



Reopening Schools

Fall, 2020

Immaculate Conception Grade School Elmhurst

**Catholic School Office
Diocese of Joliet**

table of contents

Letter from the Superintendent	3
Health and Safety Action Plan	4
Physical Infrastructure Action Plan	7
Scheduling and Staffing Action Plan	8
Transportation and Food Action Plan	9
Extended Care Action Plan	10
Certification Form	11

Letter from the Superintendent

Dear School Leaders,

“We Teach More” is our tagline. Over the past three months, we have learned anew the meaning of those words. As we re-open our schools, we remember that the “more” that we teach is Christ himself. It is Christ who teaches us, rescues us, saves us, redeems us, heals us, unites us, forgives us, and loves us. St Paul asks, “What will separate us from the love of Christ? Will anguish, or distress, or persecution, or famine, or nakedness, or peril, or the sword?” (Rom 8:38) His answer? Nothing can separate us from the love of God in Christ Jesus. As we prepare to re-open our schools, let us remain focused on Christ who is the reason for our schools, the reason we teach, the reason why we will gather, prudently and safely, in the fall.

Rev. John Belmonte, S.J., Ph.D.

Rev. John Belmonte, S.J., Ph. D
Superintendent of Catholic Schools
Diocese of Joliet

Health and Safety Action Plan

Health and Safety- Strategies protecting the health and safety of the IC Community in all areas. Our staff will be diligent in reinforcing guidelines and teaching students so that they understand the expectations.

- To ensure continuous and consistent temperature monitoring as needed.
- Upon arrival all staff will have a temperature check prior to entering.
- Staggered drop off/pick up for students.
- After passing the temperature check they will proceed to their classrooms. This would alleviate crowds in the hallways.
- Example: Group 1 Last Name: A-H Students arrive at 7:30-7:45 am
- Group 2 Last Name: I-P Students arrive at 7:45-8:00 am
- Group 3 Last Name Q-Z Students arrive at 8:00-8:15 am
- PK-3 & PK-4 will most likely require separate drop off and pickups, especially if they are a youngest and only at IC. This will most likely be based on the start and end times of the various programs.
- Everyone will have their temperature taken upon their arrival at the entrance of the building.
- Only those students/staff whose temperature is 100.4 and above will be recorded. A temperature of 100.4 will require that student/staff return home and self-isolate and follow CDC guidelines for isolation.
- Those meeting the temperature guideline proceed directly to their classroom.
- Those not meeting the temperature guideline will be taken to the wellness room or returned to the parent immediately.
- Anyone arriving after 8:15 am will need to contact the office to assure the entrance procedure is completed prior to entering our building.
- Per executive order, ISBE guidelines, and diocesan rules, masks are to be worn by all over the age of two during school, even when social distancing.
- Appropriate Masks: Standard store-bought masks, handmade masks, masks that tie or go behind the ears, and masks with extenders behind the ears for comfort are all acceptable. Masks should properly fit, covering the nose and mouth.
- The protocol for a student or staff member testing positive or suspected of having COVID-19 is as follows:
 - Those students/staff who had close contact (within 6 feet for more than 15 minutes) with the infected individual need to self-quarantine for 14 days.

- Verify that the health department has been notified by the parent of the infected student or by the infected staff member.

Sanitation Strategies – Maintaining the highest level of cleanliness within ICGS

- As teachers enter the room they will sanitize their hands and wipe down all desks and chairs.
- CDC guidelines for handwashing will be taught to students and followed.
- As students enter the building they will sanitize their hands and move to their desks.
- Request that parents pack their students' lunches entirely in disposable containers. After lunch, these disposable items are then thrown away. After lunch students will sanitize their hands once again.
- Water bottles (brought home each night to be sanitized) will be used by students during the day. A designated water bottle fill station will be assigned for refills.
- Scheduled cleaning will be ongoing during the day in all areas of the building.
- A cleaning schedule has been developed for faucets, handles, and doors, and bathrooms will have scheduled cleanings with an electrostatic sanitization sprayer.
- All materials used to sanitize will take into consideration CDC guidelines.
- Entrance into the building will be restricted.
- Students will keep a small bag or container at their desks to collect all their garbage and this will be thrown out at the end of the day in a garbage can positioned in the hall as they leave their classroom.
- Currently, the building possesses an appropriate Fresh Air Ventilation system and it is continually monitored.
- Windows will be kept open as much as possible to promote safety.
- Plexiglass partitions, hand sanitizers, disinfection wipes and spray will all be used to promote sanitation.
- Toys and supplies will be distributed via individual bins and not shared.
- Toys will be disinfected and rotated daily.

Physical Distancing-Maintaining the appropriate space and routines for safety.

- Student desks will be spaced 6 feet apart in the classrooms.
- Drop off, pick up, hall movements, and water bottle refills will all happen on staggered schedules.
- Students will be physically distant and move on the right side of the hall in a single file.
- Online school gatherings, virtual field trips, and zoom guest speakers will be made available to classes.

- Students will each use their own desk all day as much as possible.
- Lockers will not be used at this time. Personal items will be stored in student backpacks.
- Restroom trips will be scheduled to allow for physical distancing.
- Playground time/lunch recesses will be on a staggered schedule to allow for physical distancing to meet required guidelines.
- Signage will be used throughout the building to promote physical distancing and promote appropriate hall movement.

Ensure Protective Equipment-Providing safety materials for the greatest protection of all.

- Various equipment ordered: masks, gloves, hand sanitizer, disinfectant wipes, etc.
- No-touch sinks, soap dispensers, dryers, and hand sanitizer dispensers will be put in place.
- Electrostatic sanitization sprayer will be used for cleaning.
- Continual on-going cleaning/sanitizing throughout the day.
- Plexiglass in locations (between bathroom sinks, at teacher desks) will be used to improve social distancing.
- Unnecessary objects will be removed from classrooms.
- Electrosanitization of classrooms will take place after school hours on a regular basis.
- Infrared camera will be installed to take individual temperature upon entering the building.
- Appropriate signage will be posted throughout the building.

Physical Infrastructure Action Plan

Physical Infrastructure-Adjustments made to the grounds or the way that they are used to provide greater safety.

- Signs will be posted to reinforce 6 feet physical distancing/floor markers as much as possible.
- Door signs will define safety protocols for entering classrooms.
- Traffic patterns for hallways will be taught and reinforced.
- Entrance and Exit procedures will be put in place and followed. These will include:
 - Staggered Assigned Drop Off
 - Staggered Grade/Classroom Exit
 - Temperature Checks
 - Appropriate Movement within the building
- The nurse will have two rooms. The first room will be for assessment and the second room (next to the nurse's office) will be for students who are awaiting pick up.
- This area will be properly ventilated to expel possible contamination. As soon as the student is picked up, the nurse's room will be electrostatically cleaned and vacated for the appropriate amount of time. The infected student's classroom will also be thoroughly cleaned and fellow students will not be allowed to enter room until after the electrostatic spray material has completely disinfected the area.
- Windows will be open as much as possible and fresh air ventilation system will be in continual use.
- Plexiglas barriers will be added to office, teacher desks, sink areas.
- Use of copy and laminating machines will be limited.
- Outdoor grassy area (corner of Cottage Hill & Arthur) will be used as an option for class as weather permits.
- Lunch and some specials will be held in the classroom.
- Recess area will be used in a staggered fashion in three locations on the property to allow for smaller groups and more space.
- K-8 students will have individual desks and their own materials/tools.
- The majority of students will be assigned their own computer therefore an effort will be made to reduce the materials that are going back and forth between school and home.
- Patterned flow will be established for movement through the school.

- We will limit visitors into school space and create a drop off area outside the front door for materials.
- We will have limited movement throughout the building.

Scheduling and Staffing Strategies Action Plan

Ensure Vulnerable Staff

- At risk students and staff have been identified.
- Plans will be created to proactively consider needs of at-risk individuals including the provision of equipment and optional methods of teaching.
- Substitute teachers have been identified.
- Options for e-learning have been established and are ready to for implementation as needed.

Scheduling and adjustment strategies for meeting the new requirements promoting health and wellness.

- Adjust staffing to take into consideration the CDC student spacing requirements by reducing class sizes.
- Social distancing will be maintained in the building (including classrooms) at 6 feet.
- Teachers will move between classrooms instead of students.
- Daily schedules will be adjusted to meet changes in class size.
- Students will be given several mask breaks throughout the day. Additional areas on campus have been identified for mask breaks.
- If necessary, specials will be handled by individual classroom instead of grade level.
- Lunches will take place in the classroom.
- Some programs may be changed due to the increased number of classrooms.
- Restrictions will be placed on the use of machines within the school lounge.
- Greater use of electronic notices will be used to share information in the building.
- Outdoor recesses will be handled with a staggered schedule for all grade levels.
- Alternative locations will be identified for recess and specials.
- Grades will be assigned a staggered return in an effort to give teachers time to work with students on new procedures and allow for students to reacclimate to the new environment.

- The staggered start will also allow teachers time to establish an elearning structure.
- We will start the year with half days in order to allow students time to adjust to the new school year.

Transportation and Food Service Strategies Action Plan

Food and Student Life-Adjustments for student activities.

- Staggered drop off and pick up system.
- No transportation accommodations needed.
- Changes in Mass will be made to meet physical distancing guidelines.
- Desks will be sanitized before and after lunch.
- Lunch will take place in classrooms or outdoors.
- Students will handwash before and after lunch.
- If student forgets their lunch, parents will be called, and lunch will be dropped off in a bin outside the front door.
- Staggered outside recess time.
- Changes in school gatherings/celebrations to take into consideration the CDC guidelines.
- Greater utilization of online connections and materials presentation.
- Greater use of Zoom/Google meetings.

Extended Care Action Plan

Extended Care Programs – Before and After School Care

- Students will have temperature taken as they arrive at the space.
- Students and staff are required to wear masks at all times per Illinois Executive Order 2020-40 filed June 4, 2020.
- Students who meet required temperature will go to an assigned location. Those who do not meet the required temperature will leave with parent or parent will be immediately contacted for pickup.
- Upon arrival, all students will sanitize hands.
- Program will be organized to allow an appropriate number of children in a classroom per guidelines.
- The space utilized will allow for physical distancing of 6 feet between children.
- Desks and chairs will be cleaned prior to the start of the program.
- Chairs, desks, and any material used will be sanitized at the end of the session or during the session.
- Limited sharing of toys will be allowed and only toys easily sanitized will be used.
- Any food areas will be cleaned prior to use and after use.
- Any snacks will be eaten at the student's assigned desk. The desk will be sanitized prior to eating and after eating snacks.
- Hands will be cleaned before and after eating the snack.
- Parents will remain outside of the building at drop off and pick up. We will request parents call as they are nearing so their child is ready to exit.
- An area away from other students has been identified for students who become ill. Parents will be notified and the area will be disinfected after the student leaves.

CERTIFICATION OF SCHOOL REOPENING PLAN

The requirements for health and safety as required by the Diocese of Joliet, the Catholic Schools Office and the State of Illinois have been met.

Certification to Reopen is
hereby granted
to

IMMACULATE CONCEPTION - ELMHURST

BY: *Michael J. Boyle*

Michael J. Boyle, Ph.D.

Superintendent of Schools

Granted: August 3, 2020