

**Collinsville High School
2020-2021 Building Plan
for Logistics and Safety
During In-Person Instruction**

2020-2021 CHS Return to Learn Committee Members

Jeri Arnold – Business Teacher and Department Chair
Linda Arnold – Educational Clerical Assistant (Attendance)
Lori Blumberg – Bilingual Teacher
Carla Elliff – Kahok Academy Coordinator/Teacher
Micki Fedorchak – School Social Worker
Darryl Frerker – P.E. Teacher and Department Chair
Tara Glynn – Special Education Administrator
Bill Gottschalk – Math Teacher
Stacy Hartle – Special Education Teacher and Department Chair
Heather Johnson – Social Studies Teacher and RtI/MTSS Coordinator
Joanna Kelly – Educational Assistant
Cara Kettler – World Language Teacher and Department Chair
Angie Kimbrell – School Nurse
Karen LaCaze – Food Services Director
Joe McGinnis – Assistant Principal/CAVC Director
Karen Olsen – School Counselor and Department Chair
Tracey Schmidt – School Librarian
Mark Schusky – Social Studies Teacher/CEA Representative
Pat Szpila – Science Teacher and Department Chair
David Snider - Principal
Dan Toberman – Assistant Principal
Kristin Trapp – School Social Worker
Brett White – English Teacher and Department Chair
Bobby Wright – Band Teacher/Fine Arts Department Chair

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Overview: This plan highlights key safety components of the CHS Return to Learn Plan for the 2020-2021 School Year pertaining to Traditional, Blended, and Remote Learning. For further details, please reference the Collinsville Community Unit School District #10 Return to Learning Plan for 2020-2021. In addition, information can be located in the Fall 2020 Learning Recommendations provided by the Illinois State Board of Education on July 23, 2020. Unit #10 and Collinsville High School will adjust plans as needed based on CDC and IDPH guidance. Students and staff are required to certify they are COVID-19 free prior to coming to school every day. Visitors must adhere to all established safety guidelines.

Bell Schedule for Traditional and Blended Options (In-person Learning):

7:30 - Teacher and Staff Day Begins

- Certified Teachers are in their classroom
- Education Assistants assist with supervision on campus
- Students may pick up breakfast and report to 1st period class upon their arrival
- Buses should not unload until 7:30 a.m. and give some space/time between each drop off

7:55 – 8:35 - Period 1 (announcements)

8:40 – 9:18 - Period 2

9:23 – 10:01 - Period 3

10:06 – 10:44 - Period 4 (CAVC 4a/4b sections change at 10:22)

10:49 – 11:27 - Period 5

11:32 – 12:10 - Period 6

12:15 – 12:55 - Period 7 (Students depart on a staggered release in order to promote social distancing.)

- Seniors released @ 12:52
- Juniors released @12:53
- Sophomores released at 12:54
- Freshmen released at 12:55
- All students have the opportunity to pick up lunch (food for the next day also).

12:55 – 1:05 - All Faculty and Staff supervise departure of students from campus

1:05 – 1:35 – Faculty and Staff Lunch

1:35 – 2:50 – Remote Learner Contact/Planning/Professional Development

**CEAA (Education Assistants) members are done at 3:00 p.m.

** Monitors/At-Will employees have different hours to ensure maximum supervision of students.

Cleaning Protocols:

- **Teachers and students entering the buildings**
 - A mask must be worn appropriately (nose and mouth covered) in the building except while eating, drinking, and playing a musical instrument.
 - Students have the option to pick up breakfast when arriving to school. They will take their meal to 1st period class. Students will be able to obtain a “Grab and Go” lunch at the end of the school day.
- **Cleaning/disinfecting of schools and classrooms**
 - CHS will all have pump sprayers and properly diluted chemicals.
 - Regular cleaning will be performed on hard surfaces along with all common areas. If additional cleaning is needed, it will be addressed on a case by case basis.
 - Restrooms will be monitored and cleaned on an hourly basis.
 - Students will clean their desks before leaving their classroom.
- **Hand Sanitizer**
 - Every classroom will have a 32 oz bottle mounted to the wall for use upon entry and exiting the classrooms.
 - Every stairwell on every floor will have a wall mount dispenser.
 - Every hallway will also have a wall mount dispenser and the cafeteria.
 - A Coroplast Sign will be mounted with Each Dispenser stating Health First.
- **Masks/face shields/see through masks/gloves**
 - Disposable masks are available at all the schools if students/staff forget theirs.
 - Face Shields have been ordered and should arrive by August 1st.
 - We are in the process of purchasing 500 see through masks as requested by the Special Education Department.
 - Latex gloves are available at all the schools as needed.
- **Custodian Hours:**
 - Beginning August 10 all custodians will return to their regular day & night shifts.
 - We will monitor workloads and cleaning efficiency and adjust hours if necessary.
- **Signage Will Be Posted Throughout CHS**
 - Masks Required – Purple with Kahok Logo – 8” circle all Entries
 - Social Distance Floor Stickers - Purple with Kahok Logo – 12” circle
 - Do the Five – Mask, Hands, 6 feet, elbow cough, Sick Stay Home – 24x18 Poster - All Vestibules or Main Gathering Areas
 - Classroom Signage - Stop the Spread – 11x17 – Poly paper. Also, paper copies detailing CDC Stop the Spread of Germs and Symptoms of COVID-19 should be posted in all classrooms.
 - Bathroom Signage for Handwashing
- **Training**
 - All CHS Staff will receive video training from the Maintenance Department for proper cleaning procedures and best practices. In person training can be arranged upon request.

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Additional Health and Safety Information:

- The School Nurse will provide training videos for students and staff. Safety guidelines and best practices will be shared with staff during Institute Days. Students will be provided information and instruction virtually and in person.
- Isolation areas will be provided for sick students and staff. For example, the CHS Serenity Room has been designated as an isolation area for sick staff. Multiple teachers' lounges can be utilized as back up facilities since the rooms should not be disinfected for 24 hours after a potentially infected person has used the room. The Nurse's Office has two areas to utilize for students. We have an overflow room across the corridor and two other rooms(Auditorium Green Rooms) readily available if necessary.
- Hallway and stairwell flow will be one directional with the exception of two specific stairways at each end of the building.
- Emergency drills and situations will automatically void any hallway direction plans established to enhance social distancing and minimize student contact. Also, students will be encouraged to exit the building at the nearest exterior door when they are dismissed on a staggered schedule to conclude the school day.
- Teachers will be encouraged to maximize Chromebook utilization in an effort to minimize papers, etc. being handled by different people. Materials should not be shared (i.e. tools, instruments, art supplies). Equipment (i.e. weights, specific machinery or tools) must be cleaned properly along with appropriate wait time if it must be used by more than one person.
- Established learning recommendations and safety protocols will be followed in all classes. Specialized areas such as fine arts and physical education will err on the side of caution (i.e. outside when possible, allowable activities, safety precautions). Classroom teachers will set up classrooms to maximize social distancing. Students should sit in the same direction. Teachers will have their desk behind students facing the same direction when possible.
- Students should enter (when possible) and exit the classroom in order of their desk's distance from the door to minimize passing in close physical distance.
- Desks will be disinfected before and after each use. Students will be involved in the disinfection process. Utilizing approved supplies (Safety Data Sheet). Gloves will be available.
- Students will be discouraged from loitering in hallways or restrooms.
- Lockers will not be used during the school day.
- Students will be encouraged to maintain recommended social distancing, wear masks appropriately, and wash hands when utilizing restroom facilities.
- One-directional food pick up stations will be coordinated with Sodexo staff to enhance the safety of students and staff. Students will not congregate in the cafeteria or eat in a large group setting. Grab and Go breakfast must be taken to the classroom. They will be allowed to have a snack during their study hall if desired. Grab and Go Lunches will be available upon departure from school.
- Please note the attached information from the Nurse's office. A meeting was held in advance with the School Nurse to discuss various scenarios and emphasize training of students and staff.

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- The nurse will speak at our initial CHS Google Meet and be available for our Q & A Session via Google Meet later on Institute Day (8/13/20). The nurse will indicate she intends to go to classrooms for minor injuries/health issues.
- Meetings have been held in advance with Physical Education and Fine Arts to discuss best practices. Being outside when possible is ideal. Students should be 10 feet apart outside. Masks must be worn when singing. Instruments will be covered when possible (i.e. horns).
- Our students, staff, and school community receive consistent messaging which encourages personal protective behaviors in an effort to protect themselves and others.

Transportation

First Student Bus Company Transportation has played a critical role in the operations for many aspects of our student's education. Transportation has developed several safety protocols to keep our staff and students safe during the COVID-19 pandemic.

Student transportation procedures have been developed to assure compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face covering, no more than 50 individuals should be on a bus at one time, and social distancing must be maintained to the greatest extent possible. Students must undergo symptom and temperature checks, which may include self-certification, before boarding a bus. Drivers and monitors must wear approved and appropriate PPE and perform regular hand hygiene. Drivers and monitors must undergo symptom and temperature checks or self-certify and verify that they are free of symptoms before the start of each workday. Drivers and monitors who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or symptoms of COVID-19 may not work. Drivers and monitors who become ill during their route should contact their supervisor immediately. 42 Student transportation should apply the most feasible social distancing guidelines. The CDC recommends that entities should "create distance between children on school buses ...when possible." No more than 50 individuals may be on a vehicle at any one-time during Phase 4. All physical changes to school transportation vehicles must meet Illinois Department of Transportation (IDOT) and Secretary of State rules and regulations. All required IDOT inspections should occur.

Physical Distancing During Transport

Following the CDC guidelines, school buses must be allowed to have no more than 50* students on board. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses may be reduced. We will be prioritizing students who have transportation written into their IEP and students identified through the McKinney Vento Act. These students will be given priority regarding transportation needs. With the hybrid/blended learning model, the number of students attending school each day will be reduced. Therefore, we anticipate to be able to accommodate most all student transportation requests.

72 passenger school bus with 12 rows of seating

