

SEDOL

Health

and

Safety Protocols

Updated November 10, 2021



Health and Safety Protocols

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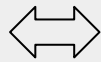
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Health & Safety Protocols

SOCIAL DISTANCING

Classroom



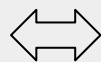
Keep 6 feet apart at all times.

Busing



Students to stay in their assigned seats on the bus with over 6ft with windows open.

Bathrooms



One student may use the bathroom at a time.
Practice social distancing while in line.



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PPE - USE & CARE

PPE Provided - *When to use & how to care for the equipment.*

- **Face Shields** - Wear all the time when students are unable to wear a mask due to medical needs. Clean by spraying and wiping with paper towel.
- **Gowns/Smocks** - To be worn when the student is coughing, has a lot of secretions or providing direct care, giving an aerosolizing treatment. Change between classrooms. Place in laundry hamper in classroom. Staff choice if a traveler: Wash gowns/smocks at home or stop at the nearest SEDOL school to drop off to be laundered.
- **Gloves** - When handling secretions or other bodily fluids, changing diapers or feeding students.
- **Face Masks:**
 - **Cloth/Disposable** - all the time. Cloth may be machine washed and dried.
 - **Surgical** - For nursing if no N95 masks available. Store in white lunch bag.
 - **N95** - For nursing providing aerosolizing treatments or suctioning. Must be fit tested before using. Store in white lunch bag until soiled. Additionally, used for O&M staff who are assigned to clean the quarantine rooms following student or staff use.
- **Extra Clothing** - Have extra clothing in case your clothes get dirty/contaminated.

Staff members requiring additional PPE should contact their immediate supervisor. The supervisor will complete the PPE request form.



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DONNING & DOFFING OF PPE

DONNING

- Perform hand hygiene.
- Put on clean gown/smock (if applicable).
- Put on gloves.
- Put on Face Shield (if applicable).

DOFFING

- Remove gown/smock. Place gown/smock in laundry hamper provided.
- Remove gloves and perform hand hygiene.
- Put on new gloves. Remove Face Shield and clean and put in container provided.
- Remove gloves and perform hand hygiene.



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STAFF QUARANTINE

Staff will be sent home for one or more new onset symptoms. Staff must notify Laura Wojcik and their supervisor.

Staff who have **1 or more symptoms of Covid-19** and are **unable to leave the building** due to their personal health will go to the quarantine room:

- a. Nursing is notified of staff and symptoms. Nursing to instruct staff if the quarantine room is needed.
- b. Staff are masked and sent to the respective quarantine room.
- c. Program administrators are notified and 911 is called.
- d. Once a staff has left, the area in which the staff rested needs to be closed for cleaning. Notify cleaning staff.
- e. Cleaning staff to clean and disinfect areas following CDC guidelines.

If a **staff member is sent home** from school with a symptom, once home:

- a. Contact Laura Wojcik to notify her of symptoms.
- b. Communicate with Laura Wojcik about health updates for cases or exposures.

If **notified of a positive Covid-19 test**:

- a. Contact Assistant Superintendent of Human Resource or Superintendent of positive tests.

Supervisor/Building Administrator:

- a. Contact Kevin Saum to ensure cleaning will be completed.

Assistant Superintendent of HR or Superintendent:

For a staff sent home or positive case notification:

- a. Place staff on the Covid-19 spreadsheet, complete symptoms list, and indicate date of onset.
- b. Choose case type- suspect, probable or confirmed.
- c. For positive cases, notify the Health Department and assist with their questions on contacts/exposures.
- d. Follow up phone call to staff- update on health/diagnosis, need of resources, clarification of time out of school.
- e. Communication with staff on dates for return to school for cases and exposures, as provided by LCHD.

Superintendent:

- a. Communication with the community about exposures and cases in the schools.
- b. Decision on quarantining and closing schools/programs with Health Department assistance.



SEDOL STAFF

Health & Safety Protocols

QUARANTINE ROOM

Equipment to have in room:

- PPE - masks, gloves, face shields (staff should have their own), gowns/smocks
- Laundry bag for gowns/smocks
- Cleaning supplies
- soap/water/hand sanitizer
- Cot or chairs set up at least 6 feet apart

If a student exhibits one or more of the following symptoms contact nursing and escort student to the quarantine room: (student to be masked). Students and staff from the classroom should be shifted to a different classroom to continue the day by building administration.

- Fever or chills (greater than 100.4)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Diarrhea
- Cough
- Fatigue
- Headache
- Sore throat
- Nausea or vomiting

Nursing or Quarantine Room Supervisor and Frontline to document in SDS when a student is sent to the quarantine room.

Parents will be called to come for students. Refer to the student's health provider and ask that the school be notified if tested and positive for Covid-19.

Staff to wear PPE while supervising students. (Mask, gloves, face shield and gown/smocks). If PPE is not worn, staff would be considered exposed to a possible case.

Staff to keep students at least six feet apart.

Procedure for Parent Pick up of Sick Student (APPENDIX C)

Once picked up by parents, SEDOL O&M staff will clean the area that the student occupied.

The building administration should notify the supervisor of SEDOL O&M when a quarantine room is in use for cleaning.

Cleaning procedures (Performed by appropriate SEDOL O&M staff)

- Allow time for air to settle per IDPH guidelines
- Clean hard surfaces with district/CDC approved cleaning solutions and microfiber towels. Apply disinfectant and allow appropriate dwell time.



SEDOL STAFF

Health & Safety Protocols

ALPHA SPRAY VS. DISINFECTANT WIPES



Alpha-HP

- Spray item/surface thoroughly
- Allow 10 minutes dry time and wipe

Oxivir Disinfectant Wipes - these wipes are for when the surface must be cleaned quickly. (WEAR GLOVES WHEN USING)

- Visibly wet object/surface, allow 1-minute dry time
- Do not use on hand or other body parts
- Use on mats (gym, oasis rooms, changing tables and treatment rooms).

Electrostatic Disinfection (Bioesque Disinfectant) will be performed on all touch surfaces every Friday



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STAFF & STUDENT LUNCH PROCEDURES

STUDENT LUNCHES

- Meals will be delivered to classrooms while ensuring social distancing is implemented.
- In classroom eating surfaces will be cleaned before and after eating.
- Meals will be individually plated and no food items will be shared. Regular precautions will be taken regarding food allergies and dietary needs.
- Students are able to bring their own lunches but microwaves and fridges are not available unless medical documentation is on file. Additionally, any food preparation such as blending will require medical documentation to be on file.

Food service personnel and classroom staff handling food will wear appropriate PPE, including gloves and face coverings while preparing and distributing food. Frequent hand hygiene will be required. Staff shall wear face masks and shields while students are eating since students will be without their mask during this time.

STAFF LUNCHES

- Staff will be assigned a specific location and time to eat their lunch in an environment with 6 feet of distance.
- Staff will either have their own office space or a designated area within the building to eat. Areas where staff consume meals will be thoroughly cleaned before and after meals.

Food should only be consumed during assigned meal times. Considerations will be given to food consumed during times other than mealtimes, only per an individual student's IEP.



Health & Safety Protocols

Staff Microwave & Fridge Procedures

1. Staff will have access to microwaves and refrigerators within their staff lounge*. Since these are communal locations, staff will follow similar protocols to use of the copier. Staff will spray on a towel and wipe down the handles/buttons prior to and after use. Staff are encouraged to wear provided gloves while using the microwave and opening and closing the refrigerator.
2. If utilizing a microwave/refrigerator for student use they will continue to wear gloves as they are handling student food. Staff will spray on a towel and wipe down the handles/buttons prior to and after use.
3. Microwave/refrigerators will be added to the high touch point routines for cleaning by building custodial staff throughout the day.
4. Personal microwaves and refrigerators are not allowed within the SEDOL buildings. If a student needs feeding or food preparation accommodations a doctor's note will be provided and reviewed by the program nurse. If a staff needs food accommodations they should contact Laura Wojcik within the SEDOL Human Resource Office.

***CLA, Transition and Laremont** students will be able to use the SEDOL provided classroom refrigerators and microwaves following these safety procedures at the discretions of the building principal.



Health & Safety Protocols

PLAYGROUND

- Staff must maintain 6 feet of distance from other staff members unless student need requires multi staff support.
- Staff will wear required PPE when outside and within 6 feet of students.
- Designated staff will clean equipment used after each class.
- Only hard surfaced equipment may be used.
- One classroom of students are allowed on the playground at a time.
- Supervision is required and the number of students on each piece of equipment should be limited.
- Students should perform hand hygiene prior to touching playground equipment and upon return from the playground.
- Playgrounds are open when weather permits and when temperatures are between 40° and 85°.



Health & Safety Protocols

Educational Contractual Staff & Educational Volunteers

1. The Director, Principal or Supervisor needs to provide the required information regarding any educational contractual staff or educational volunteer via the [Educational Contract Staff or Educational Volunteer Approval Form](#) from Dr. Laura Wojcik and the SEDOL Human Resources Office.
2. Included in the form must be the scheduled time with specific designated locations during the school day in a SEDOL classroom or building.
3. Prior to confirming a scheduled date and time, the Educational Contractual Staff or Educational Volunteer must send photo proof of vaccination to sedol825@sedol.us.
4. On the days of scheduled times, all mitigation measures must be followed including self certification at the SEDOL buildings and mask/mask plus face shield wearing.
5. A log must be maintained by the educational contractual staff or educational volunteer of close contacts (individuals with no masks within 6 feet for any time and individuals with masks within 6 feet for more than 15 minutes) with dates, times and locations for 30 calendar days.

APPENDIX B

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819
847-548-8470 Fax 847-548-8472 VP 224-207-8476
www.sedol.us



SEDOL STUDENTS

DATE: _____ GRADE _____ STUDENT _____

COVID 19 GUIDELINES FOR KEEPING YOUR CHILD AT HOME

SYMPTOMS

- Fever 100.4 or above
- New loss of taste or smell
- New cough
- Shortness of breath or difficulty breathing
- New onset moderate to severe headache/unknown cause
- Muscle/body aches and or chills
- Fatigue from unknown cause
- Sore throat
- Vomiting
- Diarrhea

Students sent home with COVID-19 like symptoms, who do not provide a negative COVID RT-PCR test result **MUST STAY HOME and QUARANTINE for 10 full calendar days from symptom onset**, (with day 1 counted as the day after the onset of symptoms) **returning on the 11th day ONLY after fever resolved for 24 hours prior to return without fever reducing medications, 48 hours after diarrhea and vomiting has ceased, and symptoms have improved.**

If the COVID RT-PCR test done on the student is negative, a copy of the result needs to be sent to the Health Office or SEDOL Nurse **prior to the student returning to school**. The student will then be able to return to class **the day after** the negative result as long as **fever is resolved for 24 hours prior to return without fever reducing medications, 48 hours after diarrhea and vomiting has ceased, and symptoms have improved**.

If your child is a Close Contact: If your child was identified as a close contact (less than 6 feet, and/or unmasked for more than 15 minutes cumulative in one day) to a COVID-19 positive person and has been sent home from school, they will need to remain at home for 14 days even if they have received and provided the the Health Office or SEDOL nurse with a negative COVID RT-PCR test result.

Exceptions: Fully vaccinated or individuals who have had COVID-19 within the last 90 days **AND** no symptoms. Proof of vaccination or lab confirmed testing required.

****ONLY A NON-SELF ADMINISTERED RT-PCR COVID TEST IS ACCEPTED. RAPID OR HOME TESTS WILL NOT BE ACCEPTED TO RETURN TO SCHOOL.**

**** SEDOL students are unable to participate in the Test to Stay option due to inconsistent masking and social distancing within the programs.**

**** Siblings of a symptomatic student that are able to consistently wear a mask will be allowed to stay in school if testing of the symptomatic student is performed within the first 24 hours of symptoms. Negative results must be sent to the SEDOL nurse before the return of siblings and symptomatic students to school.**

Student Return Date:

Parent/Guardian Signature:

Nurse Signature:



Procedure for Parent Pick-up of Sick Student

Inform:

The Quarantine Room Staff/Nursing will contact the student's parent/guardian (or responsible adult listed as a contact person on the student's Emergency Form). The parent/guardian will be informed that their child has been placed in the Quarantine Room due to the presence of symptoms associated with the coronavirus.

The Quarantine Room Staff/Nursing will confirm the name of the person to pick up the student from school and will inform the Main Office.

Document:

- a) Time of phone contact and name of parent/guardian contacted.
- b) Name of person to pick up student.
- c) Inform parent/guardian that an I.D. (driver's license) must be presented by the identified person responsible for picking up the student from school.
- d) Inform parent/guardian that they must remain in their car and to drive around the back of the school to park under the canopy near door # _____. The parent/guardian has been notified that he/she must not get out of the car to assist the student.

Release:

A member of the educational team will approach the car waiting under the canopy to:

- 1) Verify identity of the parent/guardian (or responsible adult listed as a contact person on the student's Emergency Form) and verify their identification (driver's license). The student will be monitored by another member of the educational team.
- 2) Assist parent/guardian with paperwork to sign the student out of school. [Protocol for Release of Student from Quarantine Room](#).
- 3) Provide a copy of the Return to School document to the parent/guardian. Inform parent/guardian of their responsibilities as outlined in the Return to School document. It is the parent/guardian's role to take the child to the facility for further medical assessment, confirmation or illness, medical treatment and follow up with physician.
- 4) A member of the educational team will accompany the student to his/her parent/guardian (or responsible adult listed as a contact person on the student's Emergency Form).
- 5) Submit a copy of documentation to the Nursing Department.

Self Certification Screener

May 26th, 2021

Check in Questions

1. Has the individual been in close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 in the last 14 days?
2. Has any health department or healthcare provider advised the individual to stay home or quarantine?
3. Has the individual or anyone in the individual's household tested positive for COVID-19 in the last 14 days?
4. Is anyone at home feeling sick with COVID symptoms or waiting for COVID-19 test results? ***People tested for screening purposes do not need to stay home if they are waiting on test results.**
5. Was the individual tested for COVID-19 within the past 14 days and results are pending?
6. Does the individual have any of these symptoms?
 - Fever 100.4°F or higher
 - New onset of moderate to severe headache
 - Shortness of breath
 - New cough
 - Sore throat
 - Vomiting
 - Diarrhea
 - New loss of taste or smell
 - Fatigue from unknown cause
 - Muscle or Body Aches
7. Has the individual traveled domestically or internationally within the last 14 days?