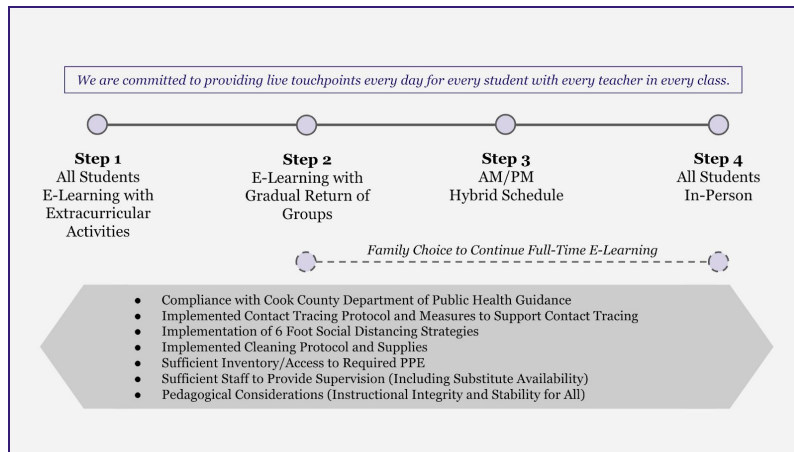


Learning and Operational Plan for the 2020-21 School Year

Presented July 27, 2020

Dear Glenbrook Community:

On Monday night, July 27, the administrative team will provide the Board of Education a proposed Learning and Operational Plan under which all District 225 students and staff will begin the 2020-2021 school year as scheduled on Wednesday, August 19, under an E-Learning format. During each of the plan's four steps, District 225 is committed to providing live touchpoints every day for every student with every teacher in every class. We are working earnestly and deliberately to bring students and staff back to our schools in a safe and thoughtful manner.



ABOUT THE LEARNING AND OPERATIONAL PLAN FOR THE 2020-2021 SCHOOL YEAR

The district's [Learning and Operational Plan for the 2020-2021 School Year](#) was developed based on insights and feedback collected through surveys, focus groups and personal dialogue with a wide range of District stakeholders, including students, parents, educators and support personnel, as well as research on best practices and creative models implemented locally and nationally. We specifically focused on five guiding principles:

- Maintain the health and safety of all students and staff;
- Provide meaningful and engaging academic experiences for all students;
- Address the social and emotional needs of all students;
- Provide consistency and stability for all students and staff; and
- Provide continuous professional learning opportunities for staff that address learning needs unique to this time.

ABOUT STEP 1: E-LEARNING

The teaching and learning experience during Step 1 will be significantly different from what took place in the spring, when state mandates limited our ability to deliver a high-quality e-learning experience. Under the 2020-2021 E-Learning model:

- Students will follow a structured schedule with required synchronous learning experiences as part of every class as new content is introduced by teachers. Additional tiers of academic services will be available as needed to support student success and well-being.
- Assessments will be delivered, due dates will be enforced, grades will count, and attendance will be taken.
- Students will be expected to activate their camera when participating in synchronous e-learning.
- Athletics, extracurricular and co-curricular activities will be available through a combination of on-campus and virtual participation opportunities based on guidance from the Illinois State Board of Education (ISBE) and Cook County Department of Public Health (CCDPH) and applicable Illinois High School Association (IHSA) requirements.

- We will implement a social-emotional learning curriculum, integrated into PE and Health courses, that will address essential topics, such as creating a collective community; building resilience; coping with anxiety, fears, and stress; and accessing resources and supports.

ABOUT STEPS 2-4 AND HOW TRANSITIONS WILL BE MADE

Throughout the 2020-2021 school year, an Advisory Committee of District and building administrators, teachers and support staff members, parents, Board members, and a medical professional will convene on a regular basis to evaluate a set of predetermined public health, operational, and pedagogical indicators and develop a recommendation as to whether the District will remain in, advance or step back from the current step. The remaining steps in the Plan are as follows:

- Step 2: E-Learning with Gradual Return to the Classroom
- Step 3: AM/PM Hybrid, during which students attend classes onsite 50 percent of the time and continue with E-learning 50 percent of the time. Students will attend in the morning or afternoon determined by an alphabetic group assignment.
- Step 4: All students attend in-person class every day

Due to the unpredictable nature of COVID-19, it is expected we may move back and forth between Steps 1-4 throughout the 2020-21 school year. The District will communicate with parents, staff and students about any transitions between steps, which will go into effect one week after the announcement.

As we begin to gradually return to campus during Steps 2-4, we will do so in a manner that aligns with ISBE and CCDPH requirements to ensure that students and staff remain safe and that our communities continue to reduce the spread of the novel coronavirus. These requirements include mandated face coverings, the implementation of social distancing, less than 50 individuals gathering in one place, and required symptom screenings and temperature checks. **Students and families will have the option to continue e-learning during Steps 2-4.**

NEXT STEPS

The Board will vote on this recommended Learning and Operational Plan for the 2020-2021 School Year at its meeting on Monday, July 27 at 7:00 p.m. Information about how to participate in this virtual meeting is available [here](#). We are confident that the Board will make their best decision for our District.

Like you, we are proud of our schools and of the well-rounded experience offered to each student. While it is going to look drastically different from what we all know, we are confident in our ability to start strong on August 19 and to deliver high-quality, meaningful and engaging academic and extracurricular experiences for all students throughout the 2020-2021 school year. We are committed to excellence in the 4 A’s: Academics, Athletics, Activities, and the Arts,

On behalf of the entire team at Glenbrook High School District 225, as always, we thank you for your ongoing support and look forward to seeing our students this fall.

Most Sincerely,

Dr. Charles Johns
Superintendent

Mr. Jason Markey
Principal, Glenbrook North

Dr. Lauren S. Fagel
Principal, Glenbrook South

Dr. R.J. Gravel
Assistant Superintendent for
Business Services

Mr. Brad Swanson
Assistant Superintendent for
Human Resources

Dr. Rosanne Williamson
Assistant Superintendent for
Educational Services

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**RESOLUTION TO APPROVE THE
LEARNING AND OPERATIONAL PLAN FOR THE 2020-21 SCHOOL YEAR**

BE IT RESOLVED by the Board of Education of Glenbrook High School District No. 225, Cook County, Illinois, as follows with respect to the opening and operation of the District's offices, facilities, programs and schools for the 2020-21 school year in the midst of the COVID-19 pandemic:

1. The plan for the opening and operation of the District's offices, facilities, programs, and schools for the 2020-21 school year, substantially in the form presented by the Superintendent and entitled "Learning and Operational Plan for the 2020-21 School Year" (known as 'the Plan' from this point forward) and dated July 27, 2020, is hereby approved.

2. The Superintendent and the Superintendent's designees are hereby authorized and directed to implement and enforce the Plan and are further authorized to require students, staff, parents, visitors and other participants in the District's programs to comply with the Plan and with the directives of the Superintendent and the Superintendent's designees implementing and enforcing the Plan.

3. The Superintendent is hereby authorized to modify the Plan from time to time to conform to the requirements of, or guidance from, any entity with authority over the District, including, but not limited to, the Governor of Illinois, the Illinois Department of Public Health, the Illinois State Board of Education, the Illinois High School Association, and the Cook County Department of Public Health, and as otherwise appropriate to facilitate the operation of the schools and the safety of students, staff, visitors and other participants in the District's programs. Any substantive changes to the Plan shall be made in consultation with the appropriate employee group representatives and the President of the Board and then promptly reported to the Board which may affirm, modify, or disapprove of the changes. The changes shall, however, remain in full force and effect until such time as the Board acts, unless otherwise required by law.

4. This Resolution, and the Plan as may be modified from time to time pursuant to number 3 above, are adopted and are to be implemented and enforced, in the exercise of the discretionary powers granted to the Board by Sections 10-20 and 10-20.5 of the Illinois School Code and any other applicable law. The Plan constitutes rules adopted by the Board pursuant to Section 10-20.5 of the School Code which shall be filed in the District's central administrative office and posted on the District's website. In accordance with Board Policy 2040, the Plan, and the authority granted to the Superintendent and the Superintendent's designees by this Resolution, supersede any policy or other rule of the Board and temporarily suspend any policy or rule, to the extent any such policy or rule is inconsistent with the Plan.

5. This Resolution shall be in full force and effect upon adoption.

ADOPTED this 27th day of July 2020, by a roll call vote as follows:

YES: _____

NO: _____

ABSENT: _____

Bruce Doughty
President, Board of Education

ATTEST:

Rosanne Williamson
Secretary, Board of Education

Overview

Learning Plan Development Team

A team has been established to create the 2020-21 learning plan for the Glenbrook High Schools. Initial members of this team include:

- Administration
 - Dr. Charles Johns, Superintendent
 - Dr. R.J. Gravel, Assistant Superintendent for Business Services / CSBO
 - Mr. Brad Swanson, Assistant Superintendent for Human Resources
 - Dr. Rosanne Williamson, Assistant Superintendent for Educational Services
 - Mr. Jason Markey, Principal
 - Dr. Lauren Fagel, Principal
 - Dr. Jennifer Pearson, Director of Special Education
 - Dr. Kim Ptak, Director of Operations / CSBO
 - Ms. Lauren Bonner, Associate Principal for Administrative Services
 - Mr. Casey Wright, Associate Principal for Administrative Services
 - Dr. Ed Solis, Associate Principal for Curriculum and Instruction
 - Mr. Cameron Muir, Associate Principal for Curriculum and Instruction
 - Mr. Bill Eike, Assistant Principal / Dean of Students
 - Mr. Ron Bean, Assistant Principal / Dean of Students
 - Mr. Eric Etherton, Assistant Principal for Student Services
 - Dr. Lara Cummings, Assistant Principal for Student Services
 - Mr. John Catalano, Athletic Director
 - Mr. Steve Rockrohr, Athletic Director
 - Dr. Mike Tarjan, Assistant Principal for Student Activities
 - Mr. Mark Maranto, Assistant Principal for Student Activities
 - Mr. Ryan Manly, Technology Services Manager
 - Mr. Brian Murdy, Buildings and Grounds Manager
 - Mr. Joel Reyes, Safety and Security Manager

- Professional Services Consultants
 - Ms. Erin Miller, Associate Principal, Arcon Associates, Inc.
 - Mr. Paul Timm, V.P. of Physical Security Services, Facility Engineering Associates
 - Ms. Maureen Roskoski, Senior Professional, Facility Engineering Associates
 - Ms. Rebecca Cohen, District Manager - Quest Food Management Services, Inc.
 - Ms. Leslie Norgren, Regional Vice President - First Student, Inc.
 - Mr. Bryan Williams, Location Manager - First Student, Inc.
 - Mr. Yosh Islam, Regional Manager - Beck's Bookstores

- With collaboration from:
 - Glenbrook Educational Association (GEA);
 - Glenbrook Educational Support Staff Association (GESSA); and
 - Glenbrook Educational Support Paraprofessional Association (GESPA).

Guiding Principles

As the planning team met, we utilized the following guiding principles:

1. Maintain the health and safety of all students and staff;
2. Provide meaningful and engaging academic experiences for all students;
3. Address the social and emotional needs of all students;
4. Provide consistency and stability for all students and staff; and
5. Provide continuous professional learning opportunities for staff that address learning needs unique to this time.

Restore Illinois

It is estimated that the Suburban Cook County health region, which includes Glenview and Northbrook, will remain in phase 4 (revitalization) when school resumes.

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

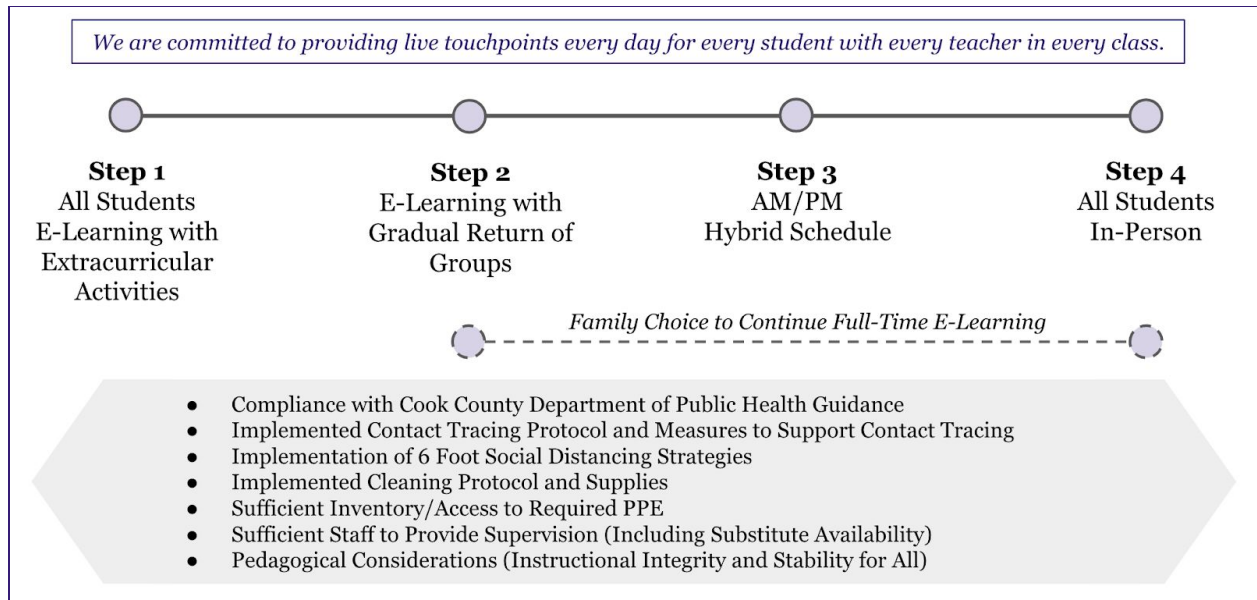
During this phase, gatherings of up to 50 people are allowed, and schools can reopen under guidance from the Illinois Department of Public Health. It is further estimated that a region will transition to phase 5 after a vaccine or highly effective treatment becomes widely available. Until that time, face coverings and social distancing will remain the norm. Progressing to the next phase will be guided by [metric data tracing](#).

Academics, Activities, Athletics, and the Arts

Learning Continuum

We have established a learning continuum that contains 4 steps, or learning environments. We anticipate that we will have to move back and forth along the continuum through the 2020-21 school year. At each step along the continuum, ***we are committed to providing live touchpoints every day for every student with every teacher in every class.***

Below is a graphic of the continuum and a description of each step.



Transition Considerations

The indicators are designed to ensure that we can continue to provide the best educational experience in the safest setting possible. In order to transition from one step to another along the continuum, an advisory committee of stakeholders including, Board of Education representation, administrators, employee group representatives, medical professionals, and parents. The role of the advisory committee will be to evaluate a set of indicators and advise if it is appropriate to progress along the continuum. The advisory committee will be chaired by the Superintendent, and will meet every other Monday at 4:00 PM beginning Monday, August 17, 2020.

A final decision regarding the transition from one step to another will be determined by the Superintendent in consultation with the Board of Education.

The school district will routinely communicate with all stakeholders regarding an update and potential movement along the continuum. The following announcement and possible movement dates have been set for the first semester of the school year:

Announcement Date	Date of Possible Step Movement Along the Continuum
Friday, August 28, 2020	Tuesday, September 8, 2020
Friday, September 25, 2020	Monday, October 5, 2020
Friday, October 9, 2020	Monday, October 19, 2020
Friday, October 23, 2020	Monday, November 2, 2020
Friday, November 6, 2020	Monday, November 16, 2020
Friday, November 20, 2020	Monday, November 30, 2020
Friday, December 4, 2020	Monday, January 4, 2020
Friday, December 18, 2020	Tuesday, January 19, 2020 (Start of Second Semester)

Step Descriptions

Step 1: All Students E-Learning with Extracurricular Activities

- All students participate in e-learning at home.
- This is not the remote learning experience that took place this spring;
 - Students will follow a structured schedule with required synchronous learning experiences for part of every class;
 - New content will be introduced by teachers, assessments will be delivered, grades will count, attendance will be taken, and due dates will be enforced; and
 - Students are expected to activate their camera when participating in synchronous e-learning activities.
- Extracurricular clubs and activities may begin meeting either virtually or in-person.
- Athletic contests and practice may begin in accordance with IHSA guidance.

E-Learning Sample Weekly Schedule*						
	Day 1 Gold	Day 2 Blue/Green	Day 3 Gold	Day 4 Blue/Green	Day 5 Gold	
Block 1	E-Learning	E-Learning	E-Learning	E-Learning	E-Learning	8:00 AM - 9:30 AM
Block 2	E-Learning	E-Learning	E-Learning	E-Learning	E-Learning	9:40 AM - 11:10 AM
55 Minute Lunch Break	Lunch and Optional Student Meetings					11:10 AM - 12:05 PM
Block 3	E-Learning	E-Learning	E-Learning	E-Learning	E-Learning	12:05 PM - 1:35 PM
Block 4	E-Learning	E-Learning	E-Learning	E-Learning	E-Learning	1:45 PM - 3:15 PM

* Day 6 would restart with a Blue/Green day.

Step 2: E-Learning with Gradual Return of Groups

- Schools will continue to add layers of academic and extracurricular in-person experiences on a gradual basis, evaluating and adjusting implementation of safety protocols with each new layer; and
- Small cohorts of students can attend in-person to receive additional academic and/or social/emotional support from staff.

Step 3: AM/PM Hybrid Schedule

- Up to 50% of the student population attends school in-person every day, either in the morning (AM) or the afternoon (PM);
- All learning spaces and common areas are setup to provide for 6 feet of social distancing;
- Students are assigned to a group, based on the first letter of their last name, with the exceptions to keep siblings together;
- Students who are not attending in-person are still participating in the class at home;
- Students who are scheduled for SRT and do not need to be on campus are asked to stay home;
- The schedule will follow a typical bell schedule as closely as possible; and
- Students will eat lunch at home; meal delivery service will be offered once per week on Sundays for those that request.

Step 4: All Students In-Person

- All students attend classes in-person every day;
- Students who prefer to continue e-learning are allowed to do so; and
- The daily schedule for a full return will follow the typical bell schedule as closely as possible.

Family Choice in Learning

Should a family determine that their student would benefit from participating ONLY in an e-learning environment, with no in-school instruction, the school will accommodate this preference. Additionally, families will have the ability to transition from an exclusive e-learning environment to a hybrid learning environment based on communication with their guidance counselor.

Open Campus

During steps 2 and 3, schools will implement an open campus with parent permission where students do not have to be in the school building if they do not have class. If a student has a study hall or SRT scheduled, they do not need to be in the school building at that time. Student access to staff offices will be significantly limited and directions for access will be clearly posted for students, staff, and visitors. Students should schedule virtual appointments to receive support from teachers

Classrooms and Capacity

Please refer to the [Social Distancing](#) section of this document. Additionally, the school district will be working with our architects and local fire departments to install appropriate hardware so that doors can remain open while teaching. This will provide additional circulation of air through the room, while providing teachers with the ability to immediately close the door and leverage the automatic locking technology in the event of an emergency.

Synchronous Class Sessions

As part of our student's e-learning experience for the 2020-21 school year, we know that video instruction, including live streaming and recorded lessons, will be a significant part of instructional delivery. We want

to take this opportunity to provide an overview of our plans and expectations when students are using video access or video recordings as part of their instructional services.

One critical aspect of that program will be the use of Zoom video conferencing technology to enable students to see, hear and learn from their classroom teachers while at home. During e-learning experiences, this technology is being used to best approximate the classroom experience. The school district wants families to know and understand that the virtual classroom will be treated to the greatest extent possible the same as the traditional classroom our students are used to being in. The school district takes student privacy and confidentiality matters seriously and expects the same of students and families during this time as well. To that end, please be mindful of the following expectations:

- The Board of Education's policies and student behavior standards will still apply when a student is receiving instruction by video or other remote means;
- Students are not permitted to download or make copies of recorded lessons;
- During live streamed classroom instruction, students and/or their families may not make audio or video recordings or take pictures of the screen;
- Persons other than the student should not watch live streamed classes, unless a parent's assistance during the lesson is essential due to a student's special needs;
- Students must completely log out of any live streamed lesson after the teacher has ended the class;
- Failure to abide by these expectations and other student behavior standards will subject the student to disciplinary measures in the same manner as if the conduct took place at school.

If students have technical questions about use of our video technology resources, please contact the Glenbrook Help Desk at (847) 486-4555, helpdesk@glenbrook225.org

Recording Class Sessions

When implementing e-learning, it is possible to record class sessions. The following expectations apply during these sessions:

- Students and parents are not allowed to share recorded lessons, or to use any device or software to make a duplicate record of e-learning sessions;
- Classroom instruction that is recorded by teachers may be made available for students who need to participate remotely, or who need to reinforce their learning;
- Any recordings that are made available will be password-protected, and all reasonable measures to limit the ability for videos to be downloaded or re-circulated will be taken;
- In an effort to limit personally identifiable information from another student's education record from being disclosed, it is expected that only students are observing recorded e-learning sessions; and
- A specific portion of a recorded lesson may be viewed by a parent if necessary to assist their child with a question about the lesson.

Driver Education

The district will continue to provide behind-the-wheel training to students in full compliance with all Illinois Secretary of State and IDPH safety requirements. Those requirements include:

- Only two students and one instructor per vehicle;
- Face coverings will be required at all times;
- Eating and drinking in the vehicle will be prohibited;
- Windows will be open whenever possible;
- Unnecessary stops during training will be avoided;

- Car occupants must complete hand hygiene with soap and water or hand sanitizer before and after driving. Hand sanitizer will be available in the vehicle; and
- Clean and disinfect critical contact surfaces.¹

Music Courses

The district will review music course offerings to align with current ISBE guidance:

- Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles;
- Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments;
- It is permissible for band members to remove their masks during the time they are playing, but only if necessary;
- Students should provide their own equipment for class; sharing of equipment between students should be prohibited;
- Students should disinfect musical instruments between classes;
- Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds;
- Conductors should face students from more than 10 feet away from the first row of singers/band members; additional plexiglass will be installed in front of the director; and
- Consider blended/flipped classrooms, as well as individualized self-management programs, to reduce the risk of exposure and allow for personal choice/director choice with recording or practice performance.

Physical Education

Students are required to be enrolled in Physical Education (PE) or Health throughout their four years of high school (unless they qualify for a waiver according to Board Policy ADD NUMBER HERE). According to ISBE guidelines, the following parameters will be in place for PE:

- Face coverings must be worn;
- Activities must allow for 6-foot social distance between students;
- Students will not use locker rooms or change into a PE uniform;
- Students will not share equipment; and
- Students will be asked to wear loose-fitting clothing suitable for participation in low-impact activities on the days they have PE.

Special Considerations for Students with Disabilities

The district focuses on the safety, health, and welfare of students and staff in our community while ensuring that students with disabilities also have equal access to the same opportunities as their general education peers, including the provision of FAPE. The district will ensure that, to the greatest extent possible under these unique circumstances, each student with a disability is provided the special education and related services identified in the student's IEP developed under IDEA, or a plan developed under Section 504.

Exceptions and/or accommodations will be made when protocols are medically contraindicated, provided that the individual supplies appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.

¹ [Illinois State Board of Education - Starting the 2020-21 School Year, Part 3 Transition Joint Guidance, June 23, 2020.](#)

The district has developed plans for the safe return to in-person learning that take into consideration the unique needs of students with disabilities. Examples include:

- The impact of protective face coverings on students who suffer from respiratory disease, sensory processing sensitivity, and/or expel bodily fluids orally.
- Students with disabilities who are unable or refuse to wear a face-covering (see face-covering considerations section of the plan).
- The impact that staff wearing protective face coverings may have on students with disabilities (e.g. students with hearing impairments) has been planned for.
- Normalize that some persons may not be wearing a face covering.
- Consideration to social and emotional needs of students with disabilities (transitions, social boundaries/personal space, counseling, behavior strategies).
- Visual supports and space considerations for infection control
- Additional precautions for staff who support students who may require physical assistance

Delivery Of Special Education Services

While ISBE encourages districts to provide special populations, which may include students with Individualized Education Programs (IEPs), with priority consideration for in-person services, as we do within a typical school, the district will provide a continuum of services and support available to students with disabilities based on their individual needs across different modalities (remote, hybrid, full in-person) in the district learning plan. In some cases, a student with an Individual Education Program (IEP) or 504 plan can access and progress in any learning environment through built-in supports and accessibility, with minimal accommodations while others may require extensive special education and related services as deemed appropriate to meet the needs of the individual student.

The student's educational team will identify the needs of students with disabilities through collaboration with the special education team, general education teacher, students, parents, and data-based decision making. Students may require prioritization of in-person learning support services and/or additional interventions when it is safe to do so. Conversely, if in-person instruction would place students who are medically-fragile or immunocompromised at higher risk, the IEP Team may consider alternative placement options such as continuing the implementation of remote learning, a hybrid, etc. The process for review will be further articulated in August.

During in-person instruction, special education classrooms are required to follow social distancing requirements. Considerations will be determined for students who struggle with understanding social boundaries and personal space.

Related Services

If a student receives counseling or speech or other related services per the IEP or 504 plan, the district will be providing those services, but they may look different based on the district learning platform and individual needs of the student.

Teletherapy may continue to be used as an alternative to in-person counseling when deemed appropriate.

Community-Based Instruction and Vocational Training

Per ISBE guidance, the district has consulted with the local health department and legal counsel to develop a plan for resuming community-based transition services.

Supports for Students Who Require 1:1 Assistance

The district will continue to provide needed 1:1 assistance for students across learning platforms. For students who require 1:1 assistance, but cannot wear facing coverings or comply with social distancing requirements, the district will consider and determine, on an individualized basis, whether a student's medical or disability-based needs can be safely accommodated during in-person learning in collaboration with the school nurse and IEP team. The district will consider accommodations and other personal protective equipment options for both students and staff. There are a wide variety of face coverings which the district may explore as potential reasonable accommodations. Other potential reasonable accommodations may include not requiring a face covering, but requiring additional PPE coverings for other staff working with the student, use of alternative spaces configurations, or utilizing intervention strategies such as working with a student to increase their tolerance to a face covering. Maintaining strict social distancing will not likely be feasible due to the personal nature of common care and services, including feeding, toileting, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE shall be used in conjunction with increased hand hygiene. The district will work closely with parents, teachers, school nurses, as well as the student's medical provider, to determine safe alternatives to in-person instruction for students who are medically fragile or if accommodations are insufficient to meet their needs in-person.

IEP Meetings

The district will adhere to timelines for annual IEP meetings. All Individuals with Disabilities Education Act (IDEA) and Section 504 timelines remain in effect. IEP teams should meet to determine whether any revisions to IEPs are necessary to address current levels of a student's performance.

During an in-person meeting, all IDPH requirements must be met including but not limited to wearing appropriate PPE, social distancing as much as possible, complying with capacity limits, and symptom and temperature screenings. Parents or guardians and additional participants will continue to be afforded the opportunity to participate via alternative means. Meetings should be held virtually to the greatest extent possible; however, if the parent is not able to participate or is not agreeable, the meeting will be scheduled at another time that is mutually agreeable. During Phase 3 or greater of the Restore Illinois Plan, the district may conduct IEP meetings for families who have been unable to engage or are in disagreement with virtual IEP meetings. If a meeting is held in-person, all participants will have the option to participate remotely.

Evaluations and Reevaluations

The district will make every effort to complete all unfinished initial evaluations and reevaluations that were in progress prior to school closures and during school closures as promptly as possible. The IEP teams shall complete missing portions of the evaluation as soon as possible once the district or other serving entity returns to in-person instruction, after which the IEP team should be convened to review the results and determine or revisit eligibility and develop or revise the IEP, as appropriate.

As school resumes, it is important to maintain parent procedural safeguards and child find responsibilities while keeping in mind the impact that school closures have had on all students. School teams should also consider the situational trauma that can occur as individuals recover from natural disasters.

All parent requests for evaluation should be considered per the required timelines. The district will make sure to collect all relevant information to help the referral team make an informed decision regarding whether there is a reason to suspect an educational disability. If the team suspects a disability, the team

must initiate the evaluation process by obtaining consent for evaluation and providing the parent with prior written notice. All evaluation criteria and eligibility guidelines are still required.

Evaluations may still be held virtually to the greatest extent possible; however, the district and other serving entities may conduct evaluations in person in adherence to all state and local safety guidelines during the administration of evaluations.

English Learners

The district will continue to apply the Illinois English Language Development Standards and utilize the WIDA Can-Do Descriptors for listening, speaking, reading, and writing. When developing instruction for English Learners, we will emphasize language use and expectations that are targeted and authentic; activities will be meaningful to ensure students achieve linguistic and academic growth, whether English instruction is online, in person, or a hybrid.

In-person instruction should be prioritized for English Learners. Other scaffolds for English instruction may include an extension of time for assignments, videos with captioning or embedded interpreting, accessible or translated reading materials, or other technological solutions. Teachers may use face coverings with clear windows or face shields during instruction or pre-recording these demonstrations.

Extracurricular Activities and Athletics

Extracurricular and co-curricular activities must follow ISBE, IDPH, and applicable IHSA (Illinois High School Athletic Association) requirements. This will include the current Phase 4 guidance of groups of 50 or fewer individuals. The district will encourage participation through a combination of on-campus and virtual activities to be determined by specific activities.

Health and Wellness

Building Entry

School buildings will be open for all students from 7:30 AM - 4:00 PM and will remain open on a limited basis after 4:00 PM for designated student activities and athletics. Students and staff will enter the school building from a designated entrance:

- Glenbrook North
 - Staff and Students
 - Door E (Main Entrance)
 - Door O
 - Door FF
 - Visitors
 - Door E (Main Entrance)
- Glenbrook Off Campus
 - Door A (Main Entrance)
- Glenbrook South
 - Staff and Students
 - Door C and D (Main Entrance)
 - Door O (Auditorium)
 - Door OO (Concession/Auto Courtyard)
 - Visitors
 - Door A (Main Entrance)

Stickers have been placed on the floor throughout the entry areas to promote social distancing of individuals entering the school. Paraprofessionals will assist students, staff, and visitors as they enter and complete the pre-entry process described below. Administrators and Security Coordinators will monitor the entrance areas to ensure that social distancing is being followed and the flow of entry is uninterrupted.

Staff members entering the building when paraprofessionals are not available are responsible for independently completing the health questionnaire and temperature check using a kiosk. All staff enters through either the main entrance or loading dock (e.g., plant operations team members). Staff must sign in upon arrival and out upon departure. Any staff member that displays symptoms should depart the school building and contact their supervisor for further guidance.

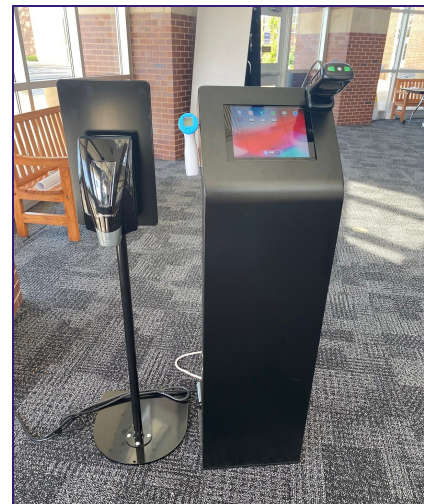
Health Questionnaire and Temperature Check

All individuals entering the school building or boarding a school bus will be required to complete a health questionnaire, which includes an onsite temperature check on a daily basis. Students and staff are encouraged to complete a pre-certification process through the school district's secure, online system

(<https://covid.glenbrook225.org>), which will be confirmed for completion upon arrival. Health questionnaires will only need to be completed once per day, even if an individual travels to multiple locations throughout the district on a day. Videos demonstrating the health questionnaire and check-in process are available:

- [Daily Glenbrook Health Self-Certification Process](#)
- [Glenbrook On-Campus Check-In Process](#)

Individuals successfully completing a health questionnaire and temperature check will be permitted to enter the school building or



board the school bus. Should an individual present symptoms at the school building, they will be directed to a satellite nurse's office for evaluation and consultation. Should an individual present symptoms at the bus stop, they will be asked to return to their home. The bus driver will notify their dispatch center and the school will be contacted. Additionally, the dispatch center will contact the student's parent/guardian by telephone.

Should a student or staff member be identified as needing to quarantine for a period of time, their profile will be updated within the check-in system to designate a start date/end date for the quarantine. During this time, if the individual attempts to enter the building, an alert will notify the staff member operating the check-in system that they should not enter the building.

Visitors

Until school resumes regular operations (e.g., the suburban Cook County region transitions to phase 5 of the Restore Illinois framework), school building access will be significantly limited to visitors. To the greatest extent possible, meetings with parents and other interested parties will be conducted virtually using the Zoom platform. When not practical to conduct business virtually, visitors to the building will be required to submit to a health questionnaire and temperature check, and follow all identified health and wellness procedures described within this document. In the interest of safety, visitors that do not comply with the designated procedures will be removed from the school building.

Face Coverings

To prevent the spread of COVID-19, face coverings will be required for all District staff members, students, and visitors who are present in school district buildings. Face coverings will also be required on school grounds in circumstances where social distancing (six feet of distance between individuals) cannot be maintained. Face coverings are masks or other cloth face coverings which cover an individual's nose and mouth. All face coverings must adhere to the following guidelines:

- Reach above the nose, below the chin, and completely cover the mouth and nostrils (i.e., no bandanas);
- Fit snugly against the sides of the face;
- Be made of multiple layers of fabric that you can still breathe through; and
- May not be constructed of material that is sheer or resembles mesh or netting.



The CDC has prepared a [video](#) and a [printable flyer](#) that demonstrates how to properly wear cloth face coverings.

Face Coverings for Employees

All District employees will be provided with a cloth face covering for use during work hours. Employees must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the [Illinois Department of Public Health \(IDPH\)](#).

Face coverings must be worn by employees at all times in school buildings, whether on-duty or on a designated break time. Face coverings must also be worn on school grounds when social distancing cannot be maintained. The District will provide designated outdoor and indoor spaces, marked to provide

for social distancing, which employees may use for meal breaks and other designated breaks where face coverings may be removed.

Employees who have a medical condition or other disability that may prevent them from safely wearing a face covering must complete the District's "Face Covering Accommodation Form." The information on the Form must be verified by a physician licensed to practice medicine in Illinois. Upon review of the information provided by the employee, the District may seek its own independent determination of the employee's need for reasonable accommodation of the face covering requirement through the fitness for duty provision set forth in Section 24-5 of the Illinois School Code (105 ILCS 5/24-5).

Employees who have not been approved for an accommodation under this protocol but refuse to comply with its requirements will be subject to discipline.

Face Coverings for Students

All District employees will be provided with a cloth face covering for use during work hours. Employees must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the [Illinois Department of Public Health \(IDPH\)](#).

Face coverings must be worn by students at all times in school buildings, on school busses and any other District vehicles providing transportation to and from school, on school grounds when social distancing cannot be maintained, and at all school activities.

The District will provide designated indoor space, marked for social distancing and/or otherwise fitted with shields or other materials, for student use during lunch periods. The District will also provide designated outdoor space which allows for social distancing, to permit other break periods for students where face coverings are not required. All lunch/recess/break periods will be supervised by District staff. Students who are not wearing a face covering upon entry to school or a school bus or vehicle, or at any other school event where face coverings are required will be provided a disposable or clean cloth face covering for immediate use. Students who have not been provided an accommodation to the face covering requirement and who refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be sent home and excluded from in-person instruction, transportation, and other school activities.

Face Coverings for Visitors

Visitors to school are limited in order to prevent the spread of the COVID-19 virus as part of the District's reopening plan. Visitors who are permitted must adhere to the face covering requirements.

Face Covering Accountability

All students, staff, and visitors will be required to wear a face covering at all times when in the school building, even when social distancing is maintained. The only exception to this requirement is when an individual is eating lunch, utilizing the swimming pool, or has been approved for an accommodation.

The requirement to wear a face covering is a component of the school district's overall effort to maintain a safe and secure environment for all students, staff, and visitors. It is the responsibility of all students and staff to ensure that our schools are safe places for all, by following the procedures that have been instituted and notifying a staff member of any issue that might need to be addressed (See Something, Say Something).

Should a student not wear their face covering, they will be reminded of the requirement and asked to put on a face covering. If a student refuses or repeatedly does not wear their face covering, they will be referred to the dean. Any student that refuses to wear a face covering, and is insubordinate to one or more school officials², may be required to transition to a full-time, e-learning mode of instruction for a period of time as deemed appropriate.

Should a staff member not wear their face covering, they will be reminded of the requirement and asked to put on a face covering. If a staff member refuses, they will be referred to the Human Resources department for potential disciplinary action.

Should a visitor not wear their face covering, they will be reminded of the requirement and asked to put on a face covering. If a visitor refuses, they will be asked to leave the school building.

Face Covering Considerations for Persons with Medical Needs

The Illinois State Board of Education and Illinois Department of Public Health released Joint Guidance on June 23, 2020, for school districts in developing plans for the safe return to in-person learning. The Joint Guidance recommends that school teams determine, on an individualized basis, whether a person's medical needs can be safely accommodated during in-person learning. Some recommended considerations include:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely
- The student's behavior and capacities, including to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering (may consider the option of face shield instead), ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet students' needs on an individualized basis. Appropriate release of information forms must be obtained for communication with outside providers. Review IEPs, 504 Plans, Asthma Action Plans, or Individualized Healthcare Plans to determine if these plans will need to be amended or modified.



If an individual has a medical condition and is unable to wear a face-covering due to a medical condition, we require the submission of the district's Face Covering Accommodation Form.

For students, the submission of the district's Face Covering Accommodation Form will be made to the home school's Student Services department. Upon review of the completed and verified form, the district will schedule a meeting with parents/guardians and the student's Section 504/IEP team (if applicable) to review the form and consider accommodations for the student. The District may verify all information provided by the student's parent/guardian and/or the student's physician through an independent review by a licensed medical provider of the district's choice.

² Board Policy 8400 - Student Behavior, Misconduct, Rights and Responsibilities

For employees, the submission of the district's Face Covering Accommodation Form will be made to the Human Resources department. Upon review of the completed and verified form, the district will schedule a meeting with the employee to review the form and consider accommodations for the staff. The district may verify all information provided by the physician through an independent review by a licensed medical provider of the district's choice.

Examples of accommodations may include:

- Use of a face covering with a clear window: In cases where individuals need facial visualization for instruction and communication, face coverings with clear windows will be provided as a support to school personnel for students with disabilities or English learners.
- Use of additional PPE for school personnel: Additional PPE will be provided for school personnel such as gloves, gowns, goggles, face shields, and upgraded face masks (e.g., surgical or N-95).
- Transition to different learning spaces: Depending on the unique needs of the student(s) and the facilities presently in use, consider transitioning the classrooms utilized to other locations with more air circulation, greater ability to implement social distancing, installation of either a handwashing station or selection of space with a sink for increased hand hygiene.
- Installation of plexiglass barriers: Installation of plexiglass barriers when appropriate to limit the spread of any water droplets from an individual not wearing a face covering.
- Increased cleaning activities: Increased enhanced cleaning and sanitization, in accordance with the school district's cleaning protocol.
- Implementation of scheduled breaks: Opportunities for the individual to take additional scheduled breaks in or outside of the classroom where a mask may not be required to be worn.
- Use of face shields: In cases where individuals need facial visualization for instruction and communication, IDPH recommends video instruction to promote social distancing. If video instruction is not available or appropriate, face shields may be used with the understanding that they have not been deemed effective for source control. As such, heightened attention and adherence to 6-foot social distancing are critical for individuals using face shields. Examples of limited situations when face shields may be necessary if video instruction is not possible to include for teachers of English Learners or world languages, whose students may need to see their mouths form words to facilitate language acquisition³.

Upon approval of a face covering accommodation, the student or staff member's profile in the building check-in system and PowerSchool will be updated to reflect a face-covering accommodation. Additionally, a small emblem will be added to the student/staff ID to indicate the accommodation.

Personal Protective Equipment (PPE)

The school district has actively been procuring necessary, FDA approved PPE since the school closure in March. Our school nurses, Assistant Principals for Student Services, and Director of Special Education have worked in partnership with other Northfield Township schools and Glenbrook Hospital to identify necessary PPE for general and special uses. PPE that has been acquired include:

- N95 Masks (to be fitted as necessary at Glenbrook Hospital);
- One-time use surgical masks;
- Reusable, cotton masks (for staff and students);
- Reusable, cotton masks with a clear window (e.g., communicator mask);
- One-time use masks with a clear window (e.g., communicator mask);
- Clear face shields;

³ [Illinois State Board of Education Update Appropriate Use of Face Shields](#) (June 30, 2020).

- One-time use medical-grade gloves;
- Gowns for medical professionals;
- Plexiglass sheets for customized installations on an as-needed basis.

At the current time, the majority of PPE is accessible from within the school district’s supply chains. The school district will maintain a minimum 60-day supply of all required PPE onhand for use across all facilities. To ensure that all PPE is of high quality and integrity, all PPE orders will be centralized and overseen by the Director of Operations. As additional PPE is required, orders will be placed.

Social Distancing

The Illinois Department of Public Health advises that “social distancing actions are taken to restrict when and where people can gather to stop or slow the spread of coronavirus disease (COVID-19) or other infectious diseases in communities”⁴. The Illinois State Board of Education has directed schools to maintain social distance as much as possible, including the six-foot radius around students, and further recommends that excess furniture be removed from classrooms to allow for as much space as possible between desks. With these considerations in mind, the school district has worked diligently to comply with the social distancing recommendation of a six-foot radius around students and staff.



The school district’s architects have worked closely with our school leaders to evaluate each classroom, learning space, and common area throughout the school. A comprehensive chart was compiled identifying the physical size, utilization level, daily enrollment, and a maximum capacity should the 6-foot radius be implemented for each room. An example of this chart is included below:

Room Description	Sq. Ft.	6 Ft. Radius Capacity	Based on PowerSchool Data as of 6/27/2020			"A" Day										
			Scheduled	Avg. Daily Enrollment	Max. Daily Enrollment	EB	Block 1-2		Block 3-4		Block 5-6-7 (Lunch)			Block 8-9		
			EB	1	2	3	4	5	6	7	8	9				
English - Classroom	655	14	Yes	23	26		X	X	X	X	X			X	X	X
English - Classroom	655	14	Yes	23	26				X	X						
English - Classroom	655	14	Yes	20	26		X	X	X	X		X	X	X	X	X
Spartan Conference Room	890	19	Yes													
ESL - Classroom	655	14	Yes	14	26		X	X	X	X					X	X
English Classroom	850	18	Yes	24	26		X	X	X	X		X	X	X	X	X

This data was subsequently validated by physically walking each room, identifying equipment and furniture that should be removed, and ensuring that sufficient space was considered for the teacher and others to circulate around the room⁵. Additionally, when furniture designed for more than one person is utilized (e.g., a two-person table), stickers have been added to identify where the individual should sit. Our goal has been to identify the number of students that can properly social distance in each learning space, and then to problem-solve situations where a particular room assignment might need to be changed in order to accommodate the space needed for course enrollment.

⁴ [Illinois Department of Public Health - Social Distancing](#).

⁵ To provide for teacher and student circulation, the square footage of a room was reduced to 75%. Using the 75% level, the square footage was divided by 36 and rounded to the nearest whole number. This determined the maximum number of students that could be provided for within a learning space.

The greatest challenge in providing for social distancing is in our common spaces, specifically during the start and end of the school day and during passing periods. A large number of our students transition from one side of the building to another, which is why our passing periods have been traditionally scheduled for 9 minutes. To address some of these challenges, we have:

- Worked with a local graphics arts firm to create social distancing signage and stickers that will be placed throughout all of our hallways, bathrooms, elevators, and common areas, as reminders for all students and staff;
- Designated the right side of the hallway as one direction, and the left side of the hallway as another direction;
- Designed the entire stairwells, or sections of stairwells as one direction;
- Repositioned or removed seating in common areas to comply with social distancing parameters; and
- Assigned all students scheduled for Student Resource Time (SRT) to a classroom area.



Shared Materials and Equipment

Whenever possible, sharing materials between students and teachers will be avoided. Should sharing materials, such as technology equipment or driver education vehicles, be necessary, items will be disinfected using an alcohol-based wipe containing the recommended CDC alcohol level of at least 60%, prior to each new use by the student or teacher.

Staff will be encouraged to transition to digital materials as much as possible, in lieu of duplicated materials which then need to be passed out to students and/or returned to the teacher. Additionally, a digital submission tool will be implemented for teachers that need copies of documents for their classes. Our copy centers will become the primary duplication center, and shared copiers in department offices should be used sparingly.

General Hygiene

In addition to modifications to our bathrooms discussed in the operational section of this document, the school district has installed hand sanitizer dispensers throughout each facility. Our hand sanitizer meets the CDC recommendations of being an alcohol-based hand rub (ABHR) with a minimum of 60% alcohol. Automatic dispensers have been installed in common areas throughout the facility, and manual pump dispensers have been installed in all classrooms and learning spaces.

Illness Procedures

If an individual is ill prior to the start of the school day, they should not come to school. Parents should report absences to the school attendance office by phone or email:

- Glenbrook North: (847) 509-2432 or gbnattendance@glenbrook225.org
- Glenbrook South: (847) 486-4632 or gbsattendance@glenbrook225.org

Employees should submit their absence using Skyward Employee Access and, if applicable, complete a substitute request in Frontline Absence Management (e.g., Aesop).

If an individual becomes ill at school, they should visit the school nurse's office. School nurses are available throughout the school day. If an individual is experiencing COVID-19-related symptoms, they may be transitioned to a satellite nurse's office for further evaluation.

Routine Absences

Absences should be reported in advance of the school day using the procedures described in the preceding section. Should a student or staff member not be able to actively participate in their scheduled activities during an E-learning day, an absence must be reported.

COVID-19 Reporting

It is the responsibility of every student and staff member to notify the school district in the following instances:

- They test positive for COVID-19;
- They exhibit one (or more) symptom(s) of COVID-19;
- They have a temperature higher than 100.4°F with no other COVID-19 symptoms;
- They have had close contact with someone who tested positive for COVID-19⁶;
- They have had close contact with someone who is exhibiting one or more COVID-19 symptoms, as confirmed by a medical provider; or
- They have returned from a location with a sustained widespread transmission designated as [Travel Warning Level 3](#) by the Centers for Disease Control and Prevention or from locations that the Cook County Public Health Department or the State of Illinois have determined require a 14 day quarantine upon return



Each case of reporting will be reviewed by school nurses, members of the school and district leadership team, and possibly the Cook County Department of Public Health. Depending on the unique circumstances of the case, the school district may initiate contact tracing efforts and may take additional preventive measures to reduce the spread of COVID-19.

Contact Tracing

The school district has implemented a contact tracing protocol to assist in reducing the spread of COVID-19 among students and staff. Our protocol is based on the procedures published by the Bloomberg School of Public Health's contact tracing course at Johns Hopkins University and aligned with guidelines from the Illinois Department of Public Health. We work directly with the Cook County Department of Public Health if and when we implement contact tracing.

To provide additional insight into the contact tracing process, a series of frequently asked questions have been prepared.

⁶ Close contact is defined as being within 6 feet of another person for more than 15 minutes.

Why trace contacts?

Any individual that comes into close contact with someone who has COVID-19 is at an increased risk of becoming infected themselves, and possibly infecting others. By contact tracing, we help break the chain of transmission of the infectious disease.

Who will perform the contact tracing?

Our contact tracing efforts are managed by the school district's Safety and Security Manager, Mr. Joel Reyes, and supported by our two Safety Coordinators, Mr. Dan Gorski, and Ms. Kristin Wick. All three individuals completed training facilitated by the Department of Epidemiology at Johns Hopkins University's Bloomberg School of Public Health.

When will contact tracing take place?

The school district will initiate contact tracing upon notification of a student or employee confirmed or probable case (as confirmed by a medical professional) of COVID-19.

What does the process look like?

Once notification to the school is made, the contact tracing team will conduct the necessary phone interviews to confirm a positive test for COVID-19, and to determine those individuals that have been in close contact with the infected person (known as a contact). Subsequent interviews follow a consistent protocol:

- Introduction and information sharing that they have been in contact with an individual that has been confirmed or is probable to have contracted COVID-19, and the school district has implemented a process to ensure that the school remains a safe learning community;
- Confirmation that all information collected during the contact tracing is confidential, but may be shared with the Illinois Department of Public Health, the Center for Disease Control and Prevention (CDC) or another government agency;
- Discussion of the contact's current state of health, including the timeline of any COVID-19-related symptoms;
- Review of who the contact has interacted with during the infectious period, and where they have been or traveled (e.g., athletic practice, holiday party, school building);
- Based on the information gathered during the interview, the contact will be provided isolation instructions in alignment with guidelines issued by the CDC, and will also be informed of access to school-based support resources.

Should you have any further questions regarding the contact tracing protocol or related activities, please contact Mr. Joel Reyes at jreyes@glenbrook225.org or by phone at (847) 486-5701.

Human Resources

Non-Certified and Administrator Return Plan

Beginning Monday, August 3, 2020, all 203, 239, and 260 staff members will resume their normal work calendar, with all employees returning to work on a daily basis. Each other working group with a calendar starting on Monday, August 17, 2020, will be contacted by the Human Resources Department to share their return timeline and format.

Should a staff member have a unique experience that prevents them from returning to work, they should contact their supervisor and the Human Resources department. Any accommodation request will be processed on a case-by-case basis by a team of school and district administrators.

Staff Offices and Workspaces

Each individual office or shared workspace is unique. Some of our offices provide for greater social distancing, whereas others present structural challenges. When social distancing is not possible, alternative accommodations may be implemented such as:

- the identification of additional shared, flexible spaces or the installation of plexiglass barriers;
- The establishment of a schedule for individuals or group rotations to ensure that social distancing can be maintained.

Student access to staff offices will be significantly limited and directions for access will be clearly posted for students, staff, and visitors. Students should schedule virtual appointments to receive support from teachers.

As part of the district's cleaning protocol, all staff offices and workspaces will be cleaned on a daily basis using several different techniques. All staff members are asked to remove items from desktop surfaces on a daily basis to accommodate cleaning activities. Additionally, staff members are encouraged to limit items that are exposed on shelves or in the general office space, to prevent damage during the cleaning process.

Teaching Remotely or In-Person

The district will provide teachers with the option to teach remotely or from campus during Step 1 while all students are engaged in e-learning. During Step 2, staff members may be required to report to campus to offer support to students in small group settings. During Step 3 and Step 4 all faculty will be required to report to campus to implement either in-person instructional model.

Should a staff member have a unique experience that prevents them from returning to work, they should contact the Human Resources department. Any accommodation request will be processed on a case-by-case basis by a team of school and district administrators.

Operations

Cleaning Protocol

Enhanced cleaning protocol is being followed allowing for extensive building cleaning and disinfecting throughout the day and in the evenings. Classrooms and shared spaces will be deep cleaned and disinfected daily. Commonly touched items, such as door handles, handrails, sink handles, common tables, and surfaces, and elevator buttons will be disinfected multiple times throughout the day.

Disinfectant wipes will be provided in each classroom. Students and teachers will be responsible for cleaning their desks and chairs prior to occupying their seats. Teachers will limit the number of objects handled by more than one person and are responsible for cleaning any instructional materials they are providing that will be used by someone in the class. Furniture with soft and porous material will be removed from classrooms and common spaces. All cleaning products will be centrally purchased and meet CDC guidelines and be FDA approved.

Bathrooms

Washroom use will be limited to approximately one-half of the fixtures to provide for social distancing. Those waiting to access bathroom facilities must socially distance per provided signage. The school district has also placed an order to modify existing bathroom fixtures and equipment as follows:

- 85 hand driers located throughout our schools will be disconnected, and signage will be added indicating that they are not in use, automatic (electronic) or automatic (self-advancing) paper towel dispensers will be available instead;
- 109 manual soap dispensers will be transitioned to automatic dispensers, as soon as the equipment is available (currently back-ordered for several months);
- 95 manual sink faucets will be replaced with automatic faucets, which will require retrofitting of existing sinks and the replacement of several supply lines; and
- 240 manual toilet flush handles will be replaced with automatic flush mechanisms.

To further decrease the number of surfaces that individuals will touch when entering/leaving a bathroom, all multi-stall bathroom doors will be propped-open throughout the school day. Additionally, large waste baskets will be added to all bathrooms to accommodate the anticipated increased use of paper towels, and custodial personnel will be monitoring bathroom cleanliness on a more frequent basis.

Water Fountains

The use of water fountains will be limited to the refilling of water bottles.

Ventilation Systems (HVAC)

Our facilities are served by approximately 115 air handling units which are designed to support community-based facilities such as school buildings. All units are properly maintained and reviewed regularly to ensure they are operating properly and providing acceptable levels of air circulation and overall ventilation. The system filters are within their acceptable service life, appropriately sealed and installed in accordance with the manufacturer's recommendations.

In order to improve air filtration and overall air quality, air filters will be routinely monitored and upgraded, where possible, to a higher MERV rating to capture smaller particles. In areas where filters cannot be upgraded due to system constraints we are evaluating other solutions to help enhance air filtration. Additionally, systems will be adjusted to maximize outdoor air intake which will increase the amount of fresh air circulating throughout the building. Door openers will also be installed on learning space entrances to assist with the circulation of air in occupied rooms.

Cafeterias

During steps 1, 2, and 3, lunch service will not be offered during the school day. However, cafeterias will be utilized to facilitate larger groups of students for instructional and co-curricular programs. Similar to our learning spaces, cafeterias will be set up with all required social distancing protocols in place.

Lunch and Open Lunch

During steps 1, 2, and 3, lunch service will not be offered during the school day. Staff present during the lunch hour will need to make alternative arrangements.

Students participating in the [student financial assistance program](#), or those experiencing financial hardship, will be able to request pre-packaged meals on a weekly basis. Through a partnership with Quest Food Management Services and First Student, a total of five breakfasts and lunches will be delivered to student households on Sunday. Families will be able to choose a 4-hour delivery window and will need to be present at the time of delivery. Families unable to accept a Sunday delivery may arrange a pick-up of their meals on Mondays.

Locker Utilization

Students will not be assigned hallway lockers unless they request one. This will reduce the number of students in the hallways. This will not be a change for most students, as very few students use a hallway locker in typical times.

Transportation

The school district will continue to operate a bus service for those families purchasing a bus pass, or qualifying for bus service as part of the student financial assistance program. At times when the school district has implemented a hybrid schedule, bus service will be operated for both the morning and afternoon sessions. The routing information in these situations will be provided to parents the week prior to the start of the rotation. In the event that the fee-based transportation system does not operate for a period of time due to the implementation of e-learning for all students, the administration will work with the Board of Education to evaluate potential prorated refunds.

Special Transportation

Special transportation will be provided per the individual student's IEP when in-person instruction resumes. The district is coordinating with transportation vendors to ensure they follow the cleaning protocol, and other district guidelines as part of this plan.

Students must undergo symptoms and temperature checks before boarding a vehicle. Students who ride the bus should remember to wash their hands or use hand sanitizer before and after riding the bus.

Shuttle buses will run between the campuses. The District will also share information from Pace and Metra about their plans for service in the fall as it becomes available.

Facility Rentals and External Activities

In an effort to minimize the spread of COVID-19, school facilities will not be accessible for non-school activities. Additionally, rental requests for future dates will not be considered at this time. Rare exceptions may be made for public service, health and safety organizations, when submitted in accordance with Board Policy 5030 - Community Use of School Facilities, and consistent with the requirements of this plan.