

# SEAPCO Central Office

## Return to School Plan



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**ACRONYMS**

**CDC – Centers for Disease Control**

**IDPH – Illinois Department of Public Health**

**IEP – Individual Education Plan**

**ISBE- Illinois Board of Education**

**PPE- Personal protective equipment**

## **INTRODUCTION**

SEAPCO administration, in collaboration with its member districts, has developed a return to

school plan for the 2020-2021 school year for the following central office programs; RISE, Developmental Class, and the SEAPCO Academy. The value of in person student and teacher interaction is key to student success and learning. The state of Illinois recognizes this fact and allows for students to return to in person learning during phases 3 & 4 of the Restore Illinois Plan adopted by Governor J.B. Pritzker. This plan further states that schools must follow approved safety guidance from the IDPH for re-opening.

During Phase 4, IDPH guidelines will:

1. Require use of appropriate personal protective equipment (PPE), including face coverings; FOR ALL- STUDENTS AND STAFF
2. Prohibit more than 50 individuals from gathering in one space;
3. Require social distancing be observed, as much as possible;
4. Require that school conduct symptom screenings and temperature checks or require that individuals self certify that they are free of symptoms before entering school buildings;
5. Require an increase in school wide cleaning and disinfecting

SEAPCO administration collaborated with parents, member districts, staff and community members regarding the possible impact the pandemic may continue to have on programs. The outcome was that we will provide as much in-person instruction on campus as possible throughout the 2020-21 school year. This must be done while keeping students and staff safe while adhering to Center for Disease Control, Peoria County Health Department, and Illinois State Board of Education guidelines. The purpose of this "Return to School Plan" is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the transition to school in the fall. Communication methods that will be used to communicate updates to the current plan are email, Seapco website, phone calls, and information sent via US postal.

Philosophy: Throughout the 2020-21 school year, our communities and districts are healthy and connected, and all students are receiving high-quality services that meet their individual needs.

## **PART 1: WELLNESS**

The importance of mitigating the potential spread of the virus within the school environment is broken into 4 categories: administrative procedures, personal protective equipment, administrative procedures, and engineering factors. For all SEAPCO Central Office and SEAPCO Academy Staff, as well as all students and visitors the following protocols and

procedures will be in place upon returning to school;

Screening or self-certification:

- Seapco Staff: Upon entry or prior to entering the building, all staff are required to use a self-certification method to certify that they are free of symptoms related to COVID-19 before entering the building.
- Students: Upon entry or prior to entering the building, all students will be required to complete a screening protocol to ensure they are free of symptoms related to COVID-19. The student's IEP case manager will be in communication with families with details about each program's screening protocols prior to the start of the school year. The process will be individualized based on the students and families needs .
- Visitors: All visitors are required to enter through the main front entrance. Upon entry to the building, all visitors will be required to complete a screening certifying that they are free of symptoms related to COVID-19.

Face Coverings: Per IDPH and ISBE, staff, students and visitors are required to wear Seapco approved face coverings at all times in the building other than while eating or drinking, even when practicing social distancing unless proof of medical exemption. When outside, face coverings are not required if social distancing is maintained. Additional Personal Protective Equipment may be used for students that are medically fragile as an extra layer of protection and/or if they are unable to wear a face covering due to a medical condition. Please contact your administrator for additional guidance on face covering exemptions. If a student does not comply with the face covering mandate, these situations will be handled by the administrator on an individual basis and may result in discipline.

Hand Hygiene: Hand sanitizer is placed strategically around the building for ease of use for students, staff, and visitors. Staff and students will practice using soap and water for 20 seconds or may use sanitizer with 60% alcohol. Hand hygiene is performed at arrival to school/office, after blowing nose, coughing, sneezing, after using restroom, before/after food prep and eating, before/after routine care for another person, after contact with sick person, following glove removal and when leaving school/office.

Social Distancing: Movement of students within the building will be limited. When possible, groups of students will remain stationary, and employees will travel to the stationary student groups to provide instruction and assistance. Limiting student movement will assist in mitigation efforts and in potential contact tracing, if needed.

## **PART 2: OPERATIONS**

School Day Schedule: See the chart below for SEAPCO central office program start dates, times, and entry directions. Slight changes have been made to the schedule to allow staff time to complete extra cleaning protocol. Staff will utilize the additional time for staff meetings, training, and for additional cleaning to support the health and well being of our students.

<u>Program</u>	<u>Start Date</u>	<u>Start Time</u>	<u>Dismissal Time</u>	<u>Entry to the Building</u>	<u>Days students in attendance</u>
RISE	Wednesday, August 12th	7:55 AM	2:15 PM	East Parking Lot doors	Borland Group-M/W/F Buss Group-Tue/Thur
Developmental Class	Monday, August 17th	8:15 AM	2:00 PM	East Parking Lot doors	Monday through Friday
SEAPCO Academy	Monday, August 17th	8:15 AM	2:00 PM	Main Front Entrance	Monday, Tuesday, Thursday, Friday (Wednesday will be a remote learning day)

Related Services and Special Education Evaluation: If your student receives related services (such as speech, social work, OT/PT), those services will continue to be provided but may be decreased due to a shortened schedule and less instructional time to work with the students. If changes to the current IEP are made parents will be notified and will play an active role in the IEP decision making process. Evaluations, testing, and related service sessions may continue to be in person but with additional Personal Protective Equipment and extra safety precautions (such as shields, plexiglass dividers, etc).

Progress Monitoring: IEP teams will continue to have in place consistent data collection and service log procedures for use across all learning environments. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making any necessary adjustments to instruction. Reports on the progress the child is making toward meeting the annual goals will continue to be provided. Please note that IEP goals and objectives may need to be adjusted if learning is required to take place in a remote educational setting during a forced school closure.

IEP Accommodations: All students attending in-person learning will continue to have access to their individual accommodations in accordance with the IEP. Please note that some accommodations may not be possible to implement or will need to be adjusted in event school is forced to switch to a remote educational setting. The IEP team, including the student's guardian, will work collaboratively if it is determined an accommodation is not appropriate or successful in a particular setting. Needed changes will be documented within the remote learning plan as well as the IEP as deemed necessary

Food Service:

- RISE: Students will prepare their own lunches in the kitchen and will wear gloves and masks at all times. All food and silverware will be handed out by staff. Students will be

given the option to bring their own lunch, but will still take part in the cooking process as a part of the program. Social distancing will be practiced while preparing and eating, there will be no more than nine staff members and students. Additional deep cleaning will take place daily.

- Developmental Center (DC): Students will eat in the classroom. Lunch will be delivered via a vended meal service provider (Aramark) in a pre-packaged format. Classroom staff will modify the school lunch to meet the nutrition/preparation requirements of the students. Staff will be available to puree students' meals based on their individual feeding plans.
- Seapco Academy (SA): Daily breakfast will be available for community students each day. Lunch will be available daily to all students. Food will be delivered via a vended meal service provider (Aramark) in a pre-packaged container for each student to reduce the amount of handling required. Students will be eating in an area that will ensure they are seated 6 feet apart from each other at all times as much as possible.
- \*Free and Reduced lunch applications will need to be completed in order to qualify for free or reduced breakfast/lunch for the DC and SA programs.\*

Physical Education classes: Students will NOT participate in a daily physical education class to avoid shared items and limiting the movement of students. Students will be participating and exposed to physical exercises prepared by our Adapted PE staff. High school credit for PE may still be earned with the student participation of activities prepared by the adapted p.e. teacher.

Bathrooms: Restroom and hand washing breaks will be strategically scheduled and coordinated throughout the day to avoid the intermixing of students. Handwashing will be required for both staff and students. Signs are posted in all bathroom facilities within the building encouraging appropriate hand hygiene procedures. Staff will encourage students to properly wash hands following restroom use, if age and developmentally appropriate. SEAPCO staff will ensure availability of supplies, such as soap and paper towels.

Cleaning and disinfection: SEAPCO custodial staff will follow the established cleaning procedures for building cleaning and disinfection. All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Surfaces will be cleaned using a detergent or soap and water prior to disinfection.
- Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used. Classroom

teachers/staff will be cleaning classroom manipulatives and devices upon use.  
Custodial staff will clean classrooms daily.

IEP and Other Parent Meetings: Seapco Central Office Programs are committed to providing families an opportunity to have meaningful participation in the special education process. The Illinois State Board of Education highly recommends all IEP meetings to continue to be done using a video conferencing platform. Your students' special education administrator or case manager will be in contact with student's families when making arrangements for IEP meetings. Contact your SEAPCO administrator if there is a specific need for an in-person meeting. All efforts will continue to be made to conduct meetings via videoconferencing within the appropriate federal and state timelines. A draft copy of IEP documents will be sent three days prior to an IEP meeting. Staff will check in with parents as to how they prefer to get this delivered (ie. email, mail, pick up at school, etc). It is SEAPCO's dedication for IEP teams to partner with families to determine the most practical format to conduct IEP meetings.

Visitor policy: Visitors must be restricted to authorized personnel only. Visitors must always wear an appropriate and approved face covering and may only enter the building at the main front entrance. Upon arrival the visitor will go through the screening process. Visitors will remain in the main office or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general as to maintain physical distancing and student bubbling. This will be in addition to the normal sign in procedures.

### **PART 3: COVID RESPONSE**

Covid symptoms: According to the Illinois Department of Public Health COVID symptoms are as listed: fever of 100.4F or greater, cough or difficulty breathing, pressure in the chest, muscle aches, persistent headache, sore throat, earache, diarrhea, extreme fatigue, and persistent loss of taste or smell.

- If student/staff is experiencing COVID like symptoms, they should stay home. Please report any COVID like symptoms to Seapco Administration and further guidance will be given.
- If student/staff receive a positive COVID test, they are not allowed to return to school without a release from isolation letter from the Local Health Department
- If a student/staff is required to quarantine, then they will not be allowed back in school without a release from a quarantine letter from the Local Health Department.

Safe area: An individual within the school environment who shows symptoms will be immediately separated from the rest of the school population (designated safe or isolation area). A nursing professional or designee will evaluate the sick student/staff. They will follow ISBE, IDPH and CDC guidance on standard and transmission-based precautions--use of appropriate PPE (mask, face shield, eye protection, disposable gown, gloves, etc). After the student leaves, additional cleaning procedures will be followed.



*\*Guidance from the ISBE, IDPH and the CDC may change throughout the year. SEAPCO Administration will communicate any new COVID health guidelines with parents as we receive them.*

#### **PART 4: REMOTE LEARNING**

Seapco Central Office has adopted this plan for reopening schools for in-person learning based on guidelines from IDPH. However, if schools are forced to close down throughout the 2020-21 School Year, your child(s) teacher will communicate procedures for robust remote learning practices. Courses will be designed to ensure engagement and rigor matching the student's individual educational needs as closely to possible. During remote learning, staff will work with families to create a conducive and flexible learning environment which may or may not require the use of devices.

**The Developmental Class and RISE** staff will address any requests for remote learning on an individual basis.

**SEAPCO Academy** will operate a blended learning plan with the students being in person every day EXCEPT Wednesday. Wednesdays will be remote learning days for all students. On remote learning days, students will have a combination of online/virtual/electronic lessons and worksheets/packets that will be provided on Tuesday. All completed work should be submitted to the teacher on Thursday. If the classroom or school is required to go to a completely remote schedule all lessons will be provided in the format described above. Worksheets/packets will be distributed on Fridays. Work from the previous week will be collected at that time. These materials may be picked up at the SEAPCO building or other arrangements can be made if required (please contact your student's case manager or administration).

#### **PART 5: FAMILY SUPPORT**

What can you do to support the wellness of your child, peers and school staff?

- Be patient and understanding when plans and procedures need to change to keep students and staff safe.
- Be informed about SEAPCO's plan for reopening and ask questions to clarify procedures
- Follow health care provider or health department directives regarding the need for quarantine or isolation for you or your family.
- Screen your child daily prior to coming to school and report illness concerns immediately.
- Adhere to the procedures regarding student's exclusion from school and return to class after illness.
- Speak with your provider regarding the importance of flu vaccination this season to avoid absences.

- Reinforce/educate your child on proper handwashing, covering your cough or coughing into a Kleenex, when to wear a mask, and how to social distance.
  - Provide your school with current contact numbers to assist in open communication between school and home.
  - Provide your child with an age and developmentally appropriate explanation of COVID-19 and ask what questions they may have to ensure they have accurate information and to relieve their fears
  - Practice ways your child can greet/interact with peers that does not involve contact.
  - Provide a personal mask and hand sanitizer for your children.
  - Begin to practice wearing a mask at home to make your child feel more comfortable when returning to school.
  - Encourage your student to wear a face covering, wash hands frequently, and follow good general hygiene practices. Educate them in refraining from touching others, and refraining from touching their faces.
  - Keep your children home if they are sick or exhibiting symptoms. Actively monitor your student's health daily for any changes or concerns.
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Please detach and return this sheet after you have read the Seapco Central Office Transition to School Plan. Please return the signed sheet prior to the beginning of the school year. In signing this form, I confirm that I have read the Seapco Central Office Transition to School 2020-21 Plan and understand its contents, I have discussed the information presented herein with my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_