



School of Expressive Arts and Learning
Re-Entry Plan
A Guide for the 2020 - 2021 School Year

Fall 2020
July 23, 2020

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School of Expressive Arts and Learning will open their 4 campuses for in-person instruction on August 17, 2020. We will put safety and health initiatives in place to keep our students, staff and families safe, by following guidelines set forth by the Illinois Department of Public Health, Centers for Disease Control and Illinois State Board of Education.

Key Guidelines

Illinois State Board of Education released a guidance document for opening schools on June 23, 2020.

- In-person instruction is encouraged
- No more than 50 individuals in a space at a time
- Social distancing protocols will be in place and adhered to by staff and students
- Face coverings of nose and mouth (and other personal protective equipment) is required
- Enhanced sanitation measures will be in place
- Schools must conduct symptom screenings and temperature checks, or have individuals self-certify that they are free of symptoms before entering the school buildings

Daily Health Screening/Symptoms Checks

The Illinois State Board of Education requires S.E.A.L. to conduct temperature and symptom screening for self-certification and verification for all staff, students and visitors entering the buildings.

S.E.A.L. will require self-certification and verification from guardians of students who will be boarding transportation to S.E.A.L. All students will also have their temperatures taken while in their vehicles (weather permitting) before given access inside the S.E.A.L. school buildings.

Families are confirming that their students are symptom free by sending them to school after completing the self-screening questions on page 4. It is also expected that families inform S.E.A.L when traveling to/through states that the CDC has set travel restrictions for due to an increase in infection rates.

Have you experienced ANY of the currently known symptoms of COVID-19 below in the past 24 hours?

Yes	No	Do you have a fever (temperature equal to or greater than 100.4 degrees without taking fever reducing medication)?
Yes	No	Are you experiencing shortness of breath or difficulty breathing?
Yes	No	Do you have a cough?
Yes	No	Do you have the chills?
Yes	No	Have you lost your sense of smell or taste? Is this new?
Yes	No	Do you have a headache?
Yes	No	Do you have a sore throat?
Yes	No	Do you have muscle/body aches that is not associated with recent strenuous activity?
Yes	No	Are you experiencing unexplained fatigue?
Yes	No	Have you experienced any GI symptoms such as nausea, vomiting, diarrhea, or loss of appetite?
Yes	No	Do you have a bacterial infection such as pink eye or strep throat for which you have not been on an antibiotic for 24 hours?
Yes	No	Do you have congestion or a runny nose?
Yes	No	Have you been asked to self-isolate or instructed to quarantine by a medical professional or local health department official?
Yes	No	<p>Have you had close contact* with anyone who has been diagnosed with COVID19 or been placed on quarantine for possible contact with COVID19?</p> <p>*Close contact is defined as being within approximately 6 feet of a COVID19 case for greater than 15 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID19 case or have direct contact with infectious secretions of a COVID19 case (e.g. being coughed on).</p>

If the answer is “yes” to any of the questions, do not come to school.

Individuals should NOT return to school unless they are fever free for 72 hours without fever-reducing medications. (refer to section ‘When Someone is Sick...’ page 12/13)

Cleaning and Disinfecting Schedules

S.E.A.L. has developed sanitation procedures per recommendations of the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and local health departments in regards to frequent cleaning and disinfecting the building to reduce exposure.

Staff are encouraged to clean frequently touched surfaces (e.g. door handles/knobs, desktops/tabletops, countertops, light switches, computer keyboards, phones, toys, sinks, faucets, etc.) on a daily basis.

If soap and water is not feasible, staff should disinfect with a household disinfectant (provided) that has been registered with the Environmental Protection Agency (EPA) and follow contact times on labels.

Any area used by a sick person will be closed until proper cleaning and disinfection have been completed.

Hand Hygiene

S.E.A.L. will encourage frequent and proper handwashing. We will ensure availability of supplies, such as soap and paper towels, hand sanitizer, tissues, etc., for all grade levels and in all common areas of the building. Cloth towels will not be used. Handwashing with soap and water is always the first recommended line of defense, but where this is not feasible or readily accessible, the use of hand sanitizer with at least 60% alcohol may be used.

Hands should be washed often with soap and water for 20 seconds. It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; and following glove removal.

S.E.A.L. will post handwashing posters from the CDC in the bathrooms, hallways, classrooms and other areas as appropriate. S.E.A.L. will also provide staff with materials to properly train students or to review this content. Along with increased handwashing, staff and students will be directed and encouraged to avoid touching the eyes, nose and mouth to decrease the transmission of COVID19 or other infectious diseases.

Face Coverings

All individuals in school buildings, including all public and nonpublic schools that serve students in prekindergarten through grade 12, must wear face coverings at all times unless

- a. they are younger than 2 years of age
- b. have trouble breathing or are unconscious, incapacitated or otherwise unable to remove the cover without assistance

Face coverings must be worn at all times in school buildings even when social distancing is maintained.

Ensure that the face coverings fully cover the mouth and nose, and that the covering fits snugly against the sides of the face with no gaps.

Reusable face coverings should be machine washed or washed by hand and allowed to dry completely after each use. **All masks must be two layers.** Masks must meet school dress code requirements (school appropriate). Students are encouraged to bring their own masks to wear at school, however S.E.A.L. will also have a supply on hand.

S.E.A.L. will schedule opportunities for mask breaks. There will be tents and seating outdoors. Staff will have times they are able to teach a class outside, take breaks, and counselors may hold sessions outside (weather permitting).

Options for Instruction at SEAL in the Fall

School of Expressive Arts and Learning will open August 17, 2020 with one of two options for receiving instruction, *in-person/blended remote learning* or *remote learning*. We are asking that families choose one of the options by clicking the link in the email. This should be completed by **Wednesday, July 29, 2020**.

Meetings

All meetings (remote or in person/blended) will be through Google Meets or Zoom.

In Person/Blended Remote Instruction

Students will attend programming/instruction in the building on Mondays, Tuesdays, Thursdays and Fridays. Wednesday instruction will be remote for all students.

If an individual student is required to quarantine, they will be moved to remote learning. If a classroom or multiple classrooms are required to quarantine due to a positive

COVID19 test, the impacted students/staff will shift into remote learning for the duration of quarantine.

Grading and attendance is traditional. Students are expected to participate daily in instruction and assigned work (including physical education). We will not be utilizing pass/fail or withdrawal options moving into fall instruction.

Parents are expected to call in daily to report absences by 10am. If S.E.A.L. doesn't receive a call the student will be marked **unexcused**.

Arrival Procedures

There are no staff to supervise students prior to 8:15am. Therefore, students should not be dropped off at school prior to this time.

Adults transporting students to S.E.A.L. will enter the property and wait in the designated vehicle line. Once the vehicle reaches the designated *loading zone*, a staff member will come to the vehicle and take each student's temperature using a touch-free forehead thermometer. Vehicles are to remain parked in the *loading zone* until a staff member has confirmed that all boarded students are symptom-free and fever-free and therefore ready to enter the school building.

If a student is deemed symptomatic by the on-site Health Care Provider or a Coordinator, the transportation driver will drive the student back to their home after a S.E.A.L. staff member has confirmed with the family that guardians are aware of the student returning home.

Students with temperatures under 100.4 degrees Fahrenheit will proceed to the arrival tables. Students will stand directly on designated spaces to unload their belongings into their designated clear, ziplock bags. No items larger than a gallon-size bag will be permitted in the building (this includes backpacks and lunchboxes). Once students have gone through the arrival process of checking their belongings and being wanded in, they will proceed to the bathroom where they will wash their hands thoroughly.

Classrooms

S.E.A.L. will continue to be 1:1 with chromebooks in the classroom. This will help to reduce student contact with each other; such as sharing school supplies or materials, and limiting movement throughout the day.

School supplies and expressive therapy materials will be housed in a student supply bin

that will stay next to or under a student's desk, on the floor and is only to be touched by the assigned student.

Students should remain in their seats to the greatest extent possible. Teachers may also develop a marked path of travel inside the classroom to maintain social distance from the entry point of the classroom to the student's assigned seat.

Creating SPACE is the optimal goal. Desks will be arranged with maximum allowable space between the desk chairs (6 feet). The teachers may use visual spacers for students to indicate desk and chair position on floors.

Face masks are required in classrooms.

Staff will build in hand hygiene breaks, including before/after eating snacks/meals and upon exiting and returning to the classroom.

Classrooms will have built in restroom breaks within their daily schedules. Additional breaks will be given as required/needed.

S.E.A.L. will provide hygiene supplies, including tissue, hand sanitizer, extra face coverings and gloves (if needed).

Shared Objects

S.E.A.L. will restrict the borrowing or sharing of any items between students.

The CDC recommends that electronic devices, toys, books and other games or learning materials not be shared.

It is recommended that items that must be shared or communally used be cleaned after each use - at a minimum - and that individuals perform hand hygiene between use.

Hallways Rules

Face coverings must be worn at all times.

S.E.A.L. will limit the number of persons traveling within hallways at any given time to the greatest extent possible.

Floor markings will designate socially distant spaces in hallways. Additional markings will be present to identify proper flow of traffic in hallways and larger common areas.

Restroom Breaks

Students will follow hallway rules and social distancing guidelines while traveling to and waiting to use the restrooms. Hand washing/sanitation signs are posted in the bathrooms to remind students to use proper techniques when cleaning up. Hand dryers will be deactivated.

One student will be able to use the bathroom at a time.

Drinking Fountains

Individuals will not be permitted to place their mouth near the spout of the fountain. All fountain use will be to fill cups located in dispensers near the fountains or to fill reusable water bottles.

Safe and sanitary procedures for using the fountains will be posted near all fountains.

Fountains will be sanitized regularly throughout the day.

Expressive Therapy Groups

All Expressive Therapy groups will take place in the classroom. The staff for Art, Music and Rec will rotate between classrooms, rather than students.

S.E.A.L. will provide individual items for students to use for many of the activities in the therapy lessons. Larger items such as drum pads/sticks, ukuleles, tracing light boards, etc. Will be brought to the groups on a cart and sanitized between uses.

PE will continue to take place in the gym. However, marks/tape will be placed on the floor of the gym to designate social distance spaces. Shared items will not be used until further guidance.

Counseling and Related Services

Counseling will continue traditionally with direct services. The goal for in person instruction is for counseling to be on Mondays, Tuesdays, Thursdays and Fridays.

Counselors may be able to hold sessions outside (weather permitting). S.E.A.L. will provide tents and seating for opportunities to spend time outside the buildings.

Related Services will continue traditionally with direct services. In the case a student requires remote teletherapy they will be set with a date and time.

Each office will be equipped with plexiglass shields for desk tops and individual therapeutic supplies. The offices will be disinfected after each session.

Incentive Groups

Earned Activity will occur only in our larger areas (gym, lunch room, outside tents).

Prize Shop will continue, but with minor adjustments. Prize shop will provide a catalogue of items, similar to S Bucks, for students to choose from. The item will be given to students upon dismissal.

CAAEL (Sports and Academic competitions). On June 8, 2020 CAAEL indicated that they would be working on a contingency plan for the fall and would notify all participating schools by the end of summer.

Recording Studio (Lombard) will be on hold due to the inability to socially distance, poor ventilation from the sound insulation material, and “high-risk” activities like singing. As the equipment is delicate, we will also be unable to sufficiently sanitize for COVID19 at this time.

Level 4 Privileges

All students on Level 4 will be expected to maintain the new guidelines for re-entry. In order to ensure all sanitation and health protocols are followed, Level 4 students will not be able to navigate the building unaccompanied. As some of the higher level earned activities and opportunities will not be available. Earned Activity staff will develop alternative incentives for Level 4 after meeting with Student Government Club.

School Jobs

Ability to safely maintain student school jobs will be determined on a case by case basis. Any school jobs that require touching equipment that cannot be sanitized be paused temporarily.

Remote Incentive Program

The program that was activated for remote learning will continue for in person instruction to offset missing opportunities of the points and levels programming.

It will be a supplement to the overarching program of Token Economy & Points and Levels.

Levels of Students Enrolled in S.E.A.L. Prior to Fall 2020

Students will start back in the fall with 2 weeks until the next level should they achieve the required weekly average those 2 weeks. For example, if a student is currently on Level 3, this student will start 2 weeks away from Level 4 beginning August 17th (return to school). This is to provide additional support to all students with missed opportunities during the Spring 2020 and ESY semesters. It is the responsibility of the student to work the Points and Levels in order to continue the movement up or down the

levels.

Lunch

The cafeteria will have no more than 20 students at a time.

Students will adhere to social distancing at the tables. Students will be allowed to remove masks when eating and drinking.

All lunches brought into the building must be self-sustaining in the container (lunchbox). *Microwaves/toaster ovens and refrigerators* will **NOT** be available to staff or students.

Use of vending machines will be limited.

In between lunch periods the cafeteria will be cleaned and disinfected.

Structured Outdoor Activity

Opportunities for students to be outside will be scheduled. Social distancing will be required. This will be an opportunity to remove masks as long as social distancing is adhered to during this time.

Dismissal

Adults transporting students from S.E.A.L. will enter the property and wait in the designated vehicle line. Once the vehicle reaches the designated *loading zone*, a staff member will dismiss the appropriate students.

Students will remain in their seats until their classroom teacher has dismissed them to leave the building. Once dismissed, students will collect their belongings from the arrival/dismissal tables and go directly to their transportation.

Remote Learning Instruction

Remote Learning will take place for families with health and safety concerns, elevated health risks or a family member with elevated health risks.

Students remain 1:1 and will utilize a chromebook provided by S.E.A.L. once a contract for use is signed. Students will be placed with a teacher/support specialist for remote learning. All teachers/support specialists are employed by S.E.A.L.

Grading and attendance is traditional. Students are expected to participate daily in instruction and assigned work (including physical education). We will not be utilizing pass/fail or withdrawal options moving into fall instruction.

Parents are expected to call in daily to report absences by 10am. If S.E.A.L. doesn't receive a call, the student will be marked **unexcused**. Please provide your name, your child's first and last name, reason for absence and your child's remote teacher's name when calling to report an absence.

Teachers will be available daily through Google Meets and Google Classroom. There will be office hours set for more individualized/small group instruction or assistance. Classes will follow a similar schedule to typical in person instruction. Students will have on screen instruction. If families are able to support their child during the day, much of the instruction will be given for students through Google Meets and video instruction. Staff will not be available outside of school hours for instruction, but videos and basic directions will be on Google Classroom. If you should have questions you can ask or instruct your student to ask on Google Classroom or email the classroom staff and they will answer the question the following day.

Counseling and Related Services will continue on the remote platform through Teletherapy. A day and time will be scheduled with the student's therapist.

Expressive Therapies (Art, Music, Rec) will be continued on Google Classroom and may be recorded and/or "live".

Physical Education will continue remotely through Google Classroom recorded and/or "live".

Certain clubs/activities will be provided remote. Students will be provided with links through Google Classroom.

Students will continue to follow the Remote Incentive Program and SBucks.

When Someone is Sick or Tests Positive for COVID 19

Infection Control Procedures for Illness and Diagnoses Monitoring

Schools should institute a tracking process to maintain ongoing monitoring of individuals excluded from school because they have COVID19-like symptoms, have been diagnosed with COVID19, or have been exposed to someone with COVID19 and are in quarantine.

Tracking methods include checking in with the school health personnel upon returning to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. If a student/staff begins to show COVID19 symptoms while in the school building, the person should be appropriately **isolated** and

transported safely out of the building.

S.E.A.L. has set up an isolation room for individuals demonstrating COVID19 symptoms until they can be picked up from school. Parents will be notified and are expected to head to the school as soon as possible (or send a designated person) to pick up the student to minimize any further exposure.

When should you stay home?

- Stay home if you exhibit symptoms of COVID19 (refer to page 4).
- If you test positive for COVID19
- If you are exposed to someone with a confirmed case of COVID19
- Individuals should not return to school unless they are fever free for 72 hours without fever-reducing medication.

What will S.E.A.L. do when someone in our schools has tested positive for COVID19?

- If an employee or student tests positive, S.E.A.L. will contact the Illinois Department of Public Health and follow their guidance for quarantine.
- The student should stay home if showing any signs of COVID19
- Make sure to report possible cases to your school so that we can initiate contact tracing.
- Individuals should not return to school for 10 days after the symptoms appeared.
- People who have had close contact with someone who tested positive for COVID19 must isolate at home and monitor symptoms for 14 days. Close contact is defined as *“any individual who has been closer than 6 feet for more than 15 minutes.”*
- Spaces utilized by the impacted individual should be **closed**. The state does not require complete school closure due to a positive test.
- Students or staff returning to school after an illness related to COVID19 should call to check in with the school health personnel of a building administrator (if a nurse is unavailable) following quarantine.
- If there is a confirmed COVID19 test, and the impacted individual had been in the building before the positive test result, all staff and students will be dismissed and the school building will be closed for a minimum of 2 to 5 days, and expect that it could be longer. *At this point instruction will continue through remote learning.*

S.E.A.L. will maintain communication with districts and families to provide information of shifts in instruction within the building.

Returning to a previous PHASE in Illinois

If at any point Illinois reverts back to a phase where in person instruction is no longer

feasible, all students will continue through remote learning with their assigned classroom staff. S.E.A.L. will stay in communication with the Illinois State Board of Education, Illinois Department of Public Health and school districts for the most up-to-date information to provide to our families.

Request for Response

Options for Instruction at SEAL in the Fall

School of Expressive Arts and Learning will open August 17, 2020 with one of two options for receiving instruction, ***in-person/blended remote learning*** or ***remote learning***. It is required that families choose one of the options by clicking the link in your email and answering the questions by **Wednesday, July 29th, 2020**.