

# PMSA

## In-Person Learning Safety Guide & Procedures

*THIS DOCUMENT IS SUBJECT TO CHANGE.*

2020-21 School Year

*Last Updated 2.17.2021*

*This document should be read in conjunction with the Proviso Township High Schools District 209 Board of Education Policy manual, the PMSA Student - Parent Handbook, and updated guidelines from the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE).*

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## Calendar

- [Click here](#) to access the school website calendar or visit the PMSA website.

## Blended Learning Bell Schedule

### In-Person Learning Bell Schedule

Monday (A1)	Tuesday (A2)	Wednesday	Thursday (B1)	Friday (B2)
<b>Early Bird</b> 7:00 - 7:50	<b>Early Bird</b> 7:00 - 7:50	<i>No Early Bird</i>	<b>Early Bird</b> 7:00 - 7:50	<b>Early Bird</b> 7:00 - 7:50
<b>Period 3</b> 8:00 - 9:15 <small>BLUE Lunch 8:00 - 8:35 Red Cohort in the auditorium for study hall RED Lunch 8:40 - 9:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 5</b> 8:00 - 9:15 <small>BLUE Lunch 8:00 - 8:35 Red Cohort in the auditorium for study hall RED Lunch 8:40 - 9:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 1</b> 8:00 - 8:40	<b>Period 3</b> 8:00 - 9:15 <small>BLUE Lunch 8:00 - 8:35 Red Cohort in the auditorium for study hall RED Lunch 8:40 - 9:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 5</b> 8:00 - 9:15 <small>BLUE Lunch 8:00 - 8:35 Red Cohort in the auditorium for study hall RED Lunch 8:40 - 9:15 Blue Cohort in the auditorium for study hall</small>
<b>Period 1</b> 9:20 - 10:35	<b>Period 7</b> 9:20 - 10:35	<b>Period 2</b> 8:45 - 9:25	<b>Period 1</b> 9:20 - 10:35	<b>Period 7</b> 9:20 - 10:35
<b>Period 2</b> 10:40 - 11:55	<b>Period 8</b> 10:40 - 11:55	<b>Period 3</b> 9:30 - 10:10		
<b>Period 4</b> 12:00 - 1:15 <small>BLUE Lunch 12:00 - 12:35 Red Cohort in the auditorium for study hall RED Lunch 12:40 - 1:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 6</b> 12:00 - 1:15 <small>BLUE Lunch 12:00 - 12:35 Red Cohort in the auditorium for study hall RED Lunch 12:40 - 1:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 4</b> 10:15 - 10:55	<b>Period 2</b> 10:40 - 11:55	<b>Period 8</b> 10:40 - 11:55
		<b>Period 5</b> 11:00 - 11:40		
<i>Grab &amp; Go lunch for students without lunch in their schedule</i> 1:15 - 2:30	<i>Grab &amp; Go lunch for students without lunch in their schedule</i> 1:15 - 2:30	<b>Period 6</b> 11:45 - 12:25	<b>Period 4</b> 12:00 - 1:15 <small>BLUE Lunch 12:00 - 12:35 Red Cohort in the auditorium for study hall RED Lunch 12:40 - 1:15 Blue Cohort in the auditorium for study hall</small>	<b>Period 6</b> 12:00 - 1:15 <small>BLUE Lunch 12:00 - 12:35 Red Cohort in the auditorium for study hall RED Lunch 12:40 - 1:15 Blue Cohort in the auditorium for study hall</small>
		<b>Period 7</b> 12:30 - 1:10		
Learning support & Student Services 2:30 - 3:15	Learning support & Student Services 2:30 - 3:15	<b>Period 8</b> 1:15 - 1:55	<i>Grab &amp; Go lunch for students without lunch in their schedule</i> 1:15 - 2:30	<i>Grab &amp; Go lunch for students without lunch in their schedule</i> 1:15 - 2:30
		<i>Professional Learning and Planning for Teachers</i> 2:00 - 3:15		
			Learning support & Student Services 2:30 - 3:15	Learning support & Student Services 2:30 - 3:15

## Student In-Person Learning Cohorts

- All students attending class in-person at PMSA have been assigned to either Cohort A or Cohort B. Cohort designations are indicated below.

<b>Cohort A</b>	Student <u>Last Name</u> starts with <b>A-L</b>
<b>Cohort B</b>	Student <u>Last Name</u> starts with <b>M-Z</b>

*Students learning remotely are not assigned a cohort.*

## Student In-Person Groups (*Color Designations for Lunch*)

- All students attending class in-person at PMSA have been assigned a color-coded group.

<b>RED Group</b>	<b>Grades 9-10 (Freshmen and Sophomores)</b> <ul style="list-style-type: none"><li><b><i>During Entry:</i></b> Report to the <u>Student Cafeteria</u>.</li><li><b><i>During Lunch:</i></b> Report to the <u>Auditorium</u> first.</li></ul>
<b>BLUE Group</b>	<b>Grades 11-12 (Juniors and Seniors)</b> <ul style="list-style-type: none"><li><b><i>During Entry:</i></b> Report to the <u>Auditorium</u>.</li><li><b><i>During Lunch:</i></b> Report to the <u>Student Cafeteria</u> first.</li></ul>

## Access to the PMSA Campus

### Student Access

- Students should only access the campus on their assigned cohort days during school hours according to their class schedules.

### Faculty Access

- Teachers can access the campus during regular building hours.
  - Mondays through Fridays from 7:00 a.m. to 4:00 p.m., unless previously authorized in writing for onsite activities.
- Additional request for staff members to enter the building may be granted upon request in writing to the building principal by email and copied to the Proviso Teacher's Union President.
- Before staff members arrive to campus follow the HealthCheck daily wellness screening guidelines. If you are symptomatic, please do not report to campus.
- If Security is not present to take a temperature or verify health screening, staff entering the building must complete the daily wellness health screener prior to entering the building.
- If utilizing the building outside of regularly scheduled work hours, the staff member should submit a SchoolDude request to ensure proper cleaning and sanitation of areas used.

## Visitor Access

- Parents/Guardians
  - Prior to accessing campus during regular building hours, parents and guardians need to contact Ms. Chambers at 708-338-4192 or Ms. Redmond at 708-338-4168 for further directions regarding access to the building.
  - Parents/Guardians are expected to follow established safety protocols as outlined in this document. (See Visitor Health Screenings)
- Nonessential Visitors
  - Nonessential visitors are not permitted on campus.
  - Please call 708-338-4168 for questions.

## Guidance for Personal Belongings / School Supplies / Outerwear

- Students are encouraged to bring with them only those materials needed for their classes each day.
- Students must carry all of their belongings including lunch, outerwear and required materials to their classes.
- Students should not bring food that requires a refrigerator or microwave. Refrigerators and microwaves are not available.

## Lockers

- Students do not have access to lockers for the remainder of the 2020-21 school year.

## Health Screenings / Stay Home If You Are Sick

### Staff Health Screenings

- Staff members are required to complete the HealthCheck daily wellness screener prior to entering campus. A QR code will be provided upon completion of the screener and must be verified at entry.
- Health screening questions are also posted on signs at entry.
- If staff answer 'yes' to any question, they are required to follow the directions in the Daily Wellness Screener Guidance below.
- Security will conduct a temperature check on each staff member utilizing approved devices.
- If a staff member's temperature is above the permitted threshold (100.4° F) indicating a fever, the staff member is directed to exit the campus.
- All staff must follow the Daily Wellness Screener Guidance below.

### **DISTRICT 209 STAFF HEALTH SCREENER GUIDANCE\***

D209 is currently utilizing the HealthCheck system for daily wellness screening of employees. Please complete the screener each day prior to reporting to work.

The following chart provides guidance for staff in answering the questions presented in the HealthCheck screener, as well as next steps to be taken in the case of a “Yes” response.

Screener Question	Guidance
<b>Questions related to positive COVID-19 diagnosis, travel to hotspots and close contacts</b>	
Have you tested positive for a newly-identified infectious disease in the past 14 days?	<p>If this is the first time you are answering “Yes” to any of these questions, please take the following steps:</p> <ol style="list-style-type: none"> <li>1. Email Dan Johnson at <a href="mailto:djohnson@pths209.org">djohnson@pths209.org</a> to indicate that you are answering “Yes” to one or more of these three questions. You will be contacted by an HR representative for further information and assistance.</li> <li>2. Enter your absence for the day in Frontline. Teachers will need to request a substitute.</li> <li>3. Do not report to work until you receive clearance from HR.</li> </ol>
Have you travelled to a known 'hotspot' or restricted state as documented by the Public Health Authority in the last 14 days?	
Within the last 14 days, have you come in contact with a person with a confirmed or suspected case of a newly identified viral illness?	
<b>Questions related to possible COVID-19 symptoms</b>	
Have you had a new or worsening cough within the last 14 days?	<p>If this is the first time you are answering “Yes” to any of these questions or you have not yet submitted to the Office of Human Resources an alternative diagnosis letter from your health care provider related to the symptoms described, please take the following steps:</p> <ol style="list-style-type: none"> <li>1. Enter your absence for the day in Frontline. Teachers will need to request a substitute.</li> <li>2. Do not report to work until you receive clearance from HR.</li> <li>3. Consult with your health care provider regarding the symptoms you are experiencing.               <ol style="list-style-type: none"> <li>a. If your health care provider determines that the symptom(s) is/are related to an alternative (non COVID-19-related) diagnosis, please request a letter to that effect from your provider and send it to <a href="mailto:djohnson@pths209.org">djohnson@pths209.org</a></li> <li>b. If your health care provider diagnoses that the symptom(s) is/are possibly COVID-19 related, please contact Dan Johnson at <a href="mailto:djohnson@pths209.org">djohnson@pths209.org</a></li> </ol> </li> </ol> <p>If you have previously submitted to the Office of Human Resources an alternative diagnosis letter from your health care provider related to any of the described symptoms you are currently experiencing, and the letter indicates that the symptoms are not COVID-19 related, please take the following steps:</p> <ol style="list-style-type: none"> <li>1. Select “No” for the symptom(s) your health care provider has determined are not COVID-19 related.</li> <li>2. You may report to work if you are otherwise well enough to do so. If not, please enter an absence for the day in Frontline (teachers will need to request a substitute).</li> </ol>
Have you had difficulty breathing or shortness of breath within the last 14 days?	
Have you had a sore throat within the last 14 days?	
Have you lost the senses of taste or smell within the last 14 days?	
Have you experienced headaches, body aches, chills, or fatigue within the last 14 days?	
Have you experienced abdominal pain, nausea/vomiting, or diarrhea within the last 14 days?	
You have entered a temperature of 100.4 F or greater	
If you have any questions, please contact Dan Johnson at <a href="mailto:djohnson@pths209.org">djohnson@pths209.org</a>	

\* District 209 Staff Health Screener Guidance is subject to change.

### Student Health Screenings

- Students are required to complete the HealthCheck screener prior to entering campus. A QR code will be provided upon completion of the screener and must be displayed at entry.
- Health screening questions are posted on signs at entry.
- If a student answers ‘yes’ to any question, they are directed to a designated isolation area and will be required to leave the building when safe and after parent/guardian notification by the School Nurse.
- Security will conduct a temperature check on each student utilizing approved devices.
- If a student’s temperature is above the permitted threshold (100.4° F) indicating a fever, the student will be directed to a designated isolation area and required to leave the building when safe and after parent/guardian notification by the School Nurse.
- Students must follow the Daily Wellness Screener Guidance below.

## DISTRICT 209 STUDENT HEALTH SCREENER GUIDANCE\*

**D209 is currently utilizing the HealthCheck system for daily wellness screening of students. The following chart provides guidance for students in answering the questions presented in the HealthCheck screener, as well as next steps to be taken in the case of a “Yes” response.**

Screener Question	Guidance
<b>Questions related to positive COVID-19 diagnosis, travel to hotspots and close contacts</b>	
Have you tested positive for a newly-identified infectious disease in the past 14 days?	<p>If this is the first time you are answering “Yes” to any of these questions, please take the following steps:</p> <ol style="list-style-type: none"> <li>1. Call the school nurse at 708-338-4180 to indicate that you are answering “Yes” to one or more of these three questions. If you do not receive an answer, please leave a message and you will be contacted by the nurse for further information and assistance.</li> <li>2. Parent must follow student absence procedures as outlined in the Student - Parent Handbook by calling the PMSA Attendance Line at 708-338-4136 (English) or 708-338-4137 (Español).</li> <li>3. Do not report to school until you receive clearance from the nurse.</li> </ol>
Have you travelled to a known 'hotspot' or restricted state as documented by the Public Health Authority in the last 14 days?	
Within the last 14 days, have you come in contact with a person with a confirmed or suspected case of a newly identified viral illness?	
<b>Questions related to possible COVID-19 symptoms</b>	
Have you had a new or worsening cough within the last 14 days?	<p>If this is the first time you are answering “Yes” to any of these questions or you have not yet submitted to the school nurse an alternative diagnosis letter from your health care provider related to the symptoms described, please take the following steps:</p> <ol style="list-style-type: none"> <li>1. Parents must follow student absence procedures as outlined in the Student - Parent Handbook by calling the PMSA Attendance Line at 708-338-4136 (English) or 708-338-4137 (Español).</li> <li>2. Do not report to school until you receive clearance from the school nurse.</li> <li>3. Consult with your health care provider regarding the symptoms you are experiencing.                             <ol style="list-style-type: none"> <li>a. If your health care provider determines that the symptom(s) is/are related to an alternative (non COVID-19-related) diagnosis, please request a letter to that effect from your provider and send it to the nurse at <a href="mailto:mdelgado@pths209.org">mdelgado@pths209.org</a>.</li> <li>b. If your health care provider diagnoses that the symptom(s) is/are possibly COVID-19 related, please contact the nurse at <a href="mailto:mdelgado@pths209.org">mdelgado@pths209.org</a>.</li> </ol> </li> </ol> <p>If you have previously submitted to the nurse an alternative diagnosis letter from your health care provider related to any of the described symptoms you are currently experiencing which indicates that the symptoms are not COVID-19 related, you may select “No” for that symptom. If you are otherwise well enough to report to school, you may do so. If not, please contact the PMSA Attendance Line.</p>
Have you had difficulty breathing or shortness of breath within the last 14 days?	
Have you had a sore throat within the last 14 days?	
Have you lost the senses of taste or smell within the last 14 days?	
Have you experienced headaches, body aches, chills, or fatigue within the last 14 days?	
Have you experienced abdominal pain, nausea/vomiting, or diarrhea within the last 14 days?	
You have entered a temperature of 100.4 F or greater	
If you have any questions, please contact the school nurse at 708-338-4180	

\*District 209 Student Health Screener Guidance is subject to change.

### Visitor Health Screenings

- Visitors must answer screener questions at entry by verbally indicating their responses to Security.
- If a visitor answers ‘yes’ to any question, they are directed to exit the campus immediately.
- Security will conduct a temperature check on each visitor utilizing approved devices.
- If a visitor’s temperature is above the permitted threshold (100.4° F) indicating a fever, the visitor is directed to exit the campus.
- District 209 Visitor Health screening is subject to change.

### Reporting Student Absences

- Students must follow student absence procedures as outlined in the Student - Parent Handbook.
  - PMSA Attendance Line
    - 708-338-4136 (English)
    - 708-338-4137 (Español)
- If the reason for a student absence is positive COVID-19 test, parents/guardians should contact the School Nurse at 708-338-4180 in addition to contacting the PMSA Attendance Line.

- If a student is not present for class in-person as expected, the teacher is expected to notify Ms. Redmond in the Main Office by Teams or email so the Main Office can contact the parent or guardian of the student. The student should be marked absent until cleared by the Main Office staff.

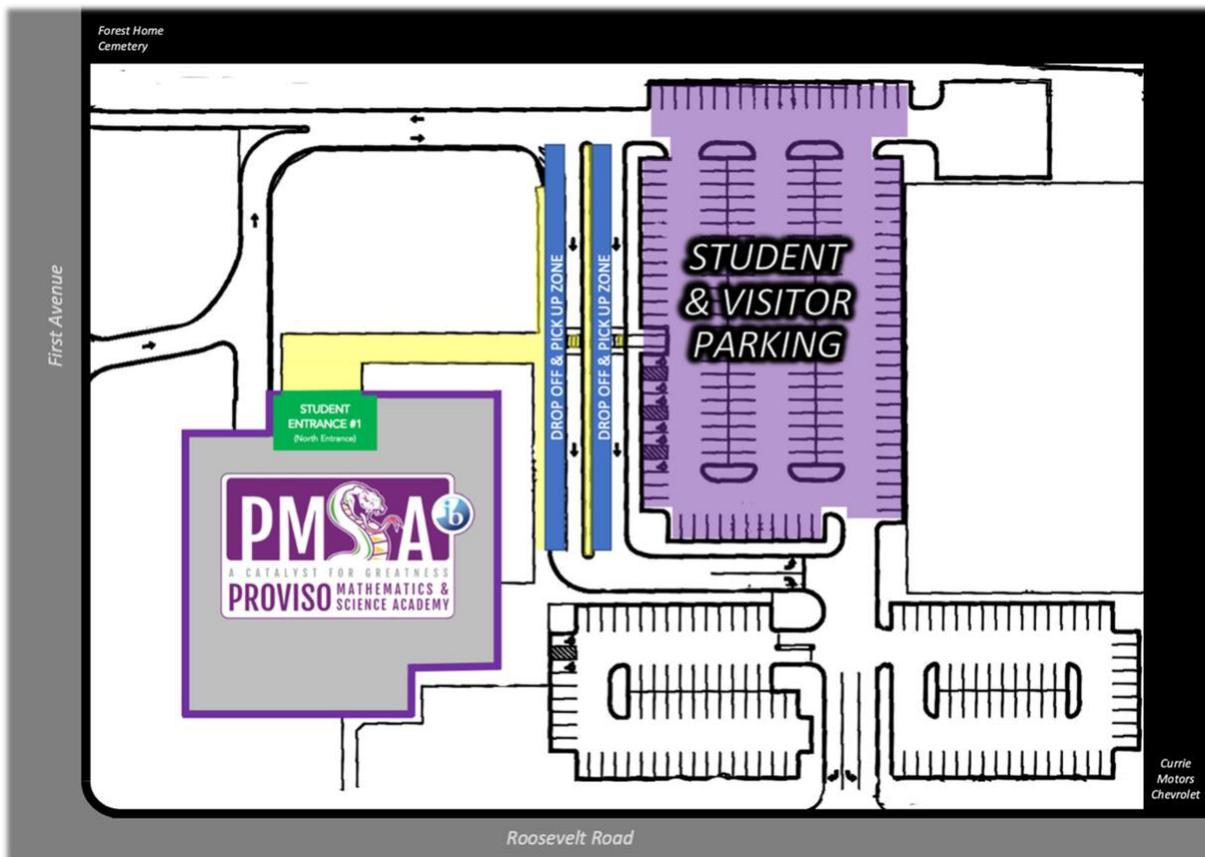
## Student Arrival to Campus

### Student Drop-off Guidelines

- Students must wear masks immediately upon exiting their mode of transportation.
- Parents are encouraged to drop off students between 7:30 and 7:45 a.m.
- Student drop-off is limited to the designated drop-off areas as highlighted on the diagram below, pulling all the way forward in order to maximize the space for dropping off students.
- Students are required to use the designated crosswalk when applicable.
- Students must report directly to Door #1 (North entrance).

### Student Parking

- Students must wear masks immediately upon exiting their mode of transportation.
- Students are permitted to park in the East parking lot as designated in the diagram below and must adhere to the Transportation and Parking guidelines set forth in the Student - Parent Handbook.
- Students are required to use the designated crosswalk and follow the sidewalk to Door #1 (North entrance).
- Students are prohibited from loitering or congregating in the parking lot. Students are expected to walk directly from their vehicle to Door #1 (North entrance).



## Student Entry Procedures

- Students must follow these procedures conducted by Security at the entry:
  - Enter using only Door #1 (North entrance)
  - Consider utilizing the hand sanitizing station upon entry
  - While waiting in line during the security check in and screening process, social distancing must be maintained at all times, adhering to floor markings, directions from Security and safety postings.
  - Masks must be worn properly.
  - Students are encouraged to bring only those items necessary for their scheduled classes to minimize contact with belongings. All belongings are subject to security safety checks.

## Student Breakfast

- Students will pick up a pre-packaged breakfast after security screenings.
- If eating breakfast in the Auditorium or Student Cafeteria, breakfast must be consumed or closed and put away before exiting those locations.
- If eating breakfast in the hallways due to Auditorium and Cafeteria capacity limitations, the student should eat in a safe and socially distant location in the hallway prior to entering the classroom. The student should only temporarily remove their mask when taking a bite or sip. Garbage must be disposed of properly. All remaining food must be closed before entering the classroom.

## Designated Student Waiting Areas Before School

- Students entering the building before 7:50 am should report to either the Auditorium or Student Cafeteria based on their lunch group color.
  - “Blue” group students report to the Auditorium.
  - “Red” group students report to the Student Cafeteria.
- Students should sit in their assigned seat when possible; however, if their assigned seat is taken, an alternative seat may be chosen, as long as it is designated for their group color. (*A “Red” group student should never sit in a “Blue” seat, and vice versa.*)
- Students must remain seated until release to go to their first class of the day.
- Students are provided instructions by Security or Administration indicating when they should leave their seats to transition to their first class of the day.
- Security and Administration will monitor room capacity based on safety protocols. When capacity is reached, the remaining students entering the building will report to their classrooms. If eating breakfast, the student should eat in a safe and socially distant location in the hallway prior to entering the classroom. The student should only temporarily remove their mask when taking a bite or sip. Garbage must be disposed of properly. All remaining food and beverage must be closed before entering the classroom.

<b>Designated Student Waiting Areas <u>Before School</u></b>		<b>7:00 - 7:50</b>
	<b>Blue Group:</b>	Auditorium
	<b>Red Group:</b>	Student Cafeteria

### Late Arrival Option for Students with Lunch at the Beginning of the School Day

- Students with a lunch period at the beginning of the school day may forego their lunch on campus and arrive in time to go directly to their next class.
- If students arrive while their lunch period is still in session, they must immediately report directly to their assigned seat in the Student Cafeteria or Auditorium, based on their lunch group schedule.
- All students will have the opportunity to receive a pre-packaged lunch or breakfast.

### Staff Arrival to Campus

- Staff must follow these procedures conducted by Security at the entry:
  - Enter Door #5 (South entrance)
  - Maintain social distancing while waiting to enter the building
  - Keep their mask on as they enter the building
  - Consider utilizing the hand sanitizing station upon entry
  - Complete the HealthCheck screener on a daily basis prior to entering the building and protocol as communicated by the Office of Human Resources.
  - Security conducts a daily temperature check at the entryway. If temperature is at or above 100.4° F, they are directed to exit the campus.

### Student Dismissal & Departure from Campus

#### Exit Locations and Procedures for Students

- Students can pick up a pre-packaged “Grab ‘n Go Lunch” at the bottom of either stairwell after dismissal.
- All students must Exit Door #1 (North entrance) or Door #4 in the Cafeteria. Students may not exit through Door #5 (South entrance), except in cases of emergency.
- Social distancing and the wearing of masks must be maintained at all times during departure.
- Students are prohibited from waiting in hallways or other areas of the building at the end of their school day. Students must proceed directly to an approved exit at dismissal.
- Students should not make any stops on their way out of the building.

#### Designated Student Waiting Areas After School

- Students waiting for rides must wait outside or in the Student Cafeteria and exit Door #4. Students should not be seated while waiting for rides until they are informed by Security that seats have been cleaned and disinfected.
- Students must remain at least 6 feet apart from others at all times.
- *Note: Students exercising the early dismissal option with parental consent during their lunch period must wait at Door #1 (North Entrance) or outside if waiting for a ride.*

### Early Dismissal Option for Students with Lunch at the End of the School Day

- Students with a lunch period at the end of the school day may forego their lunch on campus with permission from their parent/guardian and are required to exit the building using Door #1 (North entrance) immediately following their last class of the day.
- Students must display their school ID to Security at Door #1 (North entrance) to verify that their lunch period is at the end of that school day.

- All students will have the opportunity to receive a pre-packaged lunch.

### Parking Lot Guidelines After School

- Students are required to use the designated crosswalk to enter the parking lot after school.
- Students are prohibited from loitering or congregating in the parking lot. Students must walk from the building directly to their vehicle after school.

### Student Activity Busses to Proviso East & Proviso West

- Student activity buses will not be provided. Students are responsible for self-transport.

## How to Protect Yourself & Others

### CDC Guidelines to Protect Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

### How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

#### Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » COVID-19 may be spread by people who are not showing symptoms.

#### Everyone should

##### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

##### Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

##### Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
  - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The mask is not a substitute for social distancing.

##### Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

##### Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here.](https://www.epa.gov/pesticide-registration/epa-registered-household-disinfectants)



03/10/20 08/02/20

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### Social Distancing

- All stakeholders have a responsibility to promote social distancing throughout the building.
- Spacing markers have been placed in high traffic areas as a guide to ensure social distancing.

## Classroom Safety Protocols

### Entry/Exit Through Classroom Doors

- Students are responsible for maintaining a 6-foot distance from others when entering the classroom.
- Students must report directly to their assigned workspace after entering the classroom.
- Student must remain seated until dismissed by the teacher. The bell does not dismiss students.
- Students are prohibited from lining up at the door when awaiting dismissal.
- Students are dismissed from the classroom, one student at a time under the direction of the teacher, to promote social distancing.
- Use of hand sanitizer is encouraged whenever students enter and exit classrooms.
- Students may choose to clean their workspace at the beginning of class upon entry to the classroom.

### Classroom Arrangement

- Teachers will assign seats for students for the remainder of the 2020-21 school year.
- Everyone in the classroom must remain at least 6 feet apart, even while engaging and interacting with others.
- Student chairs must remain at least six feet apart and face the same direction.
- Furniture in some classrooms have been removed or marked "Please do not sit here". Students may not sit in seating or utilize desk space for areas marked as do not use.
- If students typically sit at tables in groups, students must remain at least 6 feet apart and teachers are encouraged to keep students in the same group for the remainder of the 2020-21 school year.
- If weather permits, options for holding class outdoors or in larger unused spaces may be considered. Teachers must consult with their Division Head for procedures prior to utilizing this option.

### Shared Materials in the Classroom/Submitting Work and Transferring Materials by Hand in the Classroom

- When possible, digital resources are used by students and staff for instruction as well as the submission and grading of student work to limit the transfer of papers and other materials among individuals.
- Paper/material distribution and collection should be avoided whenever possible.
- The use of communal/shared items should be avoided whenever possible.
- When the use of communal/shared items is necessary, those items must be cleaned and disinfected between every use.

### Student Belongings in the Classroom

- Student belongings in the classroom must remain at their immediate workspace, including outerwear, at all times.
- No student materials shall be left in the classroom.

### Cleaning Procedures

- Cleaning of workspaces between classes
  - Students are expected to clean their workspace at the end of every class period prior to exiting class.
  - Teachers shall utilize time at the end of the class period to allow for cleaning.
  - Students may choose to clean their workspace at the beginning of class upon entry to the classroom.
  - Disinfecting wipes and hand sanitizer are available in the classroom for students and staff.
  - Gloves are stocked in classrooms for students/staff that choose to wear them while cleaning.

- All classrooms are cleaned, and high-touch surfaces are sanitized daily by Maintenance at the conclusion of every school day.
- Notification for areas of concern should immediately be logged in SchoolDude.

### Guidelines for Specialty Courses

- Music Rehearsal Areas
  - All rehearsal areas including individually assigned student chairs and music stands are arranged in numbered 10-foot circles, marked by tape on the floor/carpet. This will allow for large instruments and personal belongings to fit in assigned areas for every student in both cohorts while ensuring social distancing.
  - Students will follow a specific pathway when entering rehearsal spaces to go directly to their assigned numbered circle with their instrument and personal belongings.
  - Students will be dismissed by numbered circle, with their instrument and personal belongings, following a specific pathway out of rehearsal spaces, to maintain social distancing.
  - The practice room hallway will be utilized as a one-way pathway to ensure social distancing.
  - Digital music and theatre folders will be utilized to eliminate sharing of music and scripts on paper. Student can use digital tools to annotate their music and scripts.
  - Music rooms are supplied with two hand sanitizers and 2 canisters of disinfecting wipes and strategically placed for student and staff use in order to maintain social distancing.
  - 1 person is allowed per bathroom in the music area/basement. Social distancing is required while waiting outside the bathroom. Signs are posted to indicate a 1-person maximum capacity in each bathroom in the music area/basement.
  - The recommended and minimum amount of recirculation in a given space suggested is a maximum of 30 minutes of playing or singing in any given segment with a break for the rehearsal room to be emptied before music students re-enter the space. Music classes will take breaks to provide for appropriate recirculation of the rehearsal space within 75-minute and 40-minute class periods.
  - Disposable masks are stocked and available in all music areas.
- Band
  - Students who play wind instruments are able to use face coverings with a slit.
  - Students must provide their own valve oil, reeds, and other personal instrument supplies.
  - Individually assigned bell covers consisting of two layers of dense fabric will be provided for trumpet, trombone, and horn players to prevent spread. These covers will be used over instrument bells for the duration of rehearsal and when stored in instrument cases.
  - Each tuba player must have his own practice tuba at home and rehearsal tuba at school. Tuba players will bring their own mouthpiece to use at school and be spaced at least two circles apart to allow for proper social distancing.
  - Mallet bags, mallets, and drumsticks are provided for every percussion student. Large percussion instruments are assigned to different students in both cohorts.
  - Band students must clean their assigned music stand at the end of rehearsal daily.
- Chorus and Theatre
  - Students in chorus and theatre are encouraged to wear disposable masks while performing to help to produce a projected sound. They must keep their masks on except when drinking water.

- If tables are used for instructional purposes, they will be cleaned before and after every use.
- The costume room will not be utilized for the remainder of the 2020-21 school year.
- Students are encouraged to pantomime and minimize use of their own costumes and props.
- If weather permits, chorus and/or theatre may hold class outdoors and perform without masks, maintaining social distancing in approved areas.
- Visual Arts & Digital Imaging
  - Supplies shared by Visual Arts students in the classroom will be cleaned after every use.
  - Students in Digital Imaging will continue to use their district-issued laptop for class. Students will not use the desktop computers or keyboards in the Digital Imaging classroom.
- Physical Education
  - Locker rooms will not be utilized for the remainder of the 2020-21 school year.
  - Students will not change into physical education uniforms.
  - Students are encouraged to wear comfortable clothing and gym shoes suitable for activity on days they are scheduled to participate in Wellness.
  - Teachers will identify and prioritize sports, games or activities that keep students at least 6 feet apart.
  - Student belongings are placed 6 feet apart while students are participating in physical activity.
  - Students are expected to wipe down equipment used with disinfecting wipes provided immediately following use.

## Communal Spaces Safety Protocols

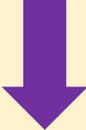
- All communal spaces and other high traffic areas are regularly cleaned and disinfected throughout the day.
- All persons must remain at least 6 feet apart in all areas of the building to maintain social distancing.
- Students are prohibited from loitering or congregating in hallways or stairwells and stopping at lockers or other communal areas during passing periods.
- Students must be in transit at all times during passing periods.

### Hallway Safety Protocol / Traffic Patterns

- Floor markers are placed on carpet/floors to indicate direction of foot traffic.
- Except where otherwise indicated, students must stay to the right of the direction they are walking; i.e., traffic patterns on roads.
- See the [PMSA Campus Map](#) diagram at the end of this document for details.

### Stairwells Safety Protocol / Traffic Patterns\*

- All persons in the building are encouraged to minimize contact with handrails in the stairwells when safe. All persons are encouraged to wash their hands or utilize hand sanitizer after touching any handrail.

<p><b>DURING ENTRY</b> <i>Before School</i> <b>(Before 8:00 am)</b></p>	<p><b>All stairwells</b> One-directional <b>UP*</b> <i>(Except travel to the lower level)</i></p> 	
<p><b>DURING THE SCHOOL DAY</b> <i>Including Passing Periods</i> <b>(8:00 am – 1:15 pm)</b></p>	<p><b>North Stairwell</b> One-directional, going <b>UP*</b></p> 	<p><b>South Stairwell</b> One-directional, going <b>DOWN*</b></p> 
<p><b>DURING EXIT</b> <i>After School</i> <b>(1:15 – 1:30 pm)</b></p>	<p><b>All stairwells</b> One-directional <b>DOWN*</b> <i>(Except travel from the lower level)</i></p> 	
<p><b>AFTER STUDENTS EXIT</b> <b>(After 1:30 pm)</b></p>	<p><b>North Stairwell</b> One-directional, going <b>UP*</b></p> 	<p><b>South Stairwell</b> One-directional, going <b>DOWN*</b></p> 

*\* In the case of an emergency, the “Fire and Disaster Instructions” posted in all rooms will supersede all one-directional stairwell rules.*

#### Elevators Safety Protocols

- Occupants must maintain social distancing while on elevators.
- Students are not permitted on the elevator without a pass from the School Nurse.

#### Water Fountains Safety Protocols

- Water fountain use is prohibited for the remainder of the 2020-2021 school year.
- Occupants are advised to see ‘Touchless Water Refill Stations Safety Protocols’ and ‘Water Bottle Availability’ below for more details about obtaining water during the school day.
- Students are encouraged to bring their own water bottles when possible.

#### Touchless Water Refill Stations Safety Protocols

- There is a touchless water refill station on all floors.
- Only one person at a time is allowed to use them.

- Social distancing must be maintained when waiting to use the touchless water refill stations.
- Under no circumstances are students allowed to drink directly from the touchless water refill stations.

### Water Bottle Availability

- Students: Disposable water bottles are available for pick up at Door #1 (North Entrance) upon entry to the building.
- Staff: Disposable water bottles are available for pick up at Door #5 (South Entrance) upon entry to the building.

### Safety Protocols During Lunch Periods: Cafeteria / Auditorium

#### Split Lunch Periods: Blue and Red Groups

- To maintain safety and adhere to capacity limitations, within each lunch period, students are assigned to either the “Blue” or “Red” lunch groups.
- Students in grades 9-10 are in the “Red” group; Students in grades 11-12 are in the “Blue” group.
- During the 75-minute lunch period, students will spend half of the time in the auditorium and half the time in the Student Cafeteria based on the schedule below.

		8:00 - 8:35	8:35 - 8:40	8:40 - 9:15
<b>Period 3</b> Lunch (8:00 - 9:15)	<b>Blue Group</b> <i>(Juniors/Seniors)</i>	Student Cafeteria	<i>Transition to the Auditorium</i>	Auditorium
	<b>Red Group</b> <i>(Freshmen/Sophomores)</i>	Auditorium	<i>Transition to the Student Cafeteria</i>	Student Cafeteria

		12:00 - 12:35	12:35 - 12:40	12:40 - 1:15
<b>Period 4</b> Lunch (8:00 - 9:15)	<b>Blue Group</b> <i>(Juniors/Seniors)</i>	Student Cafeteria	<i>Transition to the Auditorium</i>	Auditorium
	<b>Red Group</b> <i>(Freshmen/Sophomores)</i>	Auditorium	<i>Transition to the Student Cafeteria</i>	Student Cafeteria

		8:00 - 8:35	8:35 - 8:40	8:40 - 9:15
<b>Period 5</b> Lunch (8:00 - 9:15)	<b>Blue Group</b> <i>(Juniors/Seniors)</i>	Student Cafeteria	<i>Transition to the Auditorium</i>	Auditorium
	<b>Red Group</b> <i>(Freshmen/Sophomores)</i>	Auditorium	<i>Transition to the Student Cafeteria</i>	Student Cafeteria

		12:00 - 12:35	12:35 - 12:40	12:40 - 1:15
<b>Period 6</b> Lunch (8:00 - 9:15)	<b>Blue Group</b> <i>(Juniors/Seniors)</i>	Student Cafeteria	<i>Transition to the Auditorium</i>	Auditorium
	<b>Red Group</b> <i>(Freshmen/Sophomores)</i>	Auditorium	<i>Transition to the Student Cafeteria</i>	Student Cafeteria

### Entering the Student Cafeteria

- Students must enter the Student Cafeteria via the North Cafeteria door near the serving area.
- Students obtaining food should report directly to one of the stations to retrieve their pre-packaged lunch, then immediately proceed to their assigned seat.
- Student who bring their own lunch should move through the serving area safely and immediately proceed to their assigned seat.
- Social distancing must be maintained at all times. Physical markings on the ground must be followed.

### Entering the Auditorium

- Students must enter the Auditorium via the East door near the stage.
- Students should immediately proceed to their assigned seat.
- Social distancing must be maintained at all times. Physical markings on the ground must be followed.

### Transition between the Auditorium and Student Cafeteria

- Students will be given instructions by Security indicating when they should leave their seats to transition to their next location.
- Students must report directly to their next location. Students may not go to any other area or use the restroom during transition.
- Social distancing must be maintained at all times. Physical markings on the ground must be followed.
- Students are prohibited from eating outside the Cafeteria during lunch periods.

### Assigned Seating in the Student Cafeteria and Auditorium during Lunch Periods

- Chairs are arranged/assigned so students are at least 6 feet apart and facing the same direction.
- Seats are numbered.
- Seats are color-coded “Red” and “Blue” to ensure the same seat is not used by another student after transition to and from the Auditorium/Cafeteria.
- Students must remain in their assigned seats, except when granted permission by Security to use the restroom.
- Proper cleaning and sanitization will occur between lunch periods at all seating areas.
- Seats are assigned in the event that contact tracing is necessary.

### Exiting the Cafeteria and Auditorium after Lunch

- Students are provided instructions by Security indicating when they should leave their seats to transition to their next location.
- Students are responsible for maintaining a 6-foot distance from others when exiting the Cafeteria/Auditorium.

### Safely Consuming Food/Drinks During Lunch

- Masks can be removed only while students are eating or drinking in the Cafeteria.
- Student may not share lunch items.
- Students must dispose of items from their individual eating area, maintaining social distance at the receptacles.

### Outside Food & Beverages

- Outside food and beverages must remain with the student during the school day but must be consumed in the Cafeteria or Auditorium only.
- Students should not bring food that requires a refrigerator or microwave. Refrigerators and microwaves are not available.

#### Cleaning & Disinfecting the Cafeteria/Auditorium

- Maintenance will clean and disinfect eating areas following dismissal of students between each lunch period.
- Students may utilize disinfectant wipes to clean their eating area before being seated.

#### Restrooms Safety Protocols

- A maximum of 3 people at a time are allowed in a communal bathroom, except where otherwise posted.
- Students must wait quietly outside the restroom, use another restroom, or return to a restroom at a later time if capacity is reached.
- Social distancing must be maintained at all times.
- Restrooms should be avoided during passing periods if possible, to adhere to social distancing guidelines.
- Students must request permission from their teacher to use the restroom during class time. Teachers will allow one student at a time to use the restroom.
- Restrooms are properly stocked with supplies, with ongoing supply checks by Maintenance every hour.

#### Library (Learning Resource Center)

- The library facility is closed except during pre-arranged classroom visits.
  - Sharing of materials are kept to a minimum. All shared materials are properly cleaned and sanitized to meet CDC guidelines.
  - Capacity guidelines are followed, and social distancing are maintained at all times in the Library.
- The Librarian may teach classes in teacher classrooms as needed as well as through pre-recorded videos and online resources already in use during remote learning.
- Students may request print books online, through the HOLD feature in Destiny or by email to the librarian. Books are disinfected before check-out and delivered to students in their classrooms. Books are returned in a designated area. Returned books are disinfected and quarantined for 24 hours before being returned to the collection.
- Students are sent to the library individually for specific purposes as needed. Masks and social distancing are required.

#### Main Office

- Access to the Main Office is limited to school business that cannot take place virtually.
- Seating for staff, students, and visitors who may need to wait in the office are spaced at 6 feet apart.

#### School Counselor Offices

- Access to the Counseling Offices is by appointment only.
- Students can schedule an appointment by visiting <https://www.pths209.org/domain/1207> or by direct messaging the counselor via Microsoft Teams.
- Parents/guardians can contact the counselor by phone or email.

- Lunch may not be consumed in the Counseling Office.
- Parent/Guardian meetings are held via Microsoft Teams.

### School Nurse's Office

- Chairs and other objects in the office are cleaned and disinfected between use by students and staff.
- The School Nurse and students must remain at least 6 feet apart if there is more than one student who needs routine care or is sick.
- Physical separation of students who need routine medical assistance and those who are sick are attended to by utilizing separate spaces.
- The School Nurse is equipped with the appropriate personal protective equipment (PPE) to care for sick persons.
- The School Nurse's office will not be used as an isolation area for quarantine of students and staff.
  - Designated areas for isolation have been identified and will be utilized as necessary. These areas will be unauthorized for access, except for use as an isolation room, and posted accordingly. Students and staff should not enter any rooms with postings indicating "Room in Use: Authorized Access Only".

The following are the guidelines from IDPH that the School Nurse will use regarding the exclusion of individuals who are symptomatic or who have been in close contact.

### COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup> 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 symptoms <sup>2</sup> 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. <b>Medical Evaluation and Testing are Strongly Recommended for ALL Persons with COVID-Like Symptoms.</b>				
Status	Evaluated by Healthcare Provider	Return to School Guidance	Quarantine for Close Contacts?	Documentation Required to Return to School
<b>A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)</b>	YES / NO	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	YES	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
<b>B. Symptomatic individual with a negative COVID-19 diagnostic test</b> <i>Negative COVID-19 diagnostic tests are valid only for the date on which they are collected; specimens collected 48 hours prior to symptom onset, after symptom onset, or while symptoms are present are acceptable for determining school exclusion status.</i>	YES / NO	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If staff/student is a close contact to a confirmed case, the school is experiencing an outbreak, or the LHD is requiring validation due to community transmission levels, documentation of a negative RT-PCR COVID-19 test result is needed. In other situations, a negative RT-PCR, rapid molecular (rapid PCR) or negative antigen test is acceptable.
<b>C. Symptomatic individual with an alternative diagnosis without a negative COVID-19 diagnostic test</b>	YES	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis
<b>D. Symptomatic individual without diagnostic testing or clinical evaluation</b> <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	NO	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Household Member (e.g., Siblings, Parent) <sup>5</sup>	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
<b>E. Asymptomatic individual who is a close contact<sup>6</sup> to a confirmed or probable COVID-19 case</b>	NO	Stay home for 7-14 calendar days <sup>7,8</sup> after last exposure to the COVID-19 case. Local health departments must authorize early release from quarantine. <i>If COVID-19 illness develops, use the ten-day isolation period<sup>3</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.</i>	NA	Release from Quarantine letter (if received from their LHD) and negative PCR lab result if applicable <sup>7,8</sup> 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
<sup>1</sup> 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 <a href="#">Public Health Interim Guidance for Pre-K-12 Schools and Day Care Programs</a> for Addressing COVID-19. <sup>2</sup> New onset of a symptom not attributed to allergies or a pre-existing condition. <sup>3</sup> Severely immunocompromised or severely ill: may need to isolate for 20 days as per guidance from the individual's infectious disease physician. Rev. 1/4/2021 Interim Guidance, Subject to updates		<sup>4</sup> If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the quarantine period must be completed. <sup>5</sup> Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings. <sup>6</sup> Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case. <sup>7</sup> Quarantine options: Complete a. 14 days, OR b. 10 days with no symptoms, OR c. For ADULT STAFF ONLY: 7 days with no symptoms and a negative SARS-CoV-2 RT-PCR test. Specimen for testing must be obtained within 48 hours of Day 7. Last exposure date = Day 0. See <a href="https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html">https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html</a> <sup>8</sup> Molecular testing (PCR) is recommended for individuals ending quarantine at Day 10 after exposure; may be required by LHD.		

**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](#)<sup>1</sup>)

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 Transmission<sup>1</sup>

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

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.

Isolation  
COVID-19 Testing Recommended

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

**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) (see Column B, pg. 1), 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.

<sup>1</sup> Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments. Available at <https://www.isbe.net/Documents/IDPH-Adaptive-Pause-Metrics.pdf> and CDC Indicators for Dynamic School Decision-Making available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/indicators.html#thresholds>

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>

**Faculty Cafeteria, Teacher Resource Room, & Copy Rooms**

- When using the Faculty Cafeteria, Teacher Resource Room, Copy Rooms, and other work areas, teachers must follow safety and social distancing protocols.
- Disinfecting wipes and hand sanitizer are available in these areas for proper cleaning after use.

**Personal Protective Equipment (PPE) & Cleaning Supplies**

**Availability of PPE & Cleaning Supplies**

- Ensuring the Personal Protective Equipment and cleaning supplies below are available in all areas noted requires timely and proper notification by building occupants.
- Staff should complete a SchoolDude request to the Operations and Maintenance Department when any supply is missing or low.
- Student or visitors should notify a staff member immediately if they identify an area with missing supplies or items low on stock.
- The following PPE and supplies are provided and must be available in the areas noted below.

- Maintenance staff are responsible for ensuring protective supplies (e.g., soap, paper towels, hand sanitizer, disinfecting wipes, etc.) are maintained and stocked.

### Masks

- Individuals are encouraged to bring their own masks. Masks are provided to those who do not have one.
- Masks must be worn properly at all times while in the building based on CDC guidelines:
  - Wash your hands or use hand sanitizer before putting on your mask.
  - Put the mask over your nose and mouth and secure it under your chin.
  - Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
  - If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
  - Make sure you can breathe easily.
- Masks are available at Door #1 (North entrance) and Door #5 (South entrance).

### Hand Sanitizer & Disinfecting Wipes

- Hand sanitizer and disinfecting wipes are available at all building entry points and throughout the building.

### Safety Screens

- Safety screens (e.g., plexiglass shields) are set up in select areas throughout the building.
- Staff members may request a safety screen by submitting a SchoolDude request. Requests are fulfilled based upon availability and approval from the Operations and Maintenance Staff based on District guidelines.

### Physical Barriers & Posted Markings

- All persons in the building must adhere to all physical barriers and posted safety guidelines.
  - Retractable belt barriers are set up at both building entry points to ensure safety.
  - Directional signs, floor distance/directional markings, and other posted markings are set up throughout the building to ensure safety.

### Heating, Ventilation, & Air Conditioning (HVAC)

- Air filtration have been increased to as high as possible without significantly diminishing design airflow.
- The HVAC system runs at a maximum outside airflow for a minimum of two (2) hours before and after the school is occupied.

### Illness / Possible COVID-19 Exposure while on Campus

#### Reporting Illness While on Campus

- Anyone who feels ill (staff, students) must immediately report to the School Nurse's office, or if directed by the School Nurse or Administration, other designated isolation areas.

- If students feel ill during class, they must notify the teacher prior to going directly to the School Nurse's office.
- Teachers should report the student illness to the Main Office by contacting Ms. Redmond immediately via phone at 708 338-4168 or using Teams.
  - Main Office staff will submit a SchoolDude request for proper cleaning when applicable.
  - Main Office staff will contact the School Nurse.
  - When necessary, occupants of the room may be required to move safely to another location as directed by Administration.

### If a Student or Staff Member Becomes Sick

Note: All positive cases and close contacts will be reported to the Cook County Department of Health who will determine the appropriate return date of the individual to campus.

- **Students Reporting Illness:**
  - Security or administration should be notified immediately to escort a student to either the School Nurse's office or a designated isolation area. If emergency services are needed call 911. Security will determine the appropriate location accordingly:
    - If the reported symptoms include currently known symptoms of COVID-19 such as fever, cough, shortness of breath or 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: **The School Nurse is contacted by radio and the student will be taken to a designated isolation area per the School Nurse's instructions.**
    - If the reported symptoms do not include the known symptoms of COVID-19: **The School Nurse will be contacted by radio and the student will be taken to the School Nurse's office.**
- **Staff or Visitors Reporting Illness:**
  - Security or administration should be notified immediately, and
  - The staff member or visitor will determine the appropriate location accordingly:
    - If the reported symptoms include currently known symptoms of COVID-19 such as fever, cough, shortness of breath or 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: **The staff member or visitor shall immediately exit campus when safe. If emergency services are needed, call 911.**
    - If the reported symptoms do not include the known symptoms of COVID-19: **The staff member or visitor should determine next steps specific to any medical attention deemed necessary. If emergency services are needed, call 911.**
- In accordance with state and federal guidance, school community members who are sick should not return to school until they have met criteria to return according to the criteria outlined in the COVID-19 Interim Exclusion Guidance included in the document.
- Students or staff returning from illness related to COVID-19 should call to check in with the School Nurse (students) or Office of Human Resources (staff) following quarantine.
- Any individual within the school environment who shows symptoms should be immediately separated from the rest of the school population.
- Individuals who are sick should be sent home. If emergency services are necessary, call 911. When interacting with students or staff who may be sick, the School Nurse and personnel should follow CDC guidance on standard and transmission-based precautions.

- When allowable activities are occurring, a safe area to quarantine is designated for any individuals who are experiencing COVID-19-like symptoms and may be awaiting pickup/evaluation.
- Students should never be left alone and must always be supervised while maintaining necessary precautions.
- Individuals who did not have close contact with the person who is sick can return to work/class immediately after disinfection.
- Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes

## Return to Campus Following Exclusion

### Staff Procedures for Returning to Campus following Exclusion

- Staff must follow the COVID-19 Interim Exclusion Guidance below and contact the Office of Human Resources by email at [djohnson@pths209](mailto:djohnson@pths209) or by phone 708 338-5928 for instructions and guidance on when it is permissible to return to campus following exclusion.

### Student Procedures for Returning to Campus following Exclusion

- The School Nurse will follow the COVID-19 Interim Exclusion Guidance below and contact the parent/guardian to indicate when the student may return to campus.
- For instructions and guidance on when it is permissible to return to campus following exclusion, contact the School Nurse at 708-338-4180.

# COVID-19 INTERIM EXCLUSION GUIDANCE<sup>1</sup>

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 symptoms<sup>2</sup> 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	Evaluated by Healthcare Provider	Return to School Guidance	Quarantine for Close Contacts?	Documentation Required to Return to School
<b>A. COVID-19 diagnostic test Positive</b> (confirmed case) OR <b>COVID-like symptoms without COVID-19 testing and exposed to confirmed case</b> (probable case)	YES / NO	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	YES	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
<b>B. Symptomatic individual with a negative COVID-19 diagnostic test</b> <i>Negative COVID-19 diagnostic tests are valid only for the date on which they are collected; specimens collected 48 hours prior to symptom onset, after symptom onset, or while symptoms are present are acceptable for determining school exclusion status.</i>	YES / NO	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If staff/student is a close contact to a confirmed case, the school is experiencing an outbreak, or the LHD is requiring validation due to community transmission levels, documentation of a negative RT-PCR COVID-19 test result is needed. In other situations, a negative RT-PCR, rapid molecular (rapid PCR) or negative antigen test is acceptable.
<b>C. Symptomatic individual with an alternative diagnosis without a negative COVID-19 diagnostic test</b>	YES	Stay home until symptoms have improved/resolved per return-to-school criteria for diagnosed condition <sup>4</sup> . Follow provider directions, recommended treatment & return to school guidance as per school policies and <a href="#">IDPH Communicable Diseases in Schools</a> .	NO	If testing is not performed due to the clinical judgment of the healthcare provider, a medical note is needed to return to school/day care documenting that there is no clinical suspicion for COVID-19 infection and indicate an alternative diagnosis with exclusion consistent with this diagnosis
<b>D. Symptomatic individual without diagnostic testing or clinical evaluation</b> <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	NO	Stay home at least ten <sup>3</sup> calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms.	Household Member (e.g., Siblings, Parent) <sup>5</sup>	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
<b>E. Asymptomatic individual who is a close contact<sup>6</sup> to a confirmed or probable COVID-19 case</b>	NO	Stay home for 7-14 calendar days <sup>7,8</sup> after last exposure to the COVID-19 case. <b>Local health departments must authorize early release from quarantine.</b> If COVID-19 illness develops, use the ten-day isolation period <sup>9</sup> guidance for a COVID-19 case from the onset date. Testing is recommended.	NA	Release from Quarantine letter (if received from their LHD) and negative PCR lab result if applicable <sup>7,8</sup> 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

<sup>1</sup> 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 Programs<sup>1</sup> for Addressing COVID-19](#).

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

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

Rev. 1/4/2021 Interim Guidance, Subject to updates

<sup>4</sup> If the individual has been identified by public health for quarantine or knows they are a close contact to a case, the quarantine period must be completed.

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

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

<sup>7</sup> Quarantine options: Complete a. 14 days, OR b. 10 days with no symptoms, OR c. -for ADULT STAFF ONLY: 7 days with no symptoms and a negative SARS-CoV-2 RT-PCR test. Specimen for testing must be obtained within 48 hours of Day 7. Last exposure date = Day 0. See <https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html>

<sup>8</sup> Molecular testing (PCR) is recommended for individuals ending quarantine at Day 10 after exposure; may be required by LHD.

## Cleaning and Disinfecting Areas After Reported Illness in the Building

- All areas will be cleaned and disinfected upon proper notification to operations and maintenance through School Dude and the notification to L.T. Taylor by Teams or phone call at 708-427-9535. The Office of Human Resources must also be notified immediately by contacting Dan Johnson on Teams or by phone at 708-338-5928.
- Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed.
- When possible, open windows to increase air circulation in the area.
- The area can be opened for use once it has been appropriately disinfected. Cleaning products are stored and used a safe distance away from students and staff.
- Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Routine cleaning and disinfection will occur. This includes everyday practices that staff normally use to maintain a healthy environment.

## Isolation Area (Quarantine)

- Designated areas for quarantine have been identified and will be utilized as necessary. These areas will be unauthorized for access, except for use as a isolation room, and posted accordingly. Students and staff should not enter any rooms with postings indicating “Room in Use: Authorized Access Only”.

## Contact Tracing Protocol for Staff & Students

### Contact Tracing

- In accordance with IDPH guidelines and under the direction from the Office of Human Resources, contact tracing protocols will be implemented to track and prevent the spread of COVID-19.

### Protocol for Contacting Parents/Guardians of Other Students Following a Positive COVID-19 Test Result

- The School Nurse will inform Administration of any notification of positive COVID-19 tests reported by students, staff or families.

## Resuming Remote Learning Following a COVID-19 Case

- Any student excluded from in-person learning due to the COVID-19 Interim Exclusion Guidance will resume learning remotely, when appropriate.

## Closing Schools - "Adaptive Pause for In-Person instruction"

- In coordination with our local and state health departments, there could be times when a class, school or even the entire district are temporarily moved to exclusive remote learning.

## Safety Drills & Emergency Procedures

- All persons must adhere to social distancing during emergencies and safety drills, even while outside. Emergency procedures can be found at the entrance of each classroom.
- In the case of an emergency, the “Fire and Disaster Instructions” posted in all rooms will supersede all one-directional stairwell rules.

## Technology Support While on Campus

### Student Technology Support Procedures

- Students must charge their laptops prior to arriving on campus.
- Students should contact the Proviso Helpdesk for any technical support.
- Students should not report directly to the Technology department when on campus. Any student who arrives at the Technology department without a scheduled appointment will be directed to return to class.

### Staff Technology Support Procedures

- Staff should contact the Proviso Helpdesk for any technical support.
- If immediate assistance is needed, staff should contact Ms. Redmond by phone, email, or Microsoft Teams.

## Reporting Safety Violations

The PMSA Safe School Hotline (708-338-4188) is dedicated to providing students, parents/guardians and community members the opportunity to anonymously report information pertaining to any specific school safety and/or security concerns. What we need to know when you call:

- What you are reporting? (complaint, problem, suggestion)
- What time did or when will the incident occur?
- At which school did/will this take place?
- Who is the person you are referring to?
- What school does the person attend?
- A description of the incident in the order it took/or will take place
- How can we get in touch with you? (OPTIONAL)

## Student Discipline & Conduct / COVID-19 Safety Requirements

- Students are expected to follow the Discipline and Conduct section of the Student - Parent Handbook.
- Students are expected to follow all COVID-19 safety requirements as outlined in this document.
- Violations of the code of conduct and requirements outlined in this document are subject to revocation of onsite learning, temporary removal from the classroom, or other disciplinary measures.
- Staff and Security will reinforce social distancing requirements to ensure safety.

## Athletics and Extracurricular Activities

### Athletics

- Updated February 5, 2021:
  - This guidance issued by the Department of Commerce and Economic Opportunity (DCEO), the Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE) pertains to all youth and adult recreational sports, including, but not limited to, school-based sports (high school and elementary school), travel clubs, private leagues and clubs, recreational leagues and centers, and park district sports programs. This guidance does NOT pertain to professional sports leagues or college division level sports. This guidance supersedes all previously issued All Sports Guidance issued by DCEO, IDPH and /or ISBE.
  - These guidelines do not apply to adult sport activities subject to existing DCEO guidance identified below:
    - For recreational golf, refer to existing guidance on the [DCEO website](#).
    - For recreational bowling, refer to existing guidance on the [DCEO website](#).
    - Wearing face coverings or masks with coverage of nose and mouth, including during competition, reduces the transmission of disease and, in accordance with the communicable disease code, all participants who can medically tolerate a face covering must wear a face covering when unable to maintain at least a 6-foot social distance.
    - This guidance will be regularly updated as public health conditions change and new information becomes available

### Extracurricular Activities

- All extracurricular activities at PMSA continue to run virtually only. No in-person events are permitted at this time.

### Academic Supports

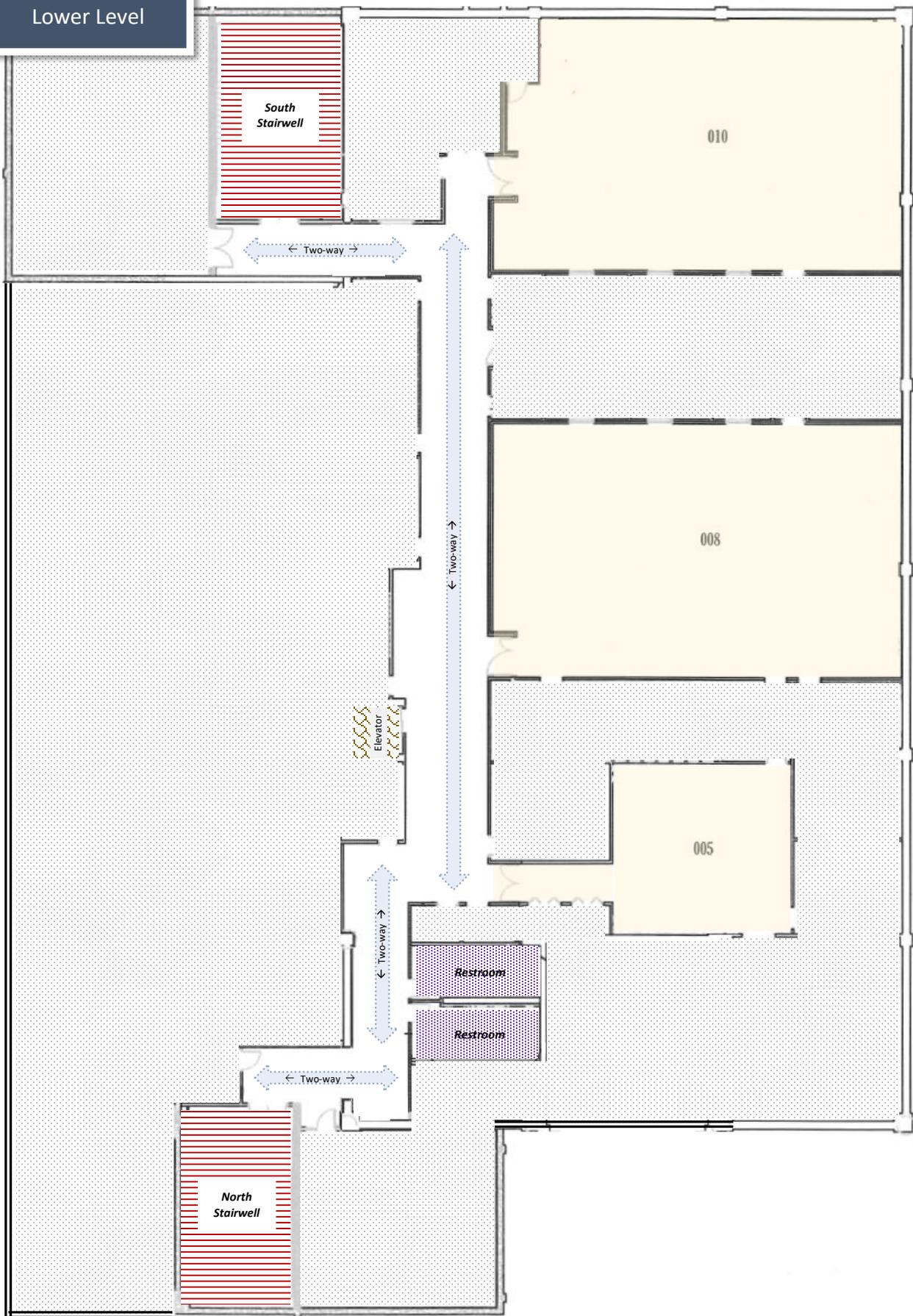
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#### After School Tutoring, Saturday School Tutoring and Credit Recovery

- All academic supports at PMSA continue to run virtually only. No in-person events are permitted at this time.



Lower Level



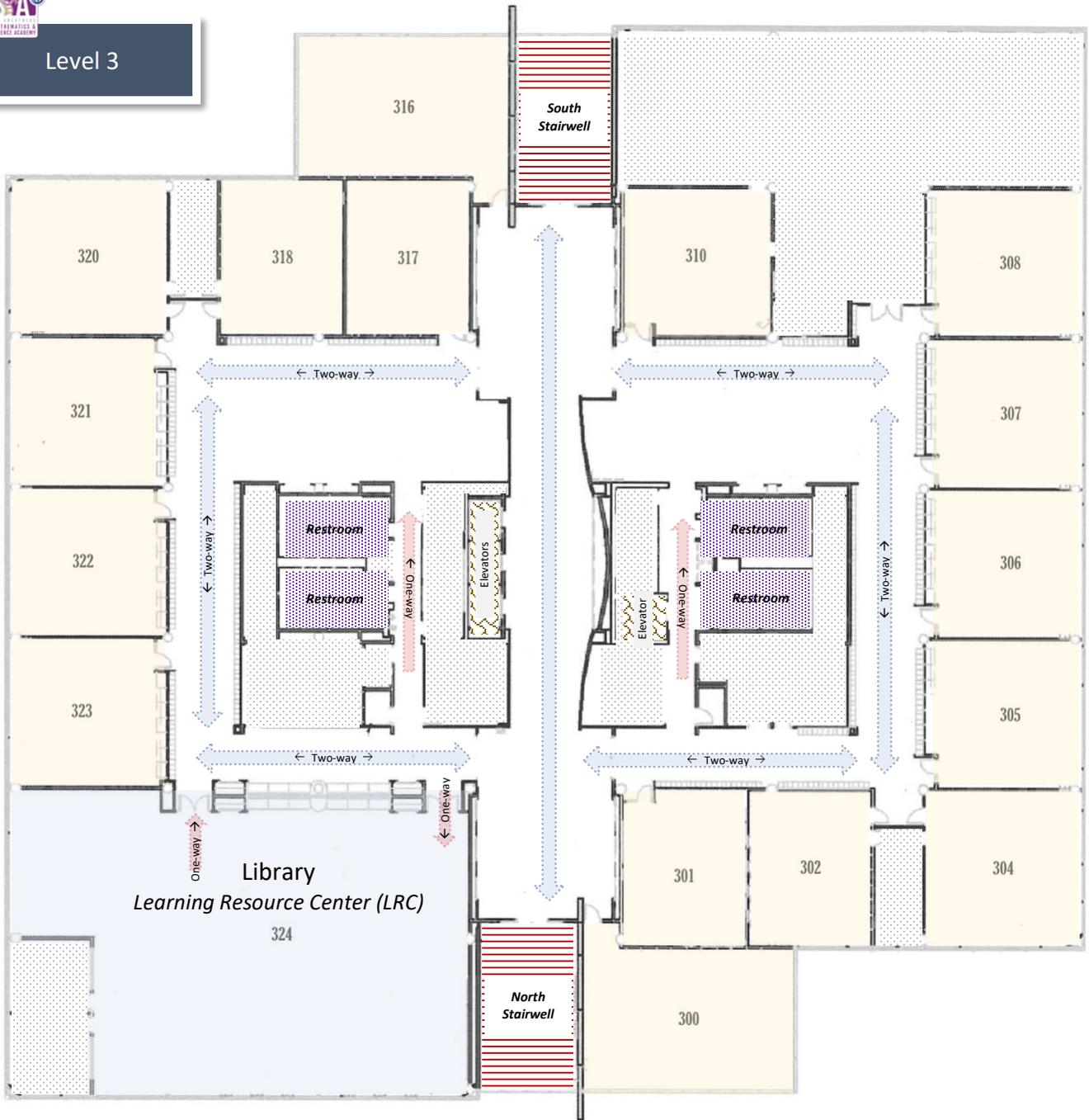
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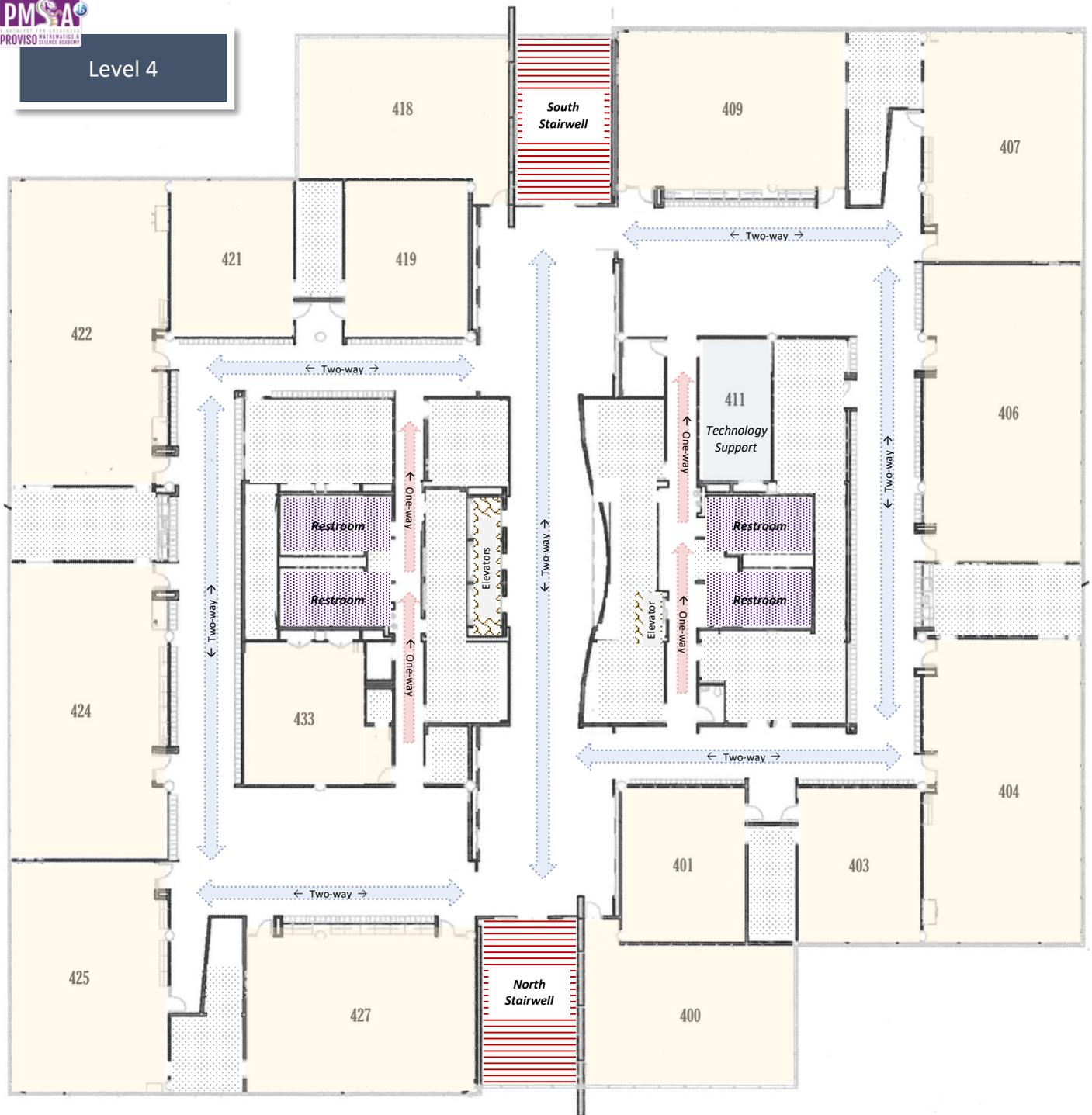
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Level 3



Level 4



Level 5

