



Indian Valley Vocational Center  
**Return to Learn Roadmap**  
2021-2022

Our guide to reopen school  
Based on guidance from  
ISBE, IDPH, CDC



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# Overview

Since the coronavirus pandemic began, IVVC has been working on its Return to Learn Roadmap for the 2020-21 school year. We prepared educational plans and operational protocols, based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Health (IDPH) and the state's five-phase reopening plan, **RESTORE ILLINOIS**.

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 curbside 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 &amp; 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>

The five phases for each health region are as follows:

## PHASE 1 – RAPID SPREAD:

The rate of infection among those tested and the number of patients admitted to the hospital is high or rapidly increasing. Strict stay at home and social distancing guidelines are put in place and only essential businesses remain open. Every region has experienced this phase once already, and could return to it if mitigation efforts are unsuccessful.

## PHASE 2 – FLATTENING:

The rate of infection among those tested and the number of patients admitted to the hospital beds and ICU beds increases at an ever slower rate, moving toward a flat and even a downward trajectory. Nonessential retail stores reopen for curbside pickup and delivery. Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating and fishing while practicing social distancing. To varying degrees, every region is experiencing flattening as of early May.

## PHASE 3 – RECOVERY:

The rate of infection among those surveillance tested, the number of patients admitted to the hospital, and the number of patients needing ICU beds is stable or declining. Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions. Gatherings limited to 10 people or fewer are allowed. Face coverings and social distancing are the norm.

## PHASE 4 – REVITALIZATION:

The rate of infection among those surveillance tested and the number of patients admitted to the hospital continues to decline. 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. Face coverings and social distancing are the norm.

## PHASE 5 – ILLINOIS RESTORED:

With a vaccine or highly effective treatment widely available or the elimination of any new cases over a sustained period, the economy fully reopens with safety precautions continuing. Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures in place reflecting the lessons learned during the COVID-19 pandemic.

This plan was formed through coordination, input and communication with personnel from our sending districts of Yorkville, Plano, Sandwich, Hinckley - Big Rock, Somonauk, Indian Creek, Leland, Earlville, Serena and Newark. Additionally, the Dekalb County Health Department, Dekalb County Regional Office of Education, IVVC Teacher Committee, Sandwich Police Department and Sandwich Fire Department were part of the collaboration. Guidance from the CDC, ISBE and IDPH were taken into consideration as the plan was developed. This plan is subject to change as guidelines and the pandemic evolve.

IVVC will begin the fall semester in hybrid blended learning format. Students will attend am/pm sessions on a rotating A day/B day schedule. When students are not in physical attendance IVVC, they will be engaged in remote learning.

IVVC START DATES					AUGUST 13	AUGUST 14
					Teacher PD	Teacher PD
AUGUST 17	AUGUST 18	AUGUST 19	AUGUST 20	AUGUST 21		
Remote Learning Planning Day	Remote Learning Planning Day	Remote Learning Planning Day	First day of <b>A Day</b> student attendance	First day of <b>B Day</b> student attendance		

IVVC is committed to the health and safety of our students, staff, and their families. While our plan specifies guidelines for our staff, students, and buildings to follow, safety is the responsibility of each individual. Each staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building to the Director or his designee.

## **PHYSICAL DISTANCING**

IVC students and staff are encouraged to maintain physical distancing (6 feet separation) throughout the school day. Signage reminding staff and students to maintain physical distancing will be placed at all entrances, in classrooms and throughout other common areas. Physical distancing applies to all areas including the classrooms, labs, hallways, bathrooms, outside and the main office. Student mixing must be reduced to a minimum. All cross curricular and non essential mixing of classes will be suspended until further notice.

## **FACE COVERINGS AND P.P.E**

IVC does understand that physical distancing will not be possible for all circumstances especially in lab and scenario settings. All individuals in school buildings (students and staff) will be required to properly wear a nose and mouth covering in all areas of the building, at all times unless they have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance. Face coverings must be worn at all times in school buildings even when physical distancing is maintained. A doctor's notes is required for students and staff who are not able to wear a face cover for medical reasons. In this event, a face shield will be required. This requirement is subject to change as IDPH/ISBE guidelines evolve.

## **HAND HYGIENE**

Frequent hand washing and hand sanitizing is key to help prevent the spread of COVID-19. Staff members must clean hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. Staff and students must hand sanitize upon entering the classroom each time. Hand sanitizer is available at the entry point in every classroom and bathroom via wall mount dispenser.

## **HEALTH SCREENINGS**

Only students and staff who are healthy should report for in-person learning. It is important to note, students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well. Students and staff with the following symptoms of COVID-19 must remain home:

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the health office located in the main office, following the building procedure. Students will remain in the quarantine area until a parent or guardian picks the student up, or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note will be required for staff returning to work. Staff who has had contact with someone who is positive for COVID-19 must notify the Director immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine as well as notify IVC immediately.

## **TEMPERATURE AND SYMPTOM SCREENINGS**

Temperature and symptom screenings are required for all students and staff prior to entering the building. IVC will work in concert with sending districts to confirm a plan for certifying students who arrive at the center. Students and staff may self-certify that they are free of COVID-19 symptoms and do not have a fever of 100.4 degrees or higher. Individuals who have a temperature greater than 100.4 degrees Fahrenheit, a cough or shortness of breath; or are exhibiting any two (2) these symptoms; chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter buildings. Individuals who exhibit these symptoms must be referred to a medical provider for evaluation, treatment, and information about when they can return to school.

## **ILLNESS AND DIAGNOSE MONITORING**

IVC will coordinate with Home Schools to develop a tracking procedure to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. This process must ensure that all CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods must include checking in with the school nurse at the home school upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking must take place prior to a return to the classroom.



## VISITOR PLAN

Visitors to IVVC will be heavily restricted. Any visitor entering the building will be authorized by the Director only. Visitors must always wear an appropriate and approved face covering and report directly to the main office and enter through Door 1 for a wellness screening which includes a temperature check. 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 containment. All visitors entering the building must be asked the following questions:

1. Has individual washed their hands or used alcohol-based hand sanitizer on Entry?

**> If Yes, continue to step #2**

**> If No, please ask them to do so, then continue to step #2**

2. Ask the individual if they have any of the following symptoms?

A. Cough or Shortness of breath

**OR**

B. At least TWO of these symptoms

- Fever
- Shaking with chills
- Headache
- Loss of taste or smell
- Muscle Pain
- Sore Throat
- Vomiting
- Diarrhea

**> If YES, restrict them from entering the building**

**> If NO to all, continue to step #3**

3. Check temperature, looking for a fever of 100.4 or higher

**> If YES, restrict them from entering the building**

**> If NO to all, continue to step #4**

4. Allow entry to the building and remind the individual to:

- Wash their hands or use hand sanitizer throughout their time in the building
- DO NOT shake hands with, touch or hug individuals during their visit.



# General Classroom Guidance

Teachers must assign student seating and require students to remain in these seats to the greatest extent possible. Teachers must develop a marked path of travel inside the classroom to ensure student social distancing as students enter and exit the classroom. Only supervisors and staff who are required for instruction are allowed to be in classrooms.

- Seating must be arranged 6 feet apart and must all be facing the same direction if feasible
- Common areas and tables must be clearly marked to show where to sit, stand or line-up for 6 foot spacing
- Hand washing must be encouraged throughout the day
- Activities must be scheduled and coordinated to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily and in between sessions.
- Staff should review their student arrival and departure procedures.
- Communicate with administration suggested changes.

## **HALLWAYS, MAIN OFFICE, AND COMMON AREAS**

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings to authorized personnel only. Visitor access will be as heavily restricted and will be restricted to the main office area only.(clearly visible signage at each entryway)
- Restrict students to specific areas as identified by the Director
- Clean high touch areas throughout the day

## **RESTROOMS**

- Maintain six feet physical distancing
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students and maximum occupancy.
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and handwashing breaks when possible
- Clean high touch areas throughout the day
- Assign restrooms to classrooms

## **SHARED OBJECTS**

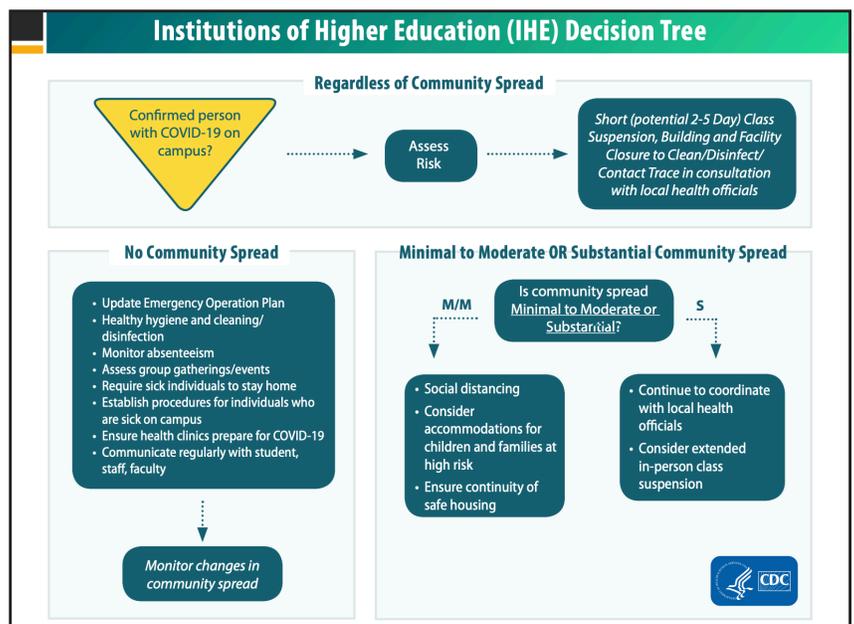
Students and employees are restricted from borrowing or sharing of any items. The CDC recommends that electronic devices or learning aids not be shared. Electronics, including, but not limited to, Chromebooks, iPads, touchscreens, keyboards, remote controls, should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use. Do not send students to borrow any items from other classrooms, especially Culinary Arts.

## PREPARING FOR WHEN A STUDENT OR STAFF MEMBER BECOMES SICK

IVC will communicate if any individual tests positive for COVID-19. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return. IVC will use a symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 72 hours must elapse from the resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the Director following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, call 911. When interacting with students or staff who may be sick, school personnel should follow CDC guidance on standard and transmission based precautions. Students should never be left alone and must always be supervised while maintaining necessary precautions. Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff. Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection.

## SCHOOL CLOSURE PLAN (GUIDANCE FROM CDC)

IVC must be prepared for a possible short-term closure, regardless of community spread, if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread.



# Instruction

IVC will operate on an A/B schedule to allow for a blend of in person and remote learning for students, while holding paramount the health and safety of our students and community. Students may enter the upcoming school year with academic knowledge that varies more greatly between students than in previous school years. Teachers will use targeted interventions and differentiated instruction to help individual students reach their learning goals.

## **SAFETY EDUCATION FOR STUDENTS**

Students will be receiving education and guidance for proper physical distancing, proper use of PPE, and proper hand hygiene during the first two (2) weeks of school.

## **STUDENT WHO ARE MEDICALLY FRAGILE OR AT HIGHER RISK**

The administration will work closely with home districts and parents to determine appropriate, safe instruction on a case by case basis.

## **TRANSPORTATION**

At this time all transportation by IVC, including all offsite industry visits is suspended. Transportation to and from IVC will continue to be provided by home districts. Any other transportation of students will be coordinated by IVC with the home district. Individual student transportation will be handled on a district by district basis. Student parking areas will be designated. Staff will be assigned to supervise these areas before and after each session.

## **FACILITIES**

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. 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 including:

- Countertops
- Desktops
- Door handles
- Bottle fillers
- Handrails
- Light Switches
- Lab areas
- Restroom fixtures

The Building custodian and any other cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks and faucets) will be cleaned on a regular basis. Restrooms, hallways, labs, and high touch common areas will be cleaned throughout the day. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

## **HEALTH OFFICE**

**The health office is located in the main office - room 116C:**

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation

- Limit the number of individuals allowed in at one time.
  - Use plastic barriers around staff desks and between student care areas.
  - Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
  - Disinfect a space after it is occupied by a student and deep clean daily.
  - Require students exhibiting COVID-19-like symptoms wear a face covering unless medically contraindicated.
  - Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting.
  - Supply the administrator/designee working with individuals with illness symptoms with appropriate PPE. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
  - Require personal care aides working with medically fragile students wear PPE (e.g., face shields, face masks, and gloves).
  - Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.
  - Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus or public transportation for the return home.

## **RECOMMENDATIONS FOR FAMILIES**

- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child is
  - Is a close contact of someone with a positive COVID 19 test
  - Has signs of coronavirus
  - Has been diagnosed with coronavirus
  - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, no nebulizer treatments will be given at school during the pandemic. Asthma action plans should reflect the use of asthma inhalers and spacers.

## **WHAT TO EXPECT IF THERE IS A CONFIRMED CASE IN SCHOOL**

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19. Returning to school after having had coronavirus:
  - Please call the Director prior to returning to school.
  - Students will stay home for at least 10 days and must be fever free for 72 hours after symptoms have resolved OR have two negative Covid-19 tests in a row, with testing

- done at least 24 hours apart.
- As new guidance emerges, guidelines may change.

## **STAFF RETURN PLAN**

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. Absences that are related to COVID-19 concerns must be accompanied by a physician's note, or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.). If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing.

## **ILLNESS AND DIAGNOSES MONITORING**

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the Director upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom. Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of IVC office staff. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences. The district will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the director or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH. Districts should inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights.

## **MENTAL HEALTH**

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored.

## **COMMUNICATIONS**

IVC will utilize the following communication methods to keep stakeholders up to date on changes regarding all protocols:

- IVC Website [www.ivvc.net](http://www.ivvc.net)
- Social media (Facebook, Twitter, Instagram)
- Eblast through Teacherease
- Individual Program communication

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in Teacherease.