

Information for Hybrid Learning

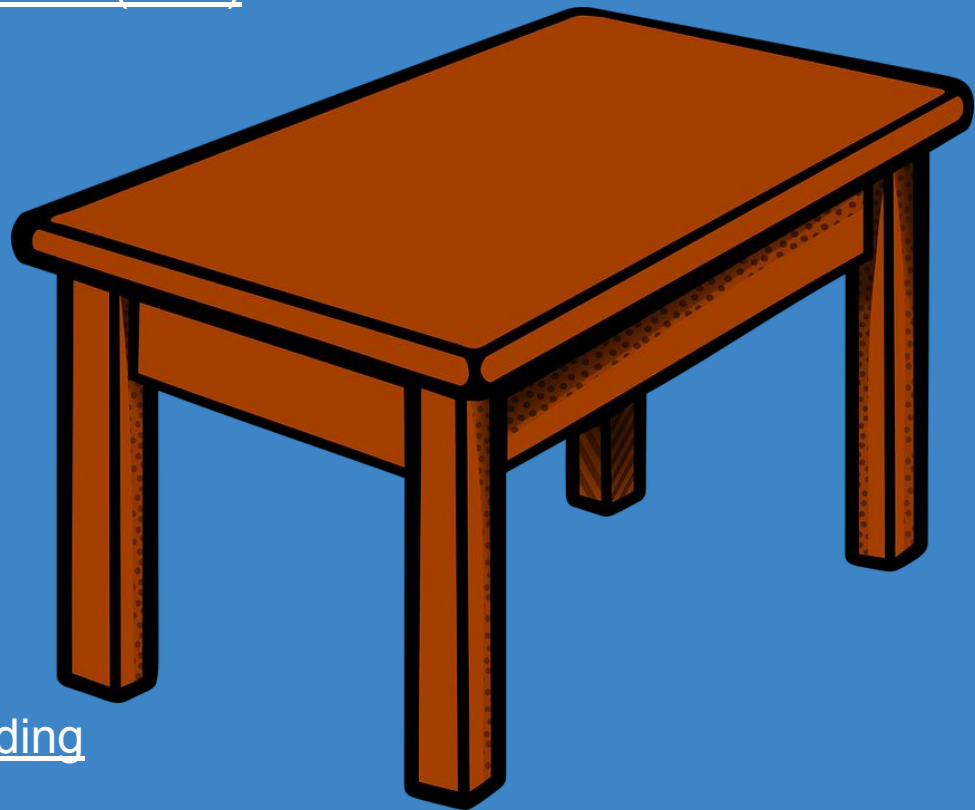
Hillcrest Elementary School
2020-2021

Together We Are Champions Of Change!



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Ordering Personal Protective Equipment (PPE)

PPE is stored in the main office and Mrs. Molina orders the equipment.
Contact Mrs. Molina if you need additional supplies.



Reporting COVID-19 Cases

When a case is reported to Mrs. Winters, Mr. Brennan or Nurse Miller, we will complete the form that is linked on the [Pandemic Procedures & FAQ site](#).

U-46 COVID-19 Confirmed/Exposure Case Reporting

Staff - Please report confirmed cases or suspected exposure to your supervisor.

Supervisors, please use the link below to report a possible exposure or self-reported confirmed COVID-19 case (please do not use email).

COVID-19 reporting from staff, students, or parents is confidential health information. Individual names will not be released.

<https://district.u-46.org/ExposureReporting>

Cleaning during Hybrid/Small School Models

- Hybrid Cleaning (Starting October 26 - ongoing)
- This applies at the elementary and middle school levels only.
- Plant Operations has increased the hours of the contracted cleaners and are instituting additional cleaning measures, which include daily touchpoint cleaning.
- A teacher may choose to clean their classroom at their discretion.
- Building staff should supplement cleaning efforts -- disinfectant for each classroom can be ordered through the Business Services catalog.
- In the event that a student and/or staff member becomes ill while within a School District U-46 building:
 - The staff member should immediately report their illness to their supervisor and go home.

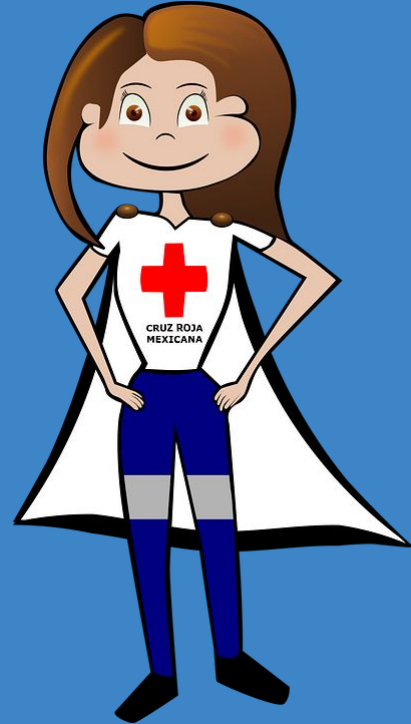


Cleaning during Hybrid/Small School Models

- The student displaying symptoms should be removed from class and sent to the school nurse who will assign the student to the quarantine room based on their assessment.
- All other students/staff may remain in the classroom and/or office spaces as everyone is assumed to be in 100% compliance with district policy and have maintained six feet of social distance and have consistently worn a mask.
- If staff so desire, they may spray the vacated desk down with the district provided disinfectant and let it air dry.
- The only time a space will be taken offline during the course of the school day is per the guidance of the Health Services department. If such guidance is given, the building administrator is responsible for ensuring that the appropriate sign is posted.

If a Child Is Ill in Class, How Do We Contact the Nurse?

- Use the Call Button and request nurse Miller to come to your room.
- Provide Nurse Miller with details on why the student needs to go to the nurse. What do you observe?
- Nurse Miller will let you know where the student will go. If to her office, the student will most likely return to class. If to the Quarantine room, the student will need all their belongings.
- Do not send a student to the nurse's office.
- *This procedure is in place due to the fact that only one student is allowed in the nurse's office at a time.*



Where Will the Handwashing Stations Reside?

Handwashing stations will reside outside the Main Office and across from Mrs. Kerwin's room (250).



Room Usage during Hybrid/Small School Models

Room	Purpose
240	Backup classroom for any class that has their room shut down for cleaning. Based on new cleaning measures, this would be a rare occurrence.
255	Quarantine Room
248	Quarantine Room Backup
Conference Room	Student issues with Not Wearing Masks

Quarantine Procedures

- If a student is identified during the school day with symptoms related to COVID-19, the principal or designee and the school nurse should be notified.
 - The student is moved to this room and supervised at all times.
 - Signs are posted on all doors to this room.
 - The administrator and nurse will instruct the teacher if his/her class needs to be relocated. This would be a rare occurrence for extreme circumstances..
 - Notification to parent/guardian-The student's parent or guardian shall be notified immediately of the symptoms and requested to respond to the school immediately to pick up their child.
 - **Reporting-required**-principal/designee completes the report of a suspected/confirmed case-[link](#).
 - **Cleaning request-required**-principal/designee completes additional cleaning request form for quarantine room. -[link](#).
 - Signs-The signs remain on the door until the cleaning occurs.
 - The room returns to normal operational use
 - 24 hours after cleaning was completed.
 - Signs are taken down by the principal/designee after verification that cleaning was completed
 - The signs are stored in the nurse's office.

NOTICE

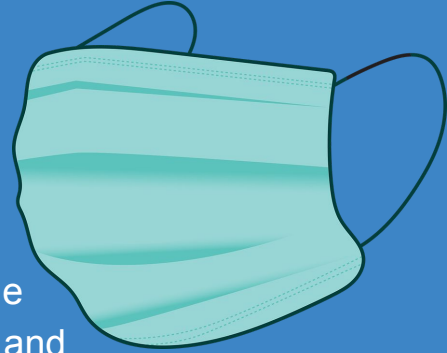
**THIS ROOM IS
TEMPORARILY
CLOSED**

Stop

**See the School
Nurse or Principal
before Entering**

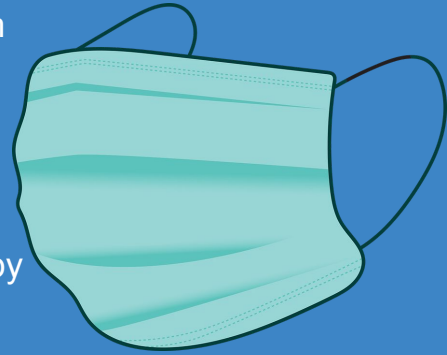
Students Who Refuse To Wear a Mask

- The teacher or staff member (including the bus driver) will request that the student place their face covering back on, reminding the student of the Illinois Department of Public Health mandate that face coverings must be worn inside of the school building.
 - If the student complies, they may remain in their current setting.
- If the student refuses to put their face covering back on, the teacher will request immediate administrator support. If this involves a bus, the bus driver will notify Transportation Dispatch to meet the bus at the school upon arrival. If this is on the way home, the bus drive will drop the student as normal and notify the Dispatch, and complete the Infinite Campus entry, notifying the school administrator.
 - Administrator will report to the classroom, and ask the student to put their face covering back on.
 - If the student complies, they may remain in their current setting.
 - If the student refuses to comply, the Administrator will escort the student from the classroom.



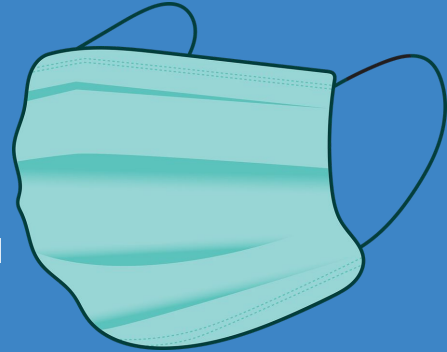
Students Who Refuse To Wear a Mask

- If the student refuses to leave the classroom/area, the administration/teacher/staff will have the area cleared of staff and students (same as an escalated student posing a potential safety issue). The classroom will be moved to another location while social distancing. One administrator/Staff will continue to monitor the student and attempt to de-escalate the situation using time de-escalation techniques (CPI training). Contact a parent as soon as possible.
- When it is safe to do so, the student will be escorted to a designated location by the administrator. Class will be allowed to re-enter the classroom and resume normal activity.
- The student will be placed in an area designated for students who are non-compliant with wearing a face covering. The students cannot be in the same area as the one designated to quarantine symptomatic students. Students must always be supervised by an adult, maintaining social distance.



Students Who Refuse To Wear a Mask

- Students who refuse to wear a face covering will be informed that their actions violate the Illinois Department of Public Health mandate to wear face coverings and the Student Code of Conduct. The student will then be given an opportunity to respond via the “due process” procedures of the Student Code of Conduct. Parents/legal guardians will be contacted and informed that the student is in violation of the Student Code of Conduct. Student and parent will sign a social contract.
 - Continuous refusal to wear a face covering may result in the student’s removal from in- school instruction. Should that occur, the student will participate in the District’s Distance Learning program.
- A behavioral referral will be written, and the behavior coded as “Physical-Unsafe Action/Dangerous Behavior” in all cases.
- All interventions and consequences should be applied in accordance with the Student Code of Conduct.



Recess Procedures

Recess Schedule:

- Teachers will sign up for times.
- To respect the social distancing guidelines, the number of socially distanced dots will determine the number of classes outside at a time.
- Teachers must actively monitor their students at all times.
- The playground will not be used
- Students may remove their masks only if they are doing a teacher directed activity in a fixed location (on a dot) with social distancing such as yoga.
- If students are active in activities, such as walking around the building or a nature walk, masks must remain on.



Drop-off/Dismissal Procedures

Cubbies:

- Each student will be assigned to a cubby.
- Each assigned cubby will have two cubbies between them.
- A red circle will be placed on the floor 6 ft. apart from each other.

Bus Riders:

- Bus riders will enter through the doors near the lunchroom. 6th graders will remain in lunchroom to be picked up.

Car Riders:

- These students will enter through door 20&23. Doors open at 8:15 am

Drop-off/Dismissal Procedures

Upon Entry:

- Students will put their coats in their cubby and stand at a social distancing circles in the vicinity of their class..
- At the bell, teachers will invite students into the room.

Dismissal:

- Students will have lunches delivered to outside their classroom.
- Students will use the grab and go model when exiting the classroom.
- Lunches are not to be eaten on the bus

Restroom Break Procedures

- Please take your whole class for restroom breaks and have them line up.
 - Students must stay 6 feet apart and wear masks during this time.
 - Allow only the number of students where there is at least one sink in between them (3 sinks = 2 students at a time).
- Emergency restroom use is permitted. We will have supervisors available to monitor those students. Please ensure you are only sending one student at a time.
- Teachers will sign up for times.



Self Certification

All persons entering a U-46 facility must [Self Certify](#).

Reports will be emailed by the system to administrators and the school nurse. The times for staff sent to supervisors is 7:30 AM. The times of the messages for school will be 5 minutes after their respective start times. These reports can be accessed at any time.

All students in the building who have not self certified will be identified by the nurse and parents will be contacted.

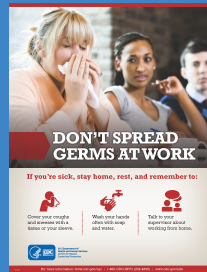
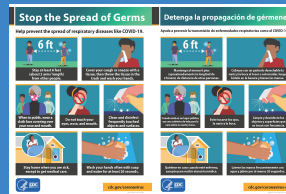
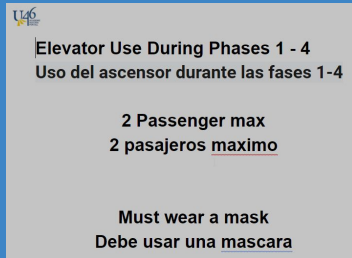
[Click here to view the procedures.](#)

What Are Visitor Procedures?

[Click here to view the procedures.](#)



What Signs May I See around the Building?



[Click here](#) to see the signs (enlarged) and explanations.