

## REQUIRED FACE COVERINGS FOR STUDENTS & STAFF

### REQUIRED FACE COVERINGS FOR STUDENTS

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires students, parents, vendors, and any visitors of the District to wear face coverings as set forth in this policy. “Face coverings” shall mean cloth or mask that covers an individual’s mouth and nose.

Face coverings shall be worn in the following situations:

- Face coverings shall be worn at all times while in school buildings, except when eating or when necessary to play an instrument. The requirement to wear face coverings at all times indoors applies even if social distancing can be maintained.
- Face coverings shall be worn at all times on the school bus.
- Face coverings shall be worn at all times outdoors on school property when social distancing of 6 feet from other individuals cannot be maintained.

All students and staff will be provided with face masks; however, families are encouraged to provide acceptable face masks to their children. A student arriving at school without a face covering will be provided with a face covering. Parents/guardians will be contacted if a student arrives at school without a mask and will be reminded to make sure students are wearing them to school. Students, parents, legal guardians or any other individual not wearing a face covering or refusing to wear a face covering will not be allowed to remain on school property and students will be marked as absent. Students and parents can request face coverings from the District.

#### Exceptions

The following exceptions and procedures apply for situations when face coverings cannot be worn.

- Students who are not able to wear face masks due to medical reasons must have a physician’s note justifying the medical reason to not wear a mask.

- o Those students who are unable to wear face coverings shall wear face shields whenever possible.
- Individuals under 2 years of age are not required to wear a face covering.

Adopted:

## REQUIRED FACE COVERINGS FOR STAFF

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires all staff to wear face coverings as set forth in this policy. “Face coverings” shall mean cloth or mask that covers your mouth and nose.

Face coverings shall be worn in the following situations:

- Face coverings shall be worn at all times while in school buildings, except when eating. The requirement to wear face coverings at all times indoors applies even if social distancing can be maintained.
- Face coverings shall be worn at all times on the school bus.
- Face coverings shall be worn at all times outdoors on school property when social distancing of 6 feet from other individuals cannot be maintained.

Staff arriving at school without a face covering will be provided a face covering at no cost. Staff not wearing a face covering or refusing to wear a face covering will not be allowed on the school grounds and will have to use a personal, vacation or sick day. Staff can request face coverings from the District.

Individuals who are not able to wear face masks due to medical reasons must have a physician’s note justifying the medical reason to not wear a mask. Those individuals who are unable to wear face masks shall wear face shields unless a face shield is also medically impossible and that is supported by a physician’s note. The District may also allow staff to wear a face shield when determined students will need facial visualization for instruction and communication.

## RETURN TO SCHOOL HEALTH SCREENING AND COVID-19 SICK LEAVE POLICY (EMPLOYEES)

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires all employees to undergo a daily health screen before entering any District Building.

The District will require daily health screening for all employees before entering the school building. This may be in the form of a self-certifying Health Screen Form completed at home, temperature testing and screening at school, or both. This policy lays out the procedures for both options, as guidance is rapidly changing, and the District will notify employees of the screening requirements and any changes.

### At Home Screening

Prior to entering any District building, all employees must complete and submit the District's Health Screen Form. This form shall self-certify that the employee does not have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius, is not exhibiting any of the known COVID-19 symptoms, and has not been in close contact with someone who has tested positive for COVID-19. The known COVID-19 symptoms 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. The employee's temperature must be taken daily and recorded on the District's Health Screen Form.

### At School Screening

1. **Prior to Entry Screening.** Prior to entry into the District building, all employees who have not completed the self-certification form must have their temperature taken. Employees may be asked questions about their health.
2. **Exhibiting Symptoms Screening.** Any employee exhibiting any COVID-19 symptoms while on District property shall have their temperature taken by a school nurse or health aide and asked questions about their health and symptoms.

### Presenting with Symptoms

Any employee exhibiting COVID-19 symptoms or having a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius shall not enter District buildings and must remain at home or will be sent home.

If an employee has been sent home after exhibiting COVID-19 symptoms, the employee cannot return to school until after the employee has been fever free without fever reducing medication for 72 hours. Any employee exhibiting COVID-19 symptoms cannot return to school until they have a doctor's authorization and have been symptom free of all communicable illnesses for 72 hours in accordance with CDC guidelines. The doctor's authorization can be in the form of a negative COVID-19 test, a positive test for a disease other than COVID (i.e. the employee is suffering from a sinus infection) or another medical explanation ruling out COVID-19. If an employee is exhibiting COVID-19 symptoms and has not been tested, the employee must be symptom free for 10 days before returning to school.

If an employee exhibits any symptoms of a communicable illness while at school, they will be immediately quarantined (to the extent possible) or sent home.

### Sharing of Health Information

The District may share health screening information as necessary to protect the health and safety of employees in the District. If an employee tests positive for COVID-19 and the District determines that there is an articulable and significant threat to the health or safety of students or employees at the District, the District may disclose, without prior written consent, identifying information about the employee to the Illinois Department of Health and the county health department. Additionally, the District will need to engage in contact tracing and the District will notify parents with children in the classroom and other employees that an employee had tested positive for COVID-19. Unless necessary to protect the health or safety of employees or other individuals, the District shall keep employees health information confidential.

### Quarantine

Employees who have tested positive for COVID-19, or employees who have had close contact with an individual who has tested positive for COVID-19, should isolate at home and monitor for symptoms for 14 days, unless the employee obtains a negative COVID-19 test. The District may, in its discretion, allow an employee to return to work earlier with a doctor's authorization and symptom free of all communicable illnesses for 72 hours in accordance with CDC guidelines. Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes

without the use of a mask. Employees cannot return to school unless they meet the criteria of this policy.

If the employee is able, remote teaching will be expected to be available consistent with the District's Remote Learning Plan.

Adopted:

## RETURN TO SCHOOL HEALTH SCREENING AND COVID-19 SICK LEAVE POLICY (STUDENTS)

During a state of emergency due to the COVID-19 pandemic and while the District remains in Phase 1, 2, 3 or 4, the District requires all students and visitors to undergo a daily health screen before entering any District Building.

The District will require daily health screening for all students and visitors before entering the school building. Parents and guardians will self-certify daily using a Health Screen Form completed at home combined with temperature testing. Students who do not self-certify at home will not be able to attend school. In the event a parent or guardian does not submit the information, the child will be tested at school and the district will contact the parent/guardian to remind them of this school attendance requirement. Parents/guardians who repeatedly fail to self-certify will not be permitted to send their students to school and will be required to attend school through our e-learning program unless they withdraw from school. This policy lays out the procedures. The District will notify parents of the screening requirements and any changes.

### At Home Screening

Prior to entering any District building, all students must complete and submit the District's Health Screen Form. This form shall self-certify that the student does not have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius, is not exhibiting any of the known COVID-19 symptoms, and has not been in close contact with someone who has tested positive for COVID-19. The known COVID-19 symptoms 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. The student's temperature must be taken daily and certified to be below 100.4 on the District's Health Screen Form.

### At School Screening for Students that Have Not Completed Self-Certification

1. **Prior to Entry Screening.** Prior to entry into the District building, all students and visitors must have their temperature taken. Students who have not self-certified at home will have their temperature taken by the school nurse or another staff member and may be asked questions about their health. Visitors shall have their temperature taken at the front doors and may be asked questions about their health, including whether they exhibit any COVID-19 symptoms.

2. **Exhibiting Symptoms Screening.** Any student or visitor exhibiting any COVID-19 symptoms while on District property shall have their temperature taken by the school nurse or health aide and may be asked questions about their health and symptoms.

### Presenting with Symptoms

Any student or visitor exhibiting COVID-19 symptoms or who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius shall not enter District buildings and must remain at home or will be sent home.

If a student has been sent home after exhibiting COVID-19 symptoms, the student cannot return to school until after the student has been fever free without fever reducing medication for 72 hours. Any student exhibiting COVID-19 symptoms cannot return to school until they have a doctor's authorization and have been symptom free of all communicable illnesses for 72 hours in accordance with CDC guidelines. The doctor's authorization can be in the form of a negative COVID-19 test, a positive test for a disease other than COVID (i.e. the employee is suffering from a sinus infection) or another medical explanation ruling out COVID-19. If a student is exhibiting COVID-19 symptoms and has not been tested, the student must be symptom free for 10 days before returning to school.

If a student exhibits any symptoms of a communicable illness while at school, they will be immediately quarantined (to the extent possible) from other children and parents and guardians will be notified to pick them up and take them home. Students shall always be supervised, while maintaining necessary precautions, while quarantined and waiting for pickup.

### Sharing of Health Information

The District may share health screening information among staff about students and visitors as necessary to protect the health and safety of students in the District. As required by law, the District will obtain consent to release any personally identifying information about a student to anyone outside of the District. A copy of the Template COVID-19 FERPA Consent Form is attached as **Exhibit A**. If a student tests positive for COVID-19 and the District determines that there is an articulable and significant threat to the health or safety of a student at the District, the District may disclose, without prior written consent, identifying information about the student to the Illinois Department of Health and the county health department. Additionally, the District will need to engage in contact tracing and the District will notify other parents and staff that a student has tested positive for COVID-19, but will not reveal the identity of that student without consent of the parent or unless it is absolutely necessary to protect the health or safety of students or other individuals. All disclosures of personal identifying information will be recorded pursuant to State and Federal law.

## Quarantine

Individuals who have tested positive for COVID-19 or are suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days, unless the student obtains two negative COVID-19 tests at least 24 hours apart. The District may, in its discretion, allow a student to return to school earlier with a doctor's authorization and symptom free of all communicable illnesses for 72 hours in accordance with CDC guidelines. Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes without the use of a mask. Individuals cannot return to school unless they meet the criteria of this policy.

During this quarantine, e-learning for students will be available consistent with the District's e-learning Plan.

Adopted:



Exhibit A

COVID-19 FERPA Consent Form

*Disclosure of Information Protected by the Family Educational Rights and Privacy Act by Channahon School District 17 to the IDPH, Will County Health Department, and Close Contact Individuals.*

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”) (20 USC §1232g; 34 C.F.R. part 99), the written consent of a parent or eligible student is required before the education records of a student, or personally identifiable information contained therein, may be disclosed to a third party, unless an exception to this general requirement of written consent applies. If a student is age 18 years or older, or is enrolled in an institution of post-secondary education, he or she is an “eligible student” and must provide written consent for the disclosure of his or her education records or personally identifiable information contained therein.

I, \_\_\_\_\_, hereby agree to allow Channahon School District 17 to disclose the following personally identifiable information or education records:

- Student’s name and the information that the student has a positive COVID-19 test.
- This information may be disclosed to public health officials and any staff and parents of students who had close contact with my student (were within 6 feet of my student for more than 15 minutes) in order for the District and others to take appropriate precautions and other actions to ensure the health and safety of others.

You may withdraw your consent to share this information at any time. A request to withdraw your consent should be submitted in writing and signed.

\_\_\_\_\_

Signature of Parent or Guardian

Date: \_\_\_\_\_

## ***Families First Coronavirus Response Act (FFCRA) Leave Policy***

This policy is in effect until December 31, 2020, unless the FFCRA is extended by Congress.

Under the FFCRA, all employees are entitled to additional sick leave benefits if they are unable to work or telework because:

1. They are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Have been advised by a health care provider to self-quarantine related to COVID-19;
3. Are experiencing COVID-19 symptoms and are seeking a medical diagnosis;
4. Are caring for an individual subject to an order described in [1] or [2];
5. Are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services; or
6. Are caring for a child whose school or place of care is closed for reasons related to COVID-19.

For purposes of this policy, any employee unable to work or telework due to a District imposed quarantine, is eligible for sick leave benefits pursuant to reason #1. These *Expanded FMLA* and *Emergency Sick Leave* benefits are only available to employees if they are unable to work or telework, as determined by the District.

**For reasons 1-5 above (quarantine or illness)**, full-time employees are eligible for two weeks (80 hours) of paid leave. This is *Emergency Sick Leave* pay and employees do not have to use their accrued sick time to cover the leave. Part-time employees are entitled to leave equivalent to the average number of hours they typically work over a two week period. **The two weeks of *Emergency Sick Leave* is a one-time benefit that may be invoked once for any of the six reasons listed above. Employees are not entitled to two weeks of leave for each of the reasons.**

- If employees take *Emergency Sick Leave* because they are under quarantine or fall ill (reasons 1-3 above) they are entitled to pay at their regular rate up to \$511 per day.
- If employees take *Emergency Sick Leave* to care for someone else (reasons 4-6 above), they are entitled to pay at 2/3 their regular rate up to \$200 per day.

**For reason 6 above (childcare)**, employees who have been employed by the District for 30 days are eligible for up to 12 weeks of leave under the FMLA (“Expanded Family and Medical Leave”). Expanded Family and Medical Leave is available only if there is no one else available that can watch the child and the employee will be required to certify to this fact in writing. Under the *Emergency Family and Medical Leave Expansion Act* the first two weeks of Expanded Family and Medical Leave are unpaid, however, an employee may choose to use accrued time to cover the period, including sick, vacation, personal or compensatory time. The remaining ten weeks of Expanded Family and Medical Leave are paid at 2/3 the employee’s normal salary (capped at \$200 per day). Employees may also elect to use their *Emergency Sick Leave Pay* to cover the first two weeks of Expanded Family and Medical Leave.

This policy does not apply if an employee voluntarily chooses to self-quarantine and is not experiencing COVID-19 symptoms.

Expanded Family and Medical Leave under this policy is part of FMLA leave and this time will be counted against an employee's rolling 12 week allowance of FMLA time. In order to be eligible for this leave, employees must fill out relevant FMLA documentation to reasonably substantiate that they meet one of the six reasons outlined for being eligible for leave. *Emergency Sick Leave* will always be available to employees regardless of how much leave an employee has taken under the FMLA and is not counted as the 12 weeks of FMLA time, unless an employee uses *Emergency Sick Leave* as part of their Expanded Family and Medical Leave.

Employees who are experiencing COVID-19 symptoms cannot be within school buildings. In order to be eligible for FFCRA *Emergency Sick Leave*, the employee needs to be seeking, or have obtained a medical diagnosis. Medical diagnoses other than COVID-19 are not entitled to *Emergency Sick Leave*. An employee who chooses not to get a medical diagnosis and is absent from work due to experiencing COVID-19 symptoms will have to use their accrued sick time.

If the 80 hours of *Emergency Sick Leave* expires and the employee is still unwell or suffering from COVID-19 symptoms, is not eligible to come back to work pursuant to District policy, and unable to telework, the employee will need to use their accrued sick time.