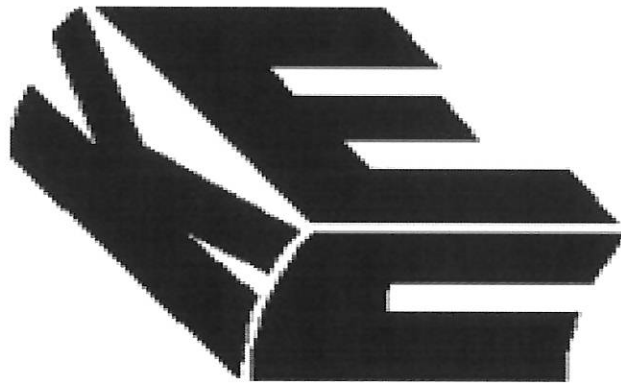


KEC 2020-2021 Return To Learn Hybrid Plan



KEC Reopening Plan

Summary

Since the coronavirus pandemic began, KEC (Kishwaukee Education Consortium) has been working on a plan to reopening for the 2020–2021 school year. KEC has 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.

Over the summer KEC Administration has been in talks to develop a survey (distributed on July 15) to staff to get input on the reopening plan. We have also been in collaboration with all nine sending districts in the county, Rochelle Township HS, the DeKalb County Health Department , the DeKalb County Community Mental Health Board and the Regional Office of Education. We focused on the following areas:

- Remote Learning Model
- Hybrid Model
- In-Person Model
- Health and Wellness
- Facility

This guide outlines the educational plans and protocols in place for the 2020–21 school year based on the phases of the Restore Illinois plan and meets the unique needs of our school. Due to the uncertainty of the pandemic, it is possible that several of these phases will be in effect over the course of the school year. It is important to note that during any phase, students will not be penalized for missing school, and we encourage those who are not feeling well to stay home. While school will look different, KEC is committed to providing a first-class education to our students that focuses on career and technical education. Protocols outlined in this guide are subject to change as guidelines evolve.

Restore Illinois Plan Phase I:

Rapid Spread During this phase, strict stay-at-home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, including more rigorous distance learning guidelines based on feedback from the Spring 2020 experience.

Phase II:

Flattening During this phase, strict stay-at-home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Distance Learning, including more rigorous distance learning guidelines, based on feedback from the Spring 2020 experience.

Phase III:

Recovery During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in a space are permitted. This means:

- Most students and staff engage in Distance Learning, including more rigorous distance learning guidelines, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to school for learning.
- Staff is on-site as required.

Phase IV:

Revitalization During this phase, social distancing guidelines are in place. Gatherings of 50 people or less in a space are permitted. This means:

- All students and staff are on-site, with the option of distance learning for some.
- The District follows Illinois High School Association (IHSA) and Illinois Elementary School Association (IESA) guidelines for athletics.

Phase V:

Restored During this phase, school resumes as “normal” with new public health guidelines in place. The health and well being of our students and staff is a top priority.

Health & Wellness

Confirmed COVID-19 Case Procedures KEC will follow public health guidelines regarding school closure:

- KEC administration will immediately notify local county health officials, who will assist in defining a course of action.
- KEC administration will immediately notify member high school liaison for a confirmed case of COVID-19.
- Persons identified as being in close contact with the individual who has tested positive for COVID-19 will be asked to isolate at home and be alert for symptoms. Close contact is defined as “any individual who has been closer than 6 feet for more than 15 minutes.” Students and staff may be asked to submit a Doctor’s note upon returning.
 - Individuals who tested positive will stay home for at least 10 school 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 at least 24 hours apart.
- As new guidance emerges, guidelines may change.

Guidance for Program Areas

- All Program Areas
 - When possible, clearly mark program areas to show where to sit, stand, or line up for six-feet spacing, if possible.
 - Students should sanitize hands whenever anyone enters the program area.
 - Clean program area daily.

- Maximize school ventilation systems.
- Maximize social distancing within program areas. It is recommended that instructors provide assigned seating in the seating area and lab space for students to the greatest extent possible.
- Provide cleaning times upon arrival and dismissal for lab equipment and personal seating spaces.
- Encourage hand washing throughout the day.
- Coordinate activities by lab groups and specific programs to minimize student mixing.
- Building staff will review student arrival and dismissal procedures.

Guidance for Common Areas

● Restrooms

- Make an effort to maintain six feet of physical distancing.
- Require face coverings for staff, students and visitors.
- Clearly mark common areas to indicate safe distancing for students.
- Display clearly visible signage reminding everyone of handwashing, physical distancing and face coverings.
- Schedule/coordinate restroom and handwashing breaks when possible to minimize the number of students in the restroom.
- Clean high-touch areas multiple times throughout the day.

● Hallways, Main Office, and Other Common Areas

- Maintain six feet of physical distancing when possible.
- Require face coverings for staff, students and visitors.
- Clearly mark common areas to indicate safe distancing for students.
- Display signage reminding everyone of physical distancing and face-covering usage at entryways, hallways, program areas, and common areas.
- Provide access to school buildings to authorized personnel only. Visitor access will be as needed only and will be restricted to the security vestibule (clearly visible signage at each entryway).
- Clean high-touch areas throughout the day.

Guidance for Shared Materials

Equipment and materials that must be shared or communally should be used by as few students as possible, be cleaned after each use and individuals should perform hand hygiene between use. Electronics, including, but not limited to, shared Chromebooks, touchscreens, keyboards, remote controls, etc., should be cleaned before and after use.

Health Screenings

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

- Known close contact with a person who has been diagnosed with COVID-19

- Measured temperature of 100.4° Fahrenheit or greater (all students entering building will be screened)
- Cough
- Diarrhea
- Fatigue
- Fever or chills
- Headache
- Muscle or body aches
- 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 call their program office, inform the first aid provider, and follow the building procedure. Students will wear a face covering and remain in the quarantine area until a parent or guardian picks the student up or until an alternative transportation home is arranged. Staff will remain in the quarantine area until the student is able to leave.

Individuals who exhibit COVID-19 symptoms must self-monitor and return to school according to Illinois Department of Public Health (IDPH) guidelines. A doctor's note is required for staff returning to work if they test positive. A staff member who has had close contact with someone who has tested positive for COVID-19 must notify their supervisor 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.

Hygiene

Frequent hand washing and hand sanitizing help prevent the spread of COVID-19. Staff and students should 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 and students should avoid touching their mouth, eyes, or nose as much as possible. Staff and students have access to hand sanitizer upon entering the program area. Hand sanitizer will be placed in common areas throughout the KEC home base and all satellite classrooms. KEC will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas.

If assisting a student requires close contact, hand washing or sanitizing should be done before and after contact with students. 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; before and after eating; after contact with a person who is sick; upon return from the outside areas; and following glove removal. KEC will post handwashing posters in bathrooms, hallways, and common areas.

Illness Procedures

Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families and staff should report possible cases to the attendance line or supervisor. CDC and IDPH guidelines for staff and 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 school days (or 14 calendar days-whichever is sooner) must pass after symptoms first appeared. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Staff returning from illness related to COVID-19 should call to check with the Business Office or supervisor following quarantine.

Any individual within the school environment who shows symptoms will be immediately separated from the school population. Individuals who are sick will be sent home. 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 10 school days (or 14 calendar days-whichever is sooner). "Close contact" means the individual was within six feet of an individual with symptoms for more than 15 minutes.

Reporting Illness

When reporting illness absences report to the member school and KEC at the 815.825.2000 or email: Mr. Furnas (tfurnas@kecprograms.us) be sure to report if your student:

- Is a close contact of someone with a positive COVID-19 test.
- Has signs of COVID-19.
- Has been diagnosed with COVID-19.
- Has been diagnosed with influenza (respiratory flu).

Personal Protective Equipment (PPE) & Face Coverings

KEC understands physical distancing will not be possible for all circumstances. There is significant evidence that face coverings provide protection and decrease the spread of COVID19. All individuals in the KEC must wear face coverings at all times unless they are younger than two years of age; a physician verifies a medical contraindication; 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. Face shields will be given to those that give official notification from a Doctor stating that they are unable to wear a mask. Students refusing to wear a face mask will be removed from KEC and referred to remote learning.**

Hand hygiene should be performed immediately after removing and after replacing the face covering. Gloves or other PPE should be used as needed when assisting students requires close contact or for use with program materials and equipment that are impractical to disinfect individually. Face coverings do not need to be worn outside if social distance is maintained. Students and staff are encouraged to come to the KEC with a clean face covering. KEC will

provide two (2) reusable masks to employees and have masks on hand for students should they need. Employees and students may also use their own face covering as long as it covers the nose and mouth with the CDC and IDPH guidelines for wearing masks. . Additional face coverings are provided to all staff in the case of a face-covering becomes damaged or dirty throughout the day.

Social & Physical Distancing

KEC has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings, and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, hallways, restrooms). KEC already has a sending district staggered arrival. KEC may stagger dismissal, bathroom breaks, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Training

Each staff member will be required to complete safety training provided by the KEC related to KEC physical distancing, face covering, hand hygiene procedures and the symptoms of COVID-19 for self-certification purposes. The process of self-certification will incorporate training on checking for temperature greater than 100.4 degrees Fahrenheit and other currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, the new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations as needed.

Staff training is conducted through the GCN network, and students will be given training during class orientations and/or during the first day of school..

Visitors

Visitors will be restricted to authorized personnel only. Visitors to KEC must always wear an appropriate and approved face covering and report directly to the main office for a self-certification check off. Visitors will remain in the main office until the staff member they are visiting meets them at the main office. Visitors will not have general access to the building in order to maintain physical distancing. All visitors entering the building must participate in the screening process in addition to typical sign-in procedures:

1. Has the visitor washed their hands or used alcohol-based hand sanitizer on entry? a. YES—Proceed to step 2.
- b. NO—Please ask them to do so and proceed to step 2.

2. Ask the visitor the following questions:

a. Do you have any signs or symptoms of a respiratory infection such as fever or chills, cough, shortness of breath or difficulty breathing? Do you have fatigue, muscle or body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea?

b. In the last 14 days have you been in contact with someone with a confirmed diagnosis of COVID-19?

c. In the last 14 days, have you tested positive for COVID-19?

d. Have you traveled from a destination that requires you to stay home for 14 days after travel?

YES to any of the above—Restrict the visitor from entering the building.

NO to all—Continue to step 3.

3. Allow visitor entry to the building if necessary or have visitor wait for staff or student to meet them at the office and remind the individual to:

a. Wash their hands or use hand sanitizer throughout their time in the building.

b. DO NOT shake hands, hug, or have other physical contact with individuals during

Instruction

Based on the most recent ISBE guidance and our school's unique needs, KEC has developed a hybrid learning model for delivering education to all our students. Our goal is to be in session four days per week (Monday, Tuesday, Wednesday and Thursday) to meet our students and member schools' variety of needs. Friday will be a Remote Learning day for all KEC students. While we would like to have all of our students in our programs five days a week, it has become apparent that our staff needs time to plan for Remote Learning and meet our students' Remote Learning needs. This time will also allow for thorough cleaning of the entire building. As districts may plan for different scenarios, know that KEC wants to help meet all of our student and district needs. KEC is open to all students even if the member school is on an Remote Learning day. If a member district provides transportation or allows students to drive to KEC, KEC will be prepared to receive students on Monday, Tuesday, Wednesday and Thursday.

If a CTE student misses a session because he or she is on an A/B schedule with their sending district, the lectures will be recorded for their viewing later and will have flexibility by staff to make up assignments. Individual staff can make accommodations for student who need to miss a CTE class because of an A/B schedule conflict at their sending district.

Fridays

On Fridays, students will be fully Remote. These remote learning assignments will be similar to what was done in the spring. KEC teachers will come to KEC everyday at 810am and use the day to remote plan, grade, be available for Google and email communication with students, develop future remote plans and occasional professional development will take place. The staff will be available until 230pm.

*note that teachers who only teach one or two sessions, after school, night or Saturday classes will be available during their regularly scheduled class times.

We plan to have a regular schedule and provide in-person instruction to the students who are sent to us daily and Remote Learning for the students at home. In-person classes will prioritize hands-on learning for our career and technical education classes to give students an understanding of our programs and their chosen pathways. Remote Learning curricula will focus mainly on content and filling gaps that may occur due to a student(s) not being in-person at KEC.

Students Who Opt Out For Remote Learning

In the event that a student opts out of in person instruction and chooses to remote learn, the following items must be considered by the parent and student in regards to remote learning:

- If a student opts out for remote learning he/she will be in that remote learning setting for at least the entire first semester.
- Students will be responsible for attending the daily Google Hangout lectures in order to receive attendance credit. This will be unlike spring where assignments are just posted to Google Classroom. Students will need to be more vigorous with remote learning curriculum.
- Students choosing to opt out for remote learning must inform the KEC principal and the student service coordinator by **August 17, 2020**.

Remote Learning and Back to School Procedures

The following outlines the Remote Learning policies and procedures for the KEC. As we continue our plan of opening up for the 2020-2021 year, we may start the year in a hybrid learning environment. Therefore, the following guidelines are in place. These guidelines are subject to change as new information becomes available.

Teacher Responsibilities

Start of the School Year

To start the school year, it is important to review your Remote Learning policies and procedures with students. The Technology Department will provide staff with student logins for email, Google Classroom, and Teacherease. This includes where instructors post assignments, instructor expectations during an eLearning day, how students will contact instructors, and student responsibilities during an eLearning day. The following is a checklist of Remote Learning components to review with students:

- Logging in to KEC email
- Log in to Google Classroom or Zoom
- Adding KEC account to homeschool device

KEC will have institute days on August 18th & 19th with August 19, 20 & 21 to be used for additional Remote Learning training, planning and curriculum development.

Students begin in class face to face on August 24th, 2020.

Check-In (Remote Learning Only)

In the event that KEC moves to a completely Remote Learning model, the College & Career Readiness Coordinator will post a check-in sheet on Google Docs and email a reminder to staff by 7:30 a.m. each morning. Instructors will come to KEC and teach at the regular KEC session and class times. Students will check-in at their designated class time each day KEC is remote. KEC will be flexible and record lessons from staff as well. In the event that a teacher cannot check-in, please contact your supervisor as soon as possible. For CTE students only: KEC is looking at the possibility of allowing “hands-on hours” for students to sign up and come in to get checked off for skills in the event that we switch to full remote learning for the fall. This will be organized and communicated as we get closer to the start of school and again, find ourselves in full Remote status.

Developing Assignments

With the idea that we are starting the school year in a hybrid learning environment, remember to focus on the following:

1. Instructors will create a new lesson after delivering a Remote Learning assignment to students for Fridays. Last year, KEC worked under the philosophy of having “five assignments in the bank.” Since KEC will be working under a hybrid learning environment, instructors will maintain a bank of ten lessons. We will use August 17-21 and Fridays throughout the fall to develop plans.
2. Remote Learning lessons should utilize the time students have outside the classroom. With this in mind, Remote Learning lessons should review content that students will utilize in the classroom upon their return. These lessons should also focus on the mastery of content in preparation for students’ return to in-person learning.
3. When students are in the classroom, KEC will utilize our time to focus on the “hands on” aspects of programs.
4. Because the KEC career technical education classes are career focused, if there is a need to transition to an Remote Learning only model, instructors are responsible for the development of one, high-quality lesson each day, to replace the lesson that was assigned to students. It is important to keep ten, high-quality lessons prepared. These lessons should prepare students for the content they will utilize in the classroom, and be prepared to practice and master upon their return.

Posting Assignments

During both the hybrid model or the full Remote Learning only model, assignments should be posted by 8:45 a.m. each morning. KEC understands that there might be technological issues out of your control when working remotely. KEC instructors will be designated to be at KEC or the satellite class during the scheduled class time and will conduct class as if we were conducting in-person learning. If this is the case, please inform the Principal team of the situation as soon as reasonably possible.

Student Responsibilities

Students will have the option of choosing in-person or remote learning. If remote learning (opt out) is chosen, the parents must notify either Mr. Pierce (ReStart) or Mr. Furnas (CTE classes). Once remote learning is chosen, the plan for that student will stay in effect until the end of the semester in January. Students will need to attend all KEC classes at their regularly scheduled time each day (Monday-Thursday) for remote instruction and assignments.

The following will outline the responsibilities of students under both a hybrid learning environment and an eLearning environment. A hybrid learning environment will have students learning both at KEC and remotely. An eLearning environment will have students learning completely remote.

Hybrid Learning Assignments

As students start the school year, your instructor will outline their procedures for Remote Learning. For this, be sure that you understand how to:

- Log into your KEC email account.
- Add your KEC account to your Chromebook. Be sure to understand how to switch between your home school account, and your KEC account.
- Access Google Classroom and Teacherease. On the days that students learn remotely, the instructor will post the day's assignments by 8:45 each day.

During this time, students must:

- Check-in with the instructor each day and follow their hybrid learning procedures.
- Complete the assignments posted by the instructor. It is crucial for students to keep up, as they prepare students for in-person instruction and lab days at KEC.
- If, at any time, students are struggling with the assignment, please contact the instructor. Instructors have office hours on Fridays from 8:10am to 2:30 pm

In the event KEC moves to a full Remote Learning environment, students are responsible for the following:

- Accessing Teacherease and Google Classroom (sometimes Zoom) for assignments posted by the instructor & completing them.
- Attending scheduled video conferences. If a conflict arises, please be sure to reach out to the instructor.
- Submitting the assignment by its due date.
- Communicating with the instructor if an issue arises.

Facility Cleaning

All custodial/maintenance staff will be trained on the return to school guidelines. These procedures will include extra sanitation efforts using certified EPA products or comparable in both low/high contact areas including bottle fillers, countertops, desktops, door handles, light switches, and restroom fixtures.

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner or comparable will be used for disinfection along with 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, and high-touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned. Items such as cloth toys or other cloth material items that cannot be disinfected should not be used in the preschool.

Cleaning schedules will be created and implemented for the KEC and equipment. Extra sanitation efforts will occur during in-person learning which will address high-traffic/common areas, including entryways, lobby, hallways, main offices and restrooms.

Drinking fountain spouts will be disengaged, but fill stations will be available. The use of clean personal reusable water bottles will be encouraged and disposable cups provided at each water fill station. Social distancing markings will be placed around drinking fountains to eliminate the congregation of people. Fill stations will be disinfected on a prescribed cleaning schedule.

Additional personnel may be added to the custodial crew to allow for increased and repetitive cleaning of high-touch and high-traffic areas.

Deep cleaning utilizing the electromagnetic cleaning technology was completed during the summer throughout the KEC and will continue on a prescribed weekly schedule throughout the school year.

Principal's Office

The Principal's office will follow ISBE guidelines. Individuals with common health conditions or those who need basic first aid should not report to the health office, but may be managed in the designated classroom/alternate setting. Basic first aid supplies, i.e., bandaids, ice packs, etc. are located in each program area to eliminate student's need to move throughout the hallways to the First Aid office. 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. Multiple locations are set up with signage, needed medical supplies, technology, and cleaning supplies to care for students, staff,

or visitors that experience symptoms of COVID-19 or notified of a positive case while at the KEC. 13 The current Crisis Plan incorporates a procedure for the need of medical treatment in the building. Staff will attend a refresher training session on the process with additional information for a person experiencing COVID-19 symptoms.

Arrival and Dismissal

The KEC already has a bus arrival procedure that staggers all of our sending districts. Staff will be at the front door and will temperature check students as they enter. If a student has a temperature higher than 100.4 then the student will be put back on the bus or allowed to drive home. KEC staff will notify both the parents and the sending district personnel. Remember that most districts will be self certifying the students prior to them arriving at KEC either through transportation or at the sending districts in the morning prior to coming to KEC.

Staff members should be stationed in areas to eliminate congregation in hallways and congregation areas. Usage of alternate entrances may be utilized when possible.

Arrival and dismissal procedures will be sent to each member high school liaison and transportation contact. Information will be sent to the member schools, students, parents/guardians to guide the arrival and dismissal expectations before the first day of in person instruction.

Symptom Screenings for Facility Entrance

A self-certification method will be utilized with staff to report a confirmed case or report symptoms associated with COVID-19. Staff who self-certify commit that they are fever- and symptom-free before entering the KEC each day, in lieu of conducting symptom and temperature checks at the school building. Self-certification will consist of self-certification for temperature greater than 100.4 degrees Fahrenheit and currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, the new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

Individuals who have a temperature greater than 100.4 degrees Fahrenheit or one known symptom may not enter the KEC. Individuals who exhibit symptoms will be sent home with the suggestion to consult a medical provider for evaluation and treatment and be given information about when they can return to school.

If a symptom screening is required, the first aid provider, administrator, or staff member may perform an in-person temperature check and symptom screenings.

Human Resources

The contents of the KEC plan to reopening document are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, etc.). All employees, students and parents will need to be flexible during this pandemic, which will require

cooperative, collaborative, flexible, and creative problem-solving. KEC will continue to monitor recommendations from the PRESS (Policy Reference Education Subscription Service) policy organization, as well as from professional organizations such as Illinois Association of School Administrators (IASA), Illinois Association of School Boards (IASB), and the Illinois Principals Association (IPA).

Illness Monitoring

A tracking process may 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 that CDC and local health authority criteria for discontinuing home isolation or quarantine is met before a student or staff member returns to school. Tracking methods include checking in with the First Aid provider and administration upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine has been met.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism will occur through collaboration of those taking absence reports and First Aid Provider/administration. Employees and families will be expected to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The KEC 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 First Aid Provider or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

KEC will inform the community of outbreaks per local and State Health Department guidelines while maintaining student and staff confidentiality rights.

Staff Return Plan

The KEC has the authority to determine who returns to work. However, the district will work to follow executive and legislative guidance from the State and Federal government. All employee's request for a special accommodation(s) will need to be provided to the KEC Executive Director and/or the Business Office for review. Please note that medical documentation or other official documentation will be required in order to consider any requests. If the KEC determines it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The KEC will make every effort to follow all CDC, IDPH, and ISBE guidelines regarding KEC employees. 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 will be entitled to leave under the Families First Coronavirus Response Act (FFCRA). Otherwise, employees will be expected to use their accrued time bank for their absence from work (sick time, vacation time, personal leave, etc.).

Communication

Communication Methods Throughout the 2020–2021 school year, KEC will use the following communication methods to keep stakeholders updated on changes regarding all protocols:

- KEC website
 - Phone and text alerts
 - KEC social media (Facebook, Twitter, Instagram) All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date in the Teacherease Student Information System
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