

COVID-19 Health and Safety Standards

POLICY

Increasing scientific understanding is that COVID-19 is a highly contagious, primarily airborne spread disease that impacts all ages, with adults over the age of 60 and individuals with certain medical conditions being high risk. This risk of infection or spreading of the disease can be significantly reduced, although not eliminated, through the use of face coverings, maintaining of appropriate social distancing and consistent use of good hygiene practices when practiced consistently and comprehensively. Heightened attention to cleaning and sanitization of buildings and District vehicles used to transport students or shared by staff and frequent touch points also contribute to slowing the spread of the disease. At the same time, the Board understands the value and importance of in-person learning for our students and the need to find an appropriate balance between the physical health needs and risks presented by the virus and the socio-emotional and developmental needs of our students.

Given this understanding and objective, the Board of Education establishes the following minimum health and safety standards for students, parents, staff and visitors to the schools and for maintenance and cleaning of District facilities and vehicles. These standards will remain in effect for the duration of the public health emergency associated with the COVID-19 pandemic and eased or lifted by the Board, upon recommendation of the Superintendent. In formulating recommendations to the Board, the Superintendent shall ensure the District's Health Services Coordinator is included in discussions regarding recommended changes in health related precautions, taking into consideration the status of the disease within the communities served by the Waukegan Public Schools.

Health Screens. The Superintendent or the Superintendent's designee is to develop and enforce procedures for screening of students, staff and visitors to the schools for symptoms of COVID-19, as related to in-person attendance at work or school. Minimally, the procedures shall be consistent with the health recommendations identified by State and federal health authorities and the rules and regulations set forth herein. Individuals who refuse to cooperate with the health screens may be denied access to the District's facilities and transportation, or, if already at school, sent home and will be subject to enforcement actions. Visitors who are non-cooperative shall be denied access and asked to leave immediately.

Face Coverings. Because COVID-19 is known to be transmitted through particles in the air, and because individuals infected with COVID-19 who are asymptomatic may not be identified through a health screening, and due to the incubation period of COVID-19 being 2-14 days, face coverings shall be required for all persons entering and while in school facilities, participating in school sponsored activities or events or while using school transportation, unless an exception applies.

Social Distancing. The District adopts a general six foot rule for purposes of social distancing for both indoor and outdoor activities, whenever practicable. Groups of individuals in an indoor or outdoor space may not exceed the number set forth by the phase of the Restore Illinois Plan that

Social Distancing (cont.)

is applicable to Waukegan, and social distancing between groups while outside must comply with those requirements. This rule may be relaxed for intermittent periods of time when necessary for instructional purposes, as appropriate in the delivery of health services, and to maintain the safety and security of individuals in the school setting or during school sponsored activities or to prevent the destruction or loss of school property.

Promotion of Good Hygiene. School personnel should teach, model and reinforce good hygiene practices identified as reducing the risk of COVID-19. This includes following guidelines of the CDC and the Illinois Department of Public Health regarding handwashing, covering coughs and sneezes, and the wearing and proper donning and doffing of face coverings.

Social and Emotional Supports. Student and staff emotional availability to learn or work is as important as their physical ability to be in attendance and participate in class. The District has in place multiple initiatives and procedures to identify and provide social and emotional supports to students arising from the impacts of COVID-19 in their lives that make it difficult to effectively engage in learning. These services range from instruction in the recognition and development of a healthy lifestyle to staff check-ins, counseling or crisis intervention to referrals to community providers where appropriate. Staff support is available through our Employee Assistance Program. The Superintendent or the Superintendent's designee(s) will regularly review the sufficiency and effectiveness of these services in meeting the needs of our students, families and staff members and make recommendations to the Board when areas of additional need are identified. Particular attention will be paid to assessing needs of students as they transition back to school.

Reporting Illness or Symptoms of Illness; Close Contact. Students and staff who have flu like symptoms of any kind, symptoms consistent with COVID-19 or close contact with an individual who has tested positive for COVID-19 must stay home for periods recommended by public health authorities. Normal procedures apply for reporting and taking of sick leave or excused absences as available to the individual. Employee requests for emergency sick leave or emergency family and medical leave under the *Families First Coronavirus Response Act* should be directed to the Human Resources Office.

The Superintendent or the Superintendent's designee shall serve as the District's liaison to the Illinois Department of Public Health for the reporting of known or suspected cases of COVID-19 and managing reports of illness in the District consistent with the District's contagious infectious disease policies. Individuals who test positive for COVID-19 or have been in close contact with someone who has tested positive for COVID-19 are asked to notify the District's Interim Health Services Supervisor and their immediate supervisor or the Department of Human Resources. The Superintendent or the Superintendent's designee will convene appropriate members of the multi-disciplinary contagious infectious disease team to make a determination as to whether or what steps may be necessary to reduce the risk of spread of the virus to others, provide social or emotional support to the student or staff member, and coordinate any public notifications with the Superintendent or the Superintendent's designee. Student, staff and family health related privacy rights are to be respected consistent with the law in any such notification and by staff who may

Reporting Illness or Symptoms; Close Contact (cont.)

have information based on a need-to-know for purposes of addressing health, safety or operational matters that arise out of the direct threat caused by COVID-19.

Written notification from a treating health care provider will be required prior to a student or staff member returning to school or school related activities if they have symptoms of or have tested positive for COVID-19. In the event of close contact with someone identified positive for COVID-19, students or staff should consult with treating health care providers and will be required to quarantine consistent with CDC or local public health recommendations in effect at the time. In the event of an outbreak or a substantial increase in student or staff absences in a building or throughout the District due to illness, the Lake County Health Department will be consulted for guidance.

Travel. Consistent with the District's student attendance policies, nonessential travel during the regular school year that will result in student absences is strongly discouraged. In the event decisions are made to travel, staff and families are encouraged to take into consideration COVID-19 related travel restrictions and recommendations in effect at the time of travel and to take precautions to minimize the risk of spread on return to work or school. These restrictions and travel recommendations can be found on the CDC website and on websites of the Illinois Department of Public Health or the Lake County Health Department. Students, visitors or staff who return from travel with symptoms of or having had close contact with an individual who has tested positive for COVID-19 within the last 14 days will be subject to the procedures set forth for Reporting of Illness or Symptoms of Illness below.

Visitors. Visitors to the buildings shall be limited to those essential to the business of the District and are expected to comply with District health and safety protocols at the time of visit. Parents with current business with school personnel that cannot otherwise be handled remotely through telephone calls, video conferences or email communications are essential visitors. Vendors delivering materials and supplies, providing authorized, in-person professional services to students or staff, or performing work on school facilities or grounds also are essential visitors.

Operational Considerations. The Superintendent or the Superintendent's designee(s) shall ensure that each school building has identified and marked with signage or other methods entry, exit and traffic patterns designed to slow the risk of spread in the buildings, as well as demarcations for social distancing where appropriate. Signage shall be placed at entry and exit doors and throughout the buildings in highly visible locations to remind students, staff and visitors of the District's expectations for maintaining a safe educational environment.

Cleaning and sanitization protocols of District facilities and equipment, as well as school vehicles and busses, are to be developed that take into consideration the need for heightened cleaning due to shared use and if or when it is learned that an individual who has tested positive or had close contact with an individual who has tested positive has been in the District's buildings or utilized District equipment, supplies or transportation.

Enforcement. Failure to cooperate with screenings, face coverings, social distancing expectations or other measures put in place to address the risks associated with COVID-19 presents a safety risk to others and may result in the individual being disciplined, up to and including termination or exclusion from school, or otherwise refused access to the schools.

Notices. The Superintendent or the Superintendent's designee shall ensure parents, students and staff are notified of the District's health and safety measures and expectations, using multiple methods of communication. A link to this policy shall be placed on the District's COVID-19 webpage, and the policy shall be made available in school offices, in both English and Spanish, upon request. Parents who need assistance in understanding this policy in another language shall be referred to the District's interpreters.

Conflicts. To the extent there is a conflict between this policy and other District policies, this policy shall control.

RULES AND REGULATIONS

Staff Building Access

All staff are to use their building access key cards to gain entry to the building(s) for which they have authorized key card entry. When visiting a building for which a staff member does not have authorized key card access, staff members are to sign the Visitors Log and indicate with whom you will be meeting and whether you anticipate being there over 15 minutes. This will assist in contact tracing and notification efforts should the need arise.

Health Screens

1. ***Entry Screenings.*** The following screenings are to occur on any day an individual is in-person in the District versus working or learning remotely.
 - A. **STUDENTS.** Students must complete a temperature and symptom check list prior to accessing District transportation or attending school each school day and provide the information to the Principal's designee. Individuals who arrive at the bus or school without having completed the self-screening report will be screened before being allowed access beyond the screening station.
 - B. **STAFF.** All staff must complete a temperature and symptom check list prior to entry to District facilities and provide the information to the Principal or their supervisor or their respective designee. Individuals who arrive without having completed the screening will be required to do so before being allowed access beyond the screening or entry station.
 - C. **VISITORS.** All visitors with need to enter school facilities are to be screened for wearing of an appropriate face covering and required to complete a symptom check list prior to entry. Screening will consist of the same questions posed to students

Health Screens (cont.)

and staff. Information shall be maintained by the Principal or the Principal's designee and made available to assist with contact tracing and notifications, when applicable.

Individuals experiencing symptoms identified as being COVID related, or who report having tested positive for or had close contact with an individual who tested positive for COVID-19 within the last 14 days must stay home pending medical clearance. Should they come to school parent, or in the absence of parent, the student's emergency contact, will be contacted and they will be sent home or may be referred for medical care as soon as identified. Opportunities to work or study from home will be provided, if available and reasonably possible.

2. ***School Day Screenings.*** Individuals who present with symptoms of COVID-19 while at school or participating in school sponsored activities or while on school grounds or transportation are to be referred to the school nurse, or in the nurse's absence the Interim Health Services Supervisor, for a determination as to whether it is safe for the student or staff member to remain in school, consistent with guidelines established by State and federal public health authorities. A dedicated care space is to be provided in each building for individuals presenting with symptoms identified as being associated with COVID-19 to wait pending consultation with a school nurse or a ride home when a determination has been made that the individual should be sent home or for medical care.

In the absence of a nurse being available, the student is to be sent home by the building Principal or the Principal's designee, with a recommendation to consult with their treating health care provider. The employee is to be sent home, with a direction to contact the Department of Human Resources for further direction.

3. ***Before or After Regular School Hours, During School Sponsored Activities.*** Before and after school activities are to be limited to school sponsored activities, and a list of attendees must be maintained by the activity sponsor, by date of attendance, to assist with contact tracing in the event the need arises. Where practicable, attendee contact information also may be collected to assist with notification should the need arise. Only one health screening is needed for a student upon arrival to school, provided there is not a break in the student's school attendance the day of the before or after school activity. If the student leaves school grounds, the student will be required to submit to another health screen upon return. This includes participation as a spectator at school athletic or fine arts events.
4. ***Screening Assistance.*** Each school building shall identify a procedure for parents to report the need for assistance with the screening procedure due to a lack of resources at home to comply with this expectation, such as a reliable thermometer, reliable Internet services to facilitate compliance with an on-line screening, if available. The Principal or Principal's designee shall maintain a list of these students and notify the parent, in writing, of the procedure the child is expected to follow each day.

Face Coverings & Personal Protective Equipment (PPE)

1. ***Generally.*** Face coverings are to be worn over the nose and mouth and should fit snugly against the sides of the face. Face coverings may be removed for purposes of eating or drinking, provided social distancing of at least six feet can be maintained from any other person present. Face coverings are to be put back on as soon as the nourishment is consumed.
2. ***Student Face Coverings.*** The District will provide at least one cloth face covering to students for the school year, at no charge. To the extent feasible, the District will provide a clean cloth face covering to students each day and collect the face covering at the end of the student's day for cleaning. Face coverings are for the students' sole use on the day distributed and are not to be shared with others during the school day. Students may wear an alternate face covering purchased at their own cost and to be maintained by them in lieu of the District's face covering.
3. ***Employee PPE.*** Employees will be provided access to personal protective equipment as appropriate to their job assignments; minimally this will include face coverings for when on site in school facilities, at school sponsored activities or on school transportation. Employees may choose to wear face coverings of their choosing in lieu of District provided face coverings, at their own cost.
4. ***Exceptions.*** Exceptions to the requirement for face coverings are allowed for:
 - A. Verified medical reasons;
 - B. Persons under the age of 2;
 - C. When an individual is unconscious or other health emergency;
 - D. When students are actively participating in athletic activities, consistent guidelines of State or federal public health officials, which ever are more stringent;
 - E. For staff, when alone in an office or classroom.

Requests for recognition of a medical exception will be handled as a request for a reasonable accommodation of a disability and should be referred to the school nurse, for students, and the Department of Human Resources for employees. The school nurse will determine whether to convene a 504 team or a student's IEP team to consider the request. The Director of Athletics or the Director's designee shall be responsible for setting expectations for the wearing of face coverings when students are actively engaged physical activity, and may consult with the District Interim Health Services Supervisor.

Hygiene Practices

1. ***Establishing Expectations.*** Teachers, principals and departmental supervisors are to review with students and/or staff hygiene practices and expectations on the return of students and staff to in-person attendance at work or school. Information may be shared through age appropriate video recordings and/or in-person discussion and demonstration. Content is to be consistent across school buildings and departments.
2. ***Hand Cleaning.*** Reasonable access to hand sanitizer throughout the buildings or during school sponsored events is to be made available to facilitate frequent hand cleaning throughout the day or activity. Restroom access for such purposes must take into account the need to maintain social distancing.
3. ***Shared Equipment, Materials or Supplies.*** Sharing of equipment or materials and supplies assigned or provided to individuals is strongly discouraged. To the extent equipment, materials or supplies need to be shared, they should be cleaned before and after each use. Students or staff, additionally, should clean their hands before and after each use.

Social Distancing

Building principals or the principal's designees are to provide visual markers to assist students, staff and visitors in complying with social distancing and traffic flow expectations in hallways, classrooms, meeting rooms, break rooms and other shared spaces. The Chief Operations Officer or the COO's designee is to work with Department leaders to identify such markings in the District's administrative offices and other facilities and be available to building principals for assistance as needed. Physical contact between individuals should be discouraged.

Visitors

1. ***Appointments.*** Visitors to the building are required to make appointments in advance of arrival when their business cannot otherwise be handled remotely. They will be requested to provide the name of the individual with whom they need to meet and contact information to assist with contact tracing and notification should the need arise. The Principal or the Principal's designee may allow access for visitors without an appointment, on a case by case basis, for good cause. Visitors are to be escorted to and from their meeting location.
2. ***Visitor's Log.*** Visitors will continue to be required to sign-in on the Visitor Log in each building at the time of screening.
3. ***Professional Services to Staff.*** Professional services to staff should be done remotely when possible and when remote delivery is deemed by the Administration to be as effective as in-person delivery.
4. ***Vendors.*** Vendors who can deliver their materials or supplies without entering school facilities are encouraged to do so, working with the building Principal or head custodian to coordinate drop off times and procedures.

Enforcement

1. ***Students.*** Student compliance efforts in the first instance shall be consistent with the District's obligation to teach students about and promote the development of healthy behaviors and good character and citizenship. Corrective measures, when necessary, shall take into consideration the student's age and ability to understand the implications of the student's actions or comply with the health and safety expectations set forth herein.
2. ***Personnel.*** The District will follow progressive discipline consistent throughout all District facilities and all employee groups to include the following steps:
 - A. Counseling
 - B. Verbal warning
 - C. Written warning
 - D. One day unpaid suspension
 - E. Three days unpaid suspension
 - F. Termination

These steps may be modified in the event that there is a display of an intentional disregard for established health and safety measures, putting others at heightened health risk.

All other procedural due process provisions in the employee's collective bargaining agreements will be followed, when applicable, as may be modified by an MOU.

3. ***Visitors.*** Visitors who refuse to comply with these health or safety requirements present a safety risk to students and staff and, therefore, may be considered disruptive or dangerous to the school community and refused access or asked to leave.

Source: 105 ILCS 5/10-20.5 Rules
 105 ILCS 5/10-16.7 School Board Duties With Respect To Superintendent
 105 ILCS 5/10-21.11 Infectious Disease Policies and Rules

Cross Ref.: 1106 Access to School Grounds and Buildings
 3501 Safety and Security of Buildings and Grounds
 3601 School Closing for Health or Safety Reasons
 3702 Pandemic Preparedness
 4112 Due Process for Professional Staff
 4201 Contagious Infectious Diseases (Personnel)
 4306 Duties of Teachers
 4501 Personnel Records
 5226 Student Social and Emotional Development

Cross Ref. (cont.)

- 6010 Attendance & Excuses
- 6013 Suspension and Expulsion of Students
- 6033 Student Support Services
- 6040 Student Discipline
- 6041 Student Appearance
- 6043 Contagious Infectious Diseases (Students)
- 6050 Confidentiality of Student Information and Records
- 7140 Behavior Intervention and Discipline
- 7030 Confidentiality and Maintenance of Personally Identifiable Information

Adopted: August 25, 2020