



Dongola Unit School District #66

**RETURN-TO-SCHOOL
PLAN**

IN RESPONSE TO COVID-19

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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the district. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), Illinois Department of Public Health (IDPH), Illinois State Board of Education (ISBE) and other federal, state and local agencies. Regular updates will be made to this plan based on information provided by above mentioned agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION I: SAFETY OF STUDENTS, STAFF, AND VISITORS

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

DUSD#66 will not allow normal visitation to our classrooms or internal building structure until further notice. Visitors are required to call the Main Office first, then they are allowed only to report to the Main Office window to conduct business. It is preferred that visitors make an appointment in advance, when possible.

SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring all employees, students and visitors to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by the building principal. This is to be done on a daily basis.

HANDOUT: SELF-SCREENING FORM

HEALTH PROTOCOL

- If an employee or student becomes ill at school or if another person is exhibiting symptoms of COVID19 at school, they may be asked to leave school and go home or to the nearest health center.
- Employees and students returning to school from an approved medical leave should contact the building principal. Employees and students will be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, exhibit any symptoms of COVID19, or had close contact with someone who has tested positive or exhibited symptoms, you may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 14 days have passed since symptoms first occurred
- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in close contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. DUSD#66's superintendent
 - c. The building principal
3. Your building principal will work with the superintendent to determine appropriate next steps.

4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. DUSD#66 employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the building in order to maintain the social distancing requirement of 6 feet
- Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is required to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. Appropriate face coverings are required at all times while inside the building.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

DUSD#66 staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. DUSD#66 has alcohol-based hand sanitizers throughout the building. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The DUSD#66 Custodial staff will clean all workspaces at their designated cleaning time. Extra cleaning assignments will be given to custodial staff for transition periods, cafeteria and commonly used areas.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– DUSD#66 will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Teachers' Lounge– There will be limited access to the copy room. Signage indicating restrictions will be posted. Keep in mind the use of shared appliances such as copier, coffee machines, refrigerators, and microwaves. Please ensure proper disinfecting protocols before and after each use.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Buses	Bus seats, handles/railing, belts, window controls	At the end of each use/day
Common Areas	Cafeteria, Library, Teachers' Lounge, Lobby	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the Transition Team with the aid of the IDPH. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow

for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage will be placed throughout the offices and school.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Thermometers on-site for employee and student screening

BUS DRIVERS/BUS PROTOCOLS

Bus drivers trained in disinfecting practices must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 10 days.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the building **Quarantine Room** and the case form will be completed.

Once the employee or student arrives at the Quarantine Room, a designated person will immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The designated personnel must complete the **HANDOUT: Employee/Student presenting symptoms form** and call the local health authority and seek advice regarding transportation and location.
- The designated person in the Quarantine Room and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The building principal will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The building principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the building principal.

- The quarantine area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms (Office and Cafeteria).

LOCKER ROOMS

Locker rooms will be closed until further notice.

CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served meals.

Breakfast Bags containing enough breakfasts for five days will be given to all students at the end of the day on Thursday and Friday the week prior. If a child is not in attendance on either of those days, the parent may call and arrange for Breakfast Bag pick-ups.

Lunch will be served in the grade level classroom using social distancing and disinfecting protocols. This allows for non gathering opportunities and mitigation of the virus. Recess will be given as long as safety protocols are followed. Paraprofessionals will be assigned classrooms during these lunch periods.

DUSD#66 will use disposable food service items to eliminate transfer.

MODIFIED ARRANGEMENTS

Space seating/desks at least 6 feet apart when feasible.

Turn desks to face the same direction, or have students sit on only one side of tables, spaced apart.

Create distance between children on school buses. A paraprofessional will be on each bus route to help ensure distance protocol.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Specified times will be given to classrooms for restroom and water breaks. There will be water filling stations. Water fountains will be off during this time.

Possible: Close playgrounds with shared equipment and gym equipment if possible;

otherwise stagger use and clean and disinfect between use.

TRANSPORTATION CHECKLISTS

Sanitation logs will be turned in to the Robin Norman after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers are required to wear masks at all times. The driver's temperature must be checked and documented before the start of each route. **HANDOUT: TRANSPORTATION SANITATION CHECKLIST**

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district will work with students individually or in small groups to address any well-being needs. Administration will develop a student and staff survey. This survey will allow for individuals to give feedback on how to support their needs.

STAFF TRAINING

- 1. Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
- 2. First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Google Meet
- 3. Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all staff and community members.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening

8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our Facebook page
4. Individual classroom platforms: Remind, SeeSaw, Google Classroom, or other platforms used by teachers.
5. All Call from the school- please keep phone numbers, emails and addresses up to date

SECTION II. ACADEMICS AND REMOTE LEARNING

DUSD#66 developed a Transition Team to organize and develop systems to be put in place for the district's reopening. The committee members were selected from various departments and grade levels in the district and the community to get a diverse set of knowledge, input and skills.

A parent survey was developed to gain insight into the barriers and challenges faced with the sudden closure on March 17, 2020 and how to adapt to the challenges we face going into the 2020/2021 school year. Information received from the survey helped to identify areas for improvement from organization, communication and academics.

The Transition Team developed strategies for every operation throughout the school day that involves students and staff interactions. A plan was formed and may be revised as the team sees fit as the school year progresses and COVID19 wanes or increases.

STUDENT AND STAFF SCHEDULES

The IDPH and ISBE recommends that no more than 50 persons gather together in one space in a building. To adhere to the recommendation, DUSD#66 students will follow an A/B weekly schedule. The weekly schedule is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
Remote Day	8:00-1:30 Group A- In School	8:00-1:30 Group B- In School	8:00-1:30 Group A- In School	8:00-1:30 Group B- In School
No students in session	Group B- Remote Learning	Group A- Remote Learning	Group B- Remote Learning	Group A- Remote Learning

* The A/B schedule was created with families in mind. We divided each grade level into two groups- A & B. Groupings were again viewed in order to keep siblings in the same group/day in order to help with childcare. DUSD#66 staff will be on campus each day.

* Every Monday, students will have Remote Learning. Staff will meet on Monday mornings from 8 AM-9:30AM for staff meetings, planning, collaboration and grading time. From 12:00-3:00, teachers are available for Remote Learning- this is for communication with parents and students, online instruction, packet review and ensuring their availability to meet the needs of the students and parents.

* Start time of school during student return will begin at 8:00 AM. Students will start dismissing at 1:30 for bus riders and pick up. Dismissal will happen one grade level at a time to ensure that social distancing protocols are being met throughout the building.

* Every Tuesday-Friday from 2:00-3:00, teachers will use this time for Remote Learning or student/parent communication. Teachers will be accessible during this time.

* Every Tuesday and Thursday, Group A will be in session at school. Group B will do Remote Learning what their teacher has given for an assignment. Any assignment/s given will be due the next day this group is in session at school.

* Every Wednesday and Friday, Group B will be in session at school. Group A will do Remote Learning what their teacher has given for an assignment. Any assignment/s given will be due the next day this group is in session at school.

* Drivers' Education may hold driving classes on Mondays between 12-3. Your teacher will advise.

* On the days students are at school, they will be given an additional breakfast and lunch to take home for the next days' meals. If a student is absent, a parent may call the school office to arrange to pick up the meals for their child.

CLASSROOM ASSIGNMENTS

Pre-Kindergarten through 5th grade classrooms will be assigned to their classrooms throughout the school day. Art and Music will be given in the grade level classrooms to ensure less transition in the hallways. This reduces the amounts of bodies that are transitioning at one time, mitigating any risk of exposure to COVID19 and following the IDPH and CDC guidelines.

Junior High and High School students will be assigned a specific classroom. Teachers will rotate on the schedule to the grade level they are assigned at that specific time. This reduces the amounts of bodies that are transitioning at one time, mitigating any risk of exposure to COVID19 and following the IDPH and CDC guidelines.

Necessity for transitioning to Art/Music and PE is at the forefront for Junior High/High School students due to the age ranges. Therefore, specific transitioning protocols will be given for release times to ensure a small amount of students are transitioning without risk of exposure.

GRADING POLICY

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The district will return to its normal grading policy. It will NOT use the Remote Learning grading system of Pass or Incomplete.

Students not making progress, not completing academic packets or opting not to participate during this closure, will still be held at the standards set forth by the district and classroom teachers as before COVID19. For promotion to the next grade level, students will need to have completed the requirements outlined in the district policy. Interventions and Title will be available for students who are struggling with achieving standards and skills needed at each grade level and with subject material.

RECEIVING AND RETURNING STUDENT WORK IF DISTRICT CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines we had in Spring 2020 for receiving and returning student work.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by DUSD staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
3. If you are putting packets in envelopes, choose envelopes that do not require moistening by mouth to seal. Use other alternatives such as tape or glue stick.
4. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

PACKET RETURN

1. In the event that the district does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.

2. In the packets going home to students, DUSD will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.
3. In the event that the parent needs to drop off the packet, DUSD will establish a drop-off location. Our drop off location is the front entrance of the school building. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic." Wait 24 hours after a drop off cycle before beginning to open the packets.
4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) ¹ or via photo sharing through teachers' emails.

REMOTE INSTRUCTION

Each classroom teacher will identify the means of instruction that best fits the classroom grade and/or subject matter environment. Please keep in constant communication of needs for technology or further clarification with assignments.

III. SCHOOL DAY OPERATIONS, STUDENT WELLNESS

ARRIVAL TO SCHOOL

It is essential that staff and students adhere to DUSD#66 policies for Return To School Plan to ensure that limited risk to exposure occurs. Therefore, careful consideration has been given to this section as we arrive at school and start the instructional day. Face masks that cover the nose and mouth must be worn on the bus and in the school building. Masks that cover the nose, mouth and neck may also be worn on the bus and in the school building. Whole face masks are not allowed anywhere on campus.

Doors will open at 7:40 during this time.

Upon arrival, there are two main entrances at the front of the school building. **The entrance by the gym will be used for bus students' arrival.** Signage will be used for clarification. Temperatures will be taken and bags will be checked at the metal detectors. Once a student has been cleared, he/she will need to report to the assigned classroom by grade level. At 8:00

1

AM, teachers will begin their morning routine by taking attendance, giving announcements and beginning instruction.

The main lobby entrance will be used for student drop offs. Signage will be used for clarification. Temperatures will be taken and bags will be checked at the metal detectors. Once a student has been cleared, he/she will need to report to the assigned classroom by grade level. At 8:00, teachers will begin their morning routine by taking attendance, giving announcements and beginning instruction.

STUDENT WELLNESS

If a student becomes ill on campus/district, he/she will immediately report to the building **Quarantine Room** and the case form will be completed.

Once the student arrives at the Quarantine Room, a designated person will immediately provide them with a mask and gloves. Explain that this is to help protect other students and staff and prevent the spread of the potential virus.

- The designated personnel must complete the **HANDOUT: Employee/Student presenting symptoms form** and call the local health authority and seek advice regarding transportation and location.
- The designated person in the Quarantine Room and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The building principal will call the parent of the student to be picked up and go home and direct the ill student to leave school.
- The building principal must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the student should not be provided.*
- Advise employees that they may have been in contact with a suspected student and to carry out self-screening every morning, and based on the results, contact the building principal.
- The quarantine area and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the student.
- Parents and building principal will stay in communication to follow up with attending school protocols dependent upon the results of the illness.

IV. FORMS AND RESOURCES

DONGOLA UNIT SCHOOL DISTRICT #66

SELF-SCREENING PROTOCOL

The following self-screening protocol must be distributed to all employees for voluntary, home self-screening.

The district is concerned for your safety and the safety of your co-workers, students and families. We are monitoring the development of Coronavirus. In the interest of ensuring a safe and healthy learning environment, we recommend that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Self-check is to be completed daily by active employees before coming to work and turned into the building principal upon arrival. :

Employee Name:

Date:

Mobile Number:

Are you showing any signs of the following symptoms?

- Temperature 100.4 or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose
- Sneezing
- Muscle Pain
- Tiredness

Have you been in close contact with someone with a COVID-19 positive test results or showing any above symptoms?

_____ YES _____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

_____ YES _____ NO

NOTES: If you answered YES to any of the above questions, we ask you to please contact the superintendent or the building principal, seek medical attention and remain off the school's property for 14 days following cessation of symptoms and written clearance by a doctor. Please keep in continuous contact with the superintendent or building principal.

DONGOLA UNIT SCHOOL DISTRICT #66

EMPLOYEES/STUDENTS PRESENTING SYMPTOMS

Name:

Date:

___ Employee ___ Student

Symptoms noticed:

- Temperature 100.4 or higher
- Shortness of breath, difficulty breathing
- Cough
- Running nose
- Sneezing
- Muscle Pain
- Tiredness

Additional Notes:

Time of fever or onset of symptoms:

Time of isolation:

Where is patient being referred to:

Reporter Name/Title:

DONGOLA UNIT SCHOOL DISTRICT #66

TRANSPORTATION SANITATION CHECKLIST

BUS DRIVER CHECKLIST			
DONGOLA DRIVER: _____			
TASK		NOTES, if needed	DATE
YES	NO		
Is there antibacterial gel?			DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Aisle			DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Stairs			DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Upper Rail			DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
Clean/Sanitize - Seats & Armrests			DATE <input type="checkbox"/> AM <input type="checkbox"/> PM
DRIVER RESPONSIBLE			
SIGNATURE: _____			

Sanitation logs will be turned in to the Transportation Director after completing your last route. All surfaces must be cleaned with a disinfectant solution. Bus drivers will wear masks at all times. The driver's temperature must be checked and documented before the start of each route.