

# MEMO

**To:** Kiefer & AFA Parents  
**From:** Dan Ramos  
**Date:** July 24, 2020  
**Re:** School Information Update

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*Dear Parent/Guardian,*

*We are in unique circumstances during this global pandemic. The Illinois State Board of Education has many recommendations for hygiene, academic instruction, safety, and the overall well being of students. Our mission is to work together to find a plan that provides the best learning experience in a safe environment.*

*Enclosed are answers to questions about the school day. By no means is this a comprehensive list of information. We continue to plan for many aspects of the school day. We continue to closely monitor public health recommendations and are in close contact with our districts. The following answers are reflective of the information currently in front of us and is available to be revisited.*

*Flexibility is going to be very important this year. We look forward to an ongoing collaboration with you as we navigate these unique circumstances. We will continue to keep the lines of communication open as we approach the first day of school on Wednesday, August 12<sup>th</sup>.*

Yours in Education,

Kiefer & AFA Administration  
309-687-7236

## Preparing for the Day

### **Will staff members need to self-certify before each school day?**

- Yes. Every person entering the building will be required to complete this.

### **What requirements will be asked of visitors entering the building?**

- 2 requirements. 1) Masks required 2) Self certification questions asked (in person)

### **Will students need to self-certify/temperature check before each school day?**

- Yes. Every student will have a temperature checked before each school day and before entering the building. This applies to bus riders and car riders - even if a temperature check was completed before entering the bus.

### **How will social distancing be achieved in school?**

- Under Phase 4 guidelines, we are able to have no more than 50 people in one area. ISBE has recommended social distancing to the greatest extent possible. Classroom modifications for seating have been made. No more than 10 students are in one classroom. We are minimizing student movement throughout the building.
- We are modifying hallways/walls with signage and explicit markings that achieve social distancing. Each common area in the building has signs for max capacity of persons along with sanitizing stations for common objects(copiers, microwaves, refrigerators).

## The School Day

### **What occurs before a student enters the school building?**

- Upon exiting their bus/car, students will have 1) temperature check 2) hand sanitizer provided 3) mask provided.

### **Will students have opportunities for hand washing and sanitizing?**

- Yes. Each classroom will have hand sanitizer readily available. Handwashing and sanitizing will become a part of the student daily routine. Students are welcome to also bring in their own hand sanitizer for personal use.

### **How will computers & laptops be handled?**

- We will shut down every other computer in our computer lab to guarantee social distance. Upon arrival and departure, all contact areas will be wiped down and disinfected. Classroom iPads will be treated in a similar manner.

### **What occurs if a student exhibits flu like symptoms or has an elevated temperature?**

- Students may not be brought home by their bus. Students will need to be picked up by parent. In the meantime, we have established a designated “quarantine room” until parent pickup occurs. This quarantine room is located on the first floor of the building with minimal exposure to the building. It has access to restroom and will be monitored at all times by an adult. It is sanitized daily.

### **What is considered a temperature that is “too high”?**

- Any temperature more than 100.5 will automatically trigger a student to go home. An elevated fever above 99.0 will trigger the intervention of a nurse to check and ask for more symptoms. Even though not reaching the 100.4 threshold, this “heightened sensitivity” to flu-like symptoms will more than likely trigger a requirement to go home.
- We have an on site licensed school nurse that assists in each decision and evaluation.

### **I have a meeting to attend in the school. How will I attend?**

- Our meeting areas have max capacity limits for persons. Small number participant meetings may be conducted in person. Larger meetings will require a virtual meeting. Any district or parent request for a virtual meeting may be requested - regardless of size.

### **How will student movement be monitored and addressed?**

- To minimize the “bubble” for every student, we are operating under the principle that student movement will be limited to the classroom unless needing to leave for RR breaks, private therapeutic sessions, and PE outdoor sessions. Otherwise, student movement is limited. Stairwells will be identified as only UP or DOWN stairwells. Elevator use is only on a “as needed basis”. Main office visits are off limits to students. Playground visits are off limits to students.
- For students with movement breaks as accommodations, we are designating specific locations with capacity restrictions and hand sanitizing/mask wearing procedures in place.

### **How will classroom materials be used safely?**

- Each student will be required to use their own classroom materials. Each classroom has already been working on storage systems that guarantee your student only interacts with their materials.

### **Will related services continue with in person instruction?**

- All services outlined in the child’s IEP (i.e. OT, Speech, Clinical) will be addressed within safety procedures.

## Cleaning Procedures & Routines

### **What is being done for “deep cleaning” and sanitizing?**

- In preparation for the 1st day of school, our cleaning professionals have thoroughly cleaned and disinfected all hard surfaces. From top to bottom, surfaces that accumulate debris were cleaned. All soft surfaces and items not capable of being cleaned are being removed from daily use.
- We have established a cleaning schedule that addresses “high touch areas”. From the moment the last student enters the building in the morning, custodial staff will begin sanitizing the high touch areas. The school will have hourly sanitation tasks (doorknobs, restrooms, etc.). At the end of the day, a complete clean is completed for all common areas. Finally, at the end of the week, ALL AREAS of the building are being air and hard surface sanitized with a “fogger” like machine that instantly kills surface germs. This occurs with no staff/student in the building.
- As part of the student routine in classrooms, students will also practice safe cleaning of high touch areas within the classroom they come into contact with.
- Hand sanitizer is accessible at all times in the classroom along with handwashing opportunities.

## Quarantine procedures & timelines

### **What will occur if there is a positive case of COVID within the school - staff or student?**

- The school will have a tracing database that will track any one person in the building and whom they have close contact with on a daily basis (see definition below). From here, some or all of the following MAY occur
  - Administration will contact our Human Resource Department.
  - The County Public Health Department provides recommendations for quarantine times. Public health officials assess the risk and the immediate course of action for affected individuals or those in close contact.
  - Within privacy guidelines, families affected by quarantine recommendations will be contacted.
  - If needed, any 1 classroom or section of the school, will need to enter “remote learning”. The duration of this remote learning will be driven by Public Health recommendations.

Quarantine procedures & timelines(cont).

- Administration has the ability to shut the entire school down to remote learning if it is deemed unsafe to return or extra time is needed to guarantee a safe return for all to the building.

**What is considered “close contact”?**

- IDPH & CDC defines close contact as someone that is within 6 feet of someone for the duration of 15 minutes or more at one time without wearing a mask.

**How long can I expect to be quarantined if my child comes into contact with even a suspected case?**

- This answer varies. There are variables that affect the answer. When is testing completed? When were test results delivered? Are there other individuals in your home that are on the same timelines? What was the level of exposure, mask compliance? Public health officials will provide guidance in this matter. Each case is situational and handled on an individual basis.

Illinois State Board of Education Recommendations for Return to School

<https://www.isbe.net/coronavirus>