



**PAEC
Therapeutic Day
Elementary
School Protocol
2021**

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Revised 2/18/2021

January 4, 2021

Covid 19 Protocol

The purpose of this report is to have a protocol for PAEC Elementary. This is an outline of procedures and they may be revised as the need occurs.

01

Staff Procedures

Staff Procedures

Beginning February 23, 2021, all staff will work on-site, whether for Remote or Hybrid Learning. Staff will be allowed to use their lunch time to travel home and complete the afternoon schedule remotely.

02

Student Procedures

All staff should arrive by their scheduled time. (teachers and social workers 8:30 am, program assistants 8:45 am). Allow yourself enough time to sign in and be in your assigned area by scheduled start time. Staff members should have a pen to sign in and out daily. All staff should self-certify online every day prior to entering the building. All staff should sanitize their hands as soon as they enter their room assignments. Staff members have the option to go home, when Hybrid instruction ends and students have left on Monday, Tuesday, Thursday, and Friday at approximately 11:45 am. Remote instruction will continue at 1:15 pm. All students and staff are remote on Wednesdays.

03

Daily Schedule

While on-site, follow proper self-certification procedures and wear the required PPE. Assist in following disinfection procedures for shared spaces and resources while on-site.

04

Safety Improvement

Communicate regularly, including responding to emails, voicemails, etc. Report individual concerns or needs promptly to the immediate supervisor. Staff dress code applies while on-site, and jeans will be allowed once a month.

05

Miscellaneous

The IDPH additional protocols will be sent to you as an attachment.

(Revision 2/18/2021)

The yellow sheets that were used to put absences on will be kept on the file cabinet in the office.

The intercom system will be used by the building Secretary Alvesa Thomas. No one will go behind the secretary's desk to call to a classroom. If you need to call to a classroom you will need to ask her to make the call. This is to make sure we maintain social distance in the main office.

Student Procedures

All students will receive a temperature check prior to getting on the bus and when they arrive to school. There will need to be two staff members wearing gloves and face shields checking in students. One for using the wand, and another one for temperature check. The temperature check will take place in the old wand spot and the wand will take place to the left of the entry way. All students will put backpacks on the table and walk in. Students will walk in socially distance.

All program assistants will be in the hallway, or foyer, socially distance for student arrival. All students will remain on the bus until a staff member goes to the bus and have the student's get off with the student's in the front exiting first. The student's will utilize social distancing when entering the building. The students will be wand and temperature check by staff members and go to their classrooms. All students will sanitize their hands when they walk into the classroom. The student's backpacks and chrome book bags will be dropped off by staff to the classrooms after being checked.

If a student is determined to have a temperature the protocol will be to ask Ms. Thomas to call the nurse and parent. Escort the student to (in this order) 1.) Snozelen room, 2.) Isolation room C, 3.) Isolation room D. The student will remain in the area until they are picked up by their parent.

The staff member will put on a face shield, gloves, and throw away lab jacket. All of these items will be in a locker in the hallway. The staff member is to remain 6 feet apart. All of the rooms will either have entertainment items in them for the student or they will be given to the student until the parent arrives. The school will follow the IDPH protocol (see below) if a student has a temperature.

Students will receive new Chromebooks and a bag. Students are not to share school supplies. The students that are coming in for Hybrid learning will receive pencil cases with basic supplies that can be stored at their desk. Students will not be using lockers. All student materials will be stored at their desk or in front of their desk in their classrooms.

Students will be called by bus on the intercom and line up on the wall socially distanced and walked out by a staff member.

Breakfast

Teachers will pick up the breakfast and have it sitting on the student's desk prior to student arrival. Students will be allowed to get up and throw away items at the end of the breakfast period when called on.

Classroom Expectations

All students that attend Hybrid learning will have an assigned desk with assigned supplies. There will be no sharing of school supplies. Students that participate in circle time will have a square/area next to their desk to sit and participate. This will allow for social distancing. The teacher will utilize the projector to display videos, etc.

Physical Management

The focus continues to be verbal de-escalation, but if a situation continues to escalate the following procedure will be implemented:

1. Staff will call staff
2. Staff will manage the student
3. Additional staff will put on additional PPE that will be kept in 2 two different lockers in the hallway and tag the other staff out. The PPE will include a N95 mask (or face shield) if they are not already wearing one, gloves, and a disposable jacket.
4. The initial staff will immediately go to the bathroom and wash their hands.

(revision 2/18/2021) **Student Drop off/Pick up Procedure**

Students will be dropped off at the door. Parents will **not** come in to sign them in. They will be met at the door, student's temperature will be checked, and a staff member will sign and check the student in. If someone in the main office is available the procedure will be done by them. If not, a page will be made to the classroom for someone to come get the student from the front door. The parent and student will not be buzzed in, they will have to wait at the door until someone can temperature and get the student. The student sign in clip board will be in the foyer and staff members will sign the student in.

This procedure is being implemented, in order to minimize the number of people that enter the building. This procedure is also used by Daycare providers.

Daily Schedule

The student's schedule will be 8:45 am - 11:30 pm schedule daily. The core classes and specials will be completed during this time. The students will be given their lunch to go. The students will resume their afternoon schedule at 1:00 pm - 2:45 pm.

The daily schedule will be shared with everyone via Goggle Spreadsheet.

Safety Improvements

The following are precautions that PAEC 803 has taken to help lessen the spread of Covid-19.

1. Installed Ultraviolet lights in our R.T.U. (roof top units) to kill viruses, mold and bacteria in all hallways, and offices. (Keeping classrooms open is suggested)
2. Upgrades R.T.U. to Merv-13 air filters, which are highly effective at removing a higher range of particles including bacteria and viruses.
3. Ducts - returns/vents which handle heating and cooling have been cleaned utilizing Hepa filters and antimicrobial solutions.
4. Ecolab has provided and installed a hand sanitizer station in every classroom.
5. An additional electrostatic sprayer has been acquired to help in disinfecting applications.
6. A schedule has been completed for the building custodian for cleaning, sanitizing, and electrostatic spraying.
7. Bottle filler was installed instead of using water fountains.
8. Hand sanitizer stations have been installed in all classrooms, and hallway.
9. Signs installed on bathroom doors to monitor how many people are in them.
10. Alcohol pads mounted on the wall in the office by the printer. The printer screen should be cleaned prior to using and after. Also, a stylus maybe used on the printer as well.
11. Signs posted throughout the building to remind everyone of social distancing

The daily cleaning schedule is as follows:

- After students enter - autoscrub hallways or mop, snow/rain water
- 9:30 A.M. Electrostatic Spray Elementary
- 10:00 A.M. Electrostatic Spray EC
- 10:30 A.M. Wipe KeyPads and Entrances/Exits
- 11:30 A.M. EC Spray Hot Spots
- 12:00 P.M. EC Begin Wiping Surfaces Desks/Tables.
- 12:30 P.M. Elementary desk and table wipe down
- 1:00 P. M. Electrostatic spray from Elementary entryway and EC Entryway
- 1:15 P.M. Regular cleaning of the building or every 2-hour spraying if staff is in the building in high traffic areas

Miscellaneous

Bathroom procedure - There can only be 2 people in the student's bathroom at a time. There is a slide on the door that says occupied. When a staff member goes in they are to move it to occupied. If another staff member sees the sign they have to ask, "how many people are in there?" If the person is washing their hands the procedure will be to wait. If they are in a stall the procedure will be to go in and make sure that there is a stall between. Only 1 person can wash their hands at a time in order to social distance. Only 2 people can be in the bathroom at a time.

Lunch procedure - (revision 2/18/2021) All student lunches will be sent home with students daily. A container will be put on the bus with lunches so students can take their lunch as they get off the bus.

Specials procedure - All classes will be done virtually.

COVID -19 Interim Exclusion Guidelines From IDPH

Send home or deny entry (and provide remote instruction) if **ANY** of the following symptoms² 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
A. COVID-19 diagnostic test Positive (confirmed case) OR COVID-like symptoms without COVID-19 testing and exposed to confirmed case (probable case)	YES / NO	<u>Stay home</u> at least ten ³ 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. Symptomatic individual with a negative COVID19 diagnostic test <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	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition ⁴ . Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	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.
C. Symptomatic individual with an alternative diagnosis <u>without</u> a negative COVID-19 diagnostic test	YES	<u>Stay home</u> until symptoms have improved/resolved per return-to-school criteria for diagnosed condition ⁴ . Follow provider directions, recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools .	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
D. Symptomatic individual without diagnostic testing or clinical evaluation <i>Individuals may move to Columns A, B, or C based on results of diagnostic testing and/or clinical evaluation.</i>	NO	<u>Stay home</u> at least ten ³ 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)⁵	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
E. Asymptomatic individual who is a close ⁶ contact to a confirmed or probable COVID-19 case	NO	Stay home for 7-14 calendar days^{7,8} 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 period⁹ 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^{7,8} 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

¹ 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 Programs¹ for Addressing COVID-19](#).

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

³ 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

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. Consider quarantine for other close contacts if there was poor adherence to social distancing or use of face coverings. Contacts to close contacts of a case do not need to be excluded unless the close contact becomes a confirmed or probable case.⁷ **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> Molecular testing (PCR) is recommended for individuals ending quarantine at Day 10 after exposure; may be required by LHD.**