- \*Classrooms have been reconfigured to allow for social distancing. Student desks are all facing the same direction and excess furniture has been removed.
- \*Hallway signs on the floors and walls will indicate the correct distance and direction that students need to follow.

\*There are specific schedules for each classroom regarding bathroom breaks, as well as gym and playground usage.

\*Lunches will be eaten in the classroom.

## **5. DAILY TEMPERATURE CHECKS AND SYMPTOM SCREENING**

\*Currently known symptoms of COVID-19 are: temperature greater than 100.4 degrees Fahrenheit, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congesting or runny nose, nausea, vomiting, or diarrhea.

\*Students who exhibit any of the above symptoms will not be allowed to enter the building and must return home.

\*Parents should monitor their children and check for symptoms prior to coming to school. If child is exhibiting any symptoms they should stay at home and parent should contact a medical provider for evaluation.

\*Prior to students entering the building, parents must turn in a completed symptom verification form that certifies their child is free of symptoms. If no form is presented, students will not be allowed to enter the building.

\*Parents will not be able to leave until the verification process is complete. Please note that forms should be completed prior to arrival.

\*Verification forms will be sent home each day and will also be available online on the school website.

\*Faculty and staff members must also go through a daily verification process.

## **5. CLEANING AND DISINFECTION OF THE SCHOOL BUILDING**

\*Immanuel Christian Academy will not be using a single custodian this year. An insured and licensed cleaning service has been hired for daily cleaning, disinfection, and sanitizing of the building.

\*All cleaning and sanitizing products have been EPA approved.

\*All high touch areas, classrooms, restrooms, hallways, common areas, door handles, handrails, etc. will be cleaned and disinfected daily.

\*Faculty and staff will also clean various high touch areas within their classrooms and the school throughout the day.

## **INFECTION CONTROL PROCEDURES**

### Classrooms

- \*In addition to face masks and social distancing, students will be provided with clear desk shields for their desks. The shield will provide extra protection.
- \*Adequate supplies of hand sanitizer, extra face masks, paper towels, gloves, etc. will be present in each classroom.
- \*Movement throughout the classroom will be limited.
- \*Student personal items and supplies will be kept separate from the items of others.
- \*Hand sanitizer stations will be set up throughout the school building.

### Shared Objects

- \*As recommended by the CDC, students will be restricted from sharing items.
- \*Electronic devices, toys, books, games, and learning aids will not be shared.
- \*Students will be assigned a specific chrome book to be used for the school year. Students will need to have their own headphones to use.
- \*Chrome books will be cleaned and sanitized prior to the school year and will be cleaned and sanitized regularly.

### Traffic Flow/Hallway Procedures

- \*To limit the number of students in the hallways at any given time, teachers will have scheduled times for various activities.
- \*When students arrive to school each day, they should proceed immediately to their classrooms and prepare for the day without loitering in the hallways.
- \*Only two students will be allowed in the bathrooms at one time.
- \*As students traverse the hallways they will stay to the right and maintain social distancing as much as possible.
- \*Students will no longer use the lockers in the bathrooms.

### Drinking Fountains

- \*Students will no longer use the faucet/spigot on the water fountains.
- \*Students should bring bottled water to school or a reusable water bottle that can be used with the bottle filler on the fountain.

\*Reusable bottles should be taken home and cleaned daily.

#### SCHOOL OFFICE

\*Non-essential visitors, volunteers, and activities that involve external groups or organizations are restricted from entering the school.

\*Parents should pay tuition, fees, submit documents, etc., online as much as possible. A drop box is located outside the office if needed.

\*Should a parent need to meet with office personnel or a teacher an appointment must be made.

\*If parents need to drop off forgotten items, they may be left in the designated area at the school entrance. Please label items with the child's name and grade. Office staff will deliver the items to the student.

\*Parents may no longer walk students to the classroom in the mornings.

\*If a child needs to leave early, please contact the school office and inform them when the child should be ready.

\*All parents and visitors who enter the building will be asked to sign in with name, reason for visit and leave contact information.

#### PE/GYM USE/RECESS/PLAYGROUND

\*The ISBE and IDPH have mandated that face masks must be worn while in the building and students must remain 6 feet apart. This requirement applies to activities that take place in the gym, like Recess and PE.

\*Games and sports activities that require close guarding and any potential physical contact with another player must be avoided.

\*As weather permits, students will have Recess and PE outside.

\*While the use of some share equipment is not recommended, students will be able to use some playground balls, basketballs, and other equipment. Once recess has ended all equipment will be sanitized.

\*Each classroom will have their own set of equipment to use.

\*Students and staff will practice hand hygiene procedures before and after each Recess and/or PE.

\*As we are unable to clean and sanitize the high touch surfaces of the swings, slides and other larger play surfaces after each recess, students will not be able to use those structures until further notice

## HAND HYGIENE

Students will be encouraged to wash their hands frequently throughout the school day. Hand sanitizer will be available throughout the building. Hands should be washed with soap and water for 20 seconds. Students will be asked to perform hand hygiene upon arrival to and departure from school; after blowing their nose, coughing, or sneezing; after using the restroom; before and after lunch; before and after recess, etc.

## HEALTH AND SAFETY PROTOCOLS

The protocols that we will be following have been put into place by the IDPH.

- \*All faculty and staff will be trained on these health and safety protocols prior to the beginning of the school year.

- \*Any individual who tests positive for COVID-19 or who shows signs or symptoms of illness must STAY at home.

- \*Families and staff should report possible cases to the school to initiate contact tracing

- \*Specific symptoms should be reported to the office when calling in an absence, along with COVID-19 diagnoses and COVID-19 exposure.

- \*Information will be documented and shared with appropriate personnel and the local health department.

- \*Anyone who has been sick should not return to school until they have met the criteria to return.

- \*CDC and IDPH guidelines state that students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must lapse from resolution of fever without fever reducing medications and 10 days must past after symptoms first appeared.

- \*In order to return, students and staff who were sick must go through a verification process.

- \*The school library is now the health office and will be used to house students who get sick during the day. The health office has a separate exit, a sink, a phone, and is near the bathrooms. Sick students will be supervised and monitored, taking into account PPE and appropriate distancing.

- \*Any individual who shows symptoms or becomes ill will be sent to the health office. Parents will be contacted in order to pick up the child from school.

- \*Any areas that were used by the sick person will be closed off until after proper cleaning and disinfecting procedures have been completed.

\*Individuals who have been in close contact with someone who has tested positive for COVID-19 or is suspected of having it should isolate at home and monitor symptoms for 14 days.

\*Close contact means anyone who was within 6 feet for at least 15 minutes; provided care to someone who is sick with COVID-19; had direct physical contact; shared items; or if the sick person sneezed or coughed on someone.

\*Parent will be notified regarding any COVID-19 diagnoses.

## **MISCELLANEOUS**

### **Morning Drop Off Procedures**

-Morning drop off will begin at 7:00am. Temperature checks and symptom screening will begin at this time. Students will proceed to their own classrooms and prepare for the day. Classroom teachers will supervise their own students. Students who arrive between 7:00am and 7:45am will be charged a Morning Care rate of \$2.00.

-Parents will need to turn in a verification form before students may enter the building.

-Parents will not be allowed to walk children to the classroom.

-Parents should proceed and follow the drop off line.

### **After School Pick Up Procedures**

-Students will be dismissed by class groups. Older students who have younger siblings will be dismissed at the same time as their younger sibling.

-PK and K will dismiss from their classrooms. All other students will exit from the front doors of the school.

-2:30pm – PK and K Dismissal

-2:40pm – First through Fourth Grade Dismissal

-2:50pm – Fifth through Eighth Grade Dismissal

### **Lunch**

Until further notice, all students must bring their lunches to school. Due to some of the protocols now in place, we will not use the catering service we used last year. You will be notified if anything changes.

### **After Care**

The AfterCare program will be transitioning. Once we know how many students will need to use the program we can finalize any changes.

## **OPTION B: REMOTE LEARNING/LIVE STREAMING**

The remote learning plan that will be used as we begin school has been revised and updated from what was used at the end of last school year. Should we be required to cease in-person instruction we will further review and update this plan.

In order for remote learning to work there must be communication between the parent and teacher as well as between the student and the teacher. The student must be responsible in attending classes and completing homework assignments.

Teachers will be using either Zoom or Google Meets to present to the students. For younger students, teachers may use Class Dojo or Seesaw. Remote students must log on each day at the regular class time. They will be able to ask questions and participate as much as possible with the class. When the other students are working on assignments, the remote students will be able to ask questions and seek help.

The ISBE has indicated that attendance, homework, and grades should be calculated the same as in-person instruction. If a student does not log on for classes, it will be counted as an absence. Should there be a technology issue or an illness, the parent must contact the teacher. Teachers will record the classes so that students can review them later if necessary.

Students will also need to be seen by the teacher while logged on. Avatars will not be allowed. Remote students should prepare for a school day as if they were attending in-person instruction. Students should not be dressed in pajamas and should be sitting at either a desk or table.

During recesses, PE, and lunch time remote students may take a break. Otherwise they should be logged in to the classroom.

All students will receive a gmail account that is connected to the school domain. This account will allow for access to Google Classroom. Parents will be able to access this account for younger students. Assignments can be given through Google Classroom. This will alleviate the need for packets, as assignments can be submitted virtually to the teacher and graded virtually as well.

There are other options that will be available for students to submit assignments such as scanned and pdf documents. Parents and students will need to set up a planning/training meeting with the teacher to learn how to use Google Classroom, once an option has been chosen. A guide will also be provided for parents. Parents will be able to pick up textbooks and other needed materials during the planning meeting.

Chrome books will be available for all 3-8 grade students to use. If a student needs to use a chrome book for remote learning, the parents will need to sign a usage agreement. Tablets will be available for students in PK-2 grade.



Students who participate in In-Person Instruction will also be given instructions on the use of Google Classroom and other aspects of remote learning, should we need to go to all remote learning.

#### Acknowledgement/Waiver Form

Once an option has been chosen, parents will be asked to sign a form stating that they understand their options and their agreement with that option.