

CHAMPAIGN UNIT 4 SCHOOLS



COVID-19 OPERATIONAL/SAFETY PROTOCOLS

Last Updated July 16, 2021



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Welcome Back, Everyone!

Since the beginning of the COVID-19 pandemic, Champaign Unit 4 Schools has carefully reviewed guidance from public health officials and has been committed to ensuring the protocols we put in place keep our students, staff, families, and broader community safe. As we enter the 2021-2022 school year, the District is committed to continuing to follow guidance from the Centers for Disease Control and Prevention (CDC), the Illinois Department of Public Health (IDPH), and the Champaign-Urbana Public Health District (CUPHD). These entities have recommended that we continue to utilize the following prevention strategies as we enter the new school year:

1. Promoting vaccination
2. Consistent and correct mask use
3. Physical distancing
4. Screening testing to promptly identify cases, clusters, and outbreaks
5. Ventilation
6. Handwashing and respiratory etiquette
7. Staying home when sick and getting tested
8. Contact tracing, in combination with isolation and quarantine
9. Cleaning and disinfection

The pages that follow will explain the District's approach to each of these strategies. We appreciate your continued support in the coming year and are excited to welcome all of our students back. Thank you!

Vaccination

According to the CDC, "vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. People who are fully vaccinated against COVID-19 are at low risk of symptomatic or severe infection. A growing body of evidence suggests that people who are fully vaccinated against COVID-19 are less likely to have an asymptomatic infection or transmit COVID-19 to others than people who are not fully vaccinated. In most settings, people who are fully vaccinated can safely resume activities they did before the pandemic..."

The District, in partnership with CUPHD, hosted vaccination clinics for its staff and students on several occasions beginning in January 2021. We are incredibly proud of the hard work and dedication shown by our Nurses and others involved with these clinics. Many staff and students have also been vaccinated by other providers or entities.

The District strongly encourages all staff, students, families, and others in the community who are not already vaccinated to get vaccinated as soon as they are able!

As we enter the new school year, the District will collect information regarding the vaccination status of all staff and students, because, consistent with CDC and IDPH guidance, procedures and rules we have in place differ based on an individual's vaccination status. Specific information on how the District will

gather vaccination status information from students and staff will be shared by campus leaders (for students) and the Human Resources Department (for staff).

Mask Requirements

Based on guidance from the CDC, the District requires the use of masks in certain instances. In other instances, masks are optional for vaccinated individuals.

Indoors

Mask use is required for people who are not fully vaccinated, including students, staff, and others in the building. Of course, vaccinated individuals are welcome to wear a mask if they wish. Proof of vaccination is required for any vaccinated individual who chooses not to wear a mask. Certain visitors may be required to wear masks, regardless of vaccination status. (Please see the *Visitors* section for additional information.) Masks may be removed when eating, regardless of vaccination status.

Outdoors

According to the CDC, “in general, people do not need to wear masks when outdoors.” For this reason, masks are optional for all individuals outdoors, regardless of vaccination status.

Transportation

Consistent with a [CDC Order](#), regardless of vaccination status, all students and staff must wear a mask on all buses to and from school.

Mask Care

Individuals are strongly encouraged to wash their masks regularly; a clean mask should be worn each day.

Refusal to Comply

Pursuant to the District’s Policy on face coverings on school premises, students who have not been provided an accommodation to the face covering requirement and refuse to wear a mask may be sent home and excluded from instruction, transportation and other school activities.

Additional Information

[Board of Education Policy 418.02](#) describes the types of masks that must be worn and documentation required for any exceptions.

Social Distancing

According to the CDC, “schools where not everyone is fully vaccinated should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning to keep a minimum distance requirement.”

The District has configured all of its spaces to maximize the distance between students. Until vaccines are available to younger students, communal “whole class” areas such as carpets will not be used.

Quarantine is currently still required whenever an unvaccinated individual is exposed to a confirmed case for 15 minutes or more cumulatively at a distance of less than 6 feet over a 24 hour period. **For this reason, whenever space between students is reduced to less than 6’, additional care will be taken to minimize the number of students who may be required to quarantine in the event of an exposure.** The District utilizes strategies such as cohorting (keeping groups together in various spaces) and maintains seating charts in spaces where 6’ of distance is not possible to facilitate contact tracing.

As stated previously, the District strongly encourages all staff, students, families, and others in the community who are not already vaccinated to get vaccinated as soon as they are able! As vaccination numbers increase, the number of individuals subject to quarantine decreases.

Teachers, TAs, and other staff (especially those who are not vaccinated) are encouraged to maintain 6’ of distance between themselves and students to the greatest extent possible.

Testing

The District will continue to offer a robust testing program for all symptomatic students and staff, regardless of vaccination status. (Please see the *COVID-19 Symptoms at School* section for additional information.)

In the event of an outbreak (as defined by public health officials), the District will utilize screening testing (SHIELD). We will also continue to monitor transmission levels in the community and may utilize SHIELD or other PCR testing in other circumstances. According to the CDC, “people who are fully vaccinated do not need to participate in screening testing and do not need to quarantine if they do not have any symptoms.”

[Free COVID-19 testing](#) is available for everyone who wishes to be tested for any reason at Marketplace Mall: 2000 N. Neil Street, Champaign. The testing site is located in the parking lot on the East side of the mall. Enter through the South mall entrance off of Market Street. The testing site is currently operating on Mondays, Wednesdays, Fridays, and Saturdays and will close at 4 p.m. no matter who is in line. Pre-registration for testing is available at: [IDPH Testing Registration](#).

Ventilation

Filters in ventilation systems are being changed more frequently and systems are being monitored more closely. We are also increasing fresh air exchange in buildings using our HVAC systems. When possible during nice weather, windows will be opened in classrooms and on buses.

The District is installing iWave air purifiers in all of its buildings. These devices are safe for children and are designed to kill SARS-CoV-2 (the virus that causes COVID-19). Additional information can be found [here](#).

Hand Hygiene & Respiratory Etiquette

The CDC recommends that people “practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses including COVID-19.” The District will:

- Provide adequate handwashing supplies.
- Teach and reinforce handwashing with soap and water for at least 20 seconds.
- Teach and reinforce respiratory etiquette.
- Remind everyone to wash hands frequently.
- Assist young children with handwashing, as needed.

If handwashing is not possible, the District will utilize hand sanitizer containing at least 60% alcohol.

Symptom Screening

All students, staff and essential visitors should either self-certify or be certified by a District staff member BEFORE they enter any District building.

Elementary students will complete this process using a paper-based form. Secondary students may complete this process using a paper-based form OR the District’s cell phone app, *Rave*. Information regarding how to use *Rave* will be provided at campuses where this option is offered.

The paper Self Certification Form that parents and/or guardians will be asked to provide each day a student attends school will look similar to the below form. The District will provide each family/student with a supply of these forms to be filled out each morning. The forms will be available in English, Spanish, and French.

Students who do not have the required form fully completed will be screened by a staff member PRIOR to entering the building. **To maximize learning time, families are strongly encouraged to complete the required forms at home each day!**

|  | | SYMPTOM SCREEN FORM | B05-010 |
|---|--------------------------|---|---------|
| Name: _____ | | Date: _____ | |
| District Building: _____ | | | |
| <i>In the past two days (48 hours), have you experienced:</i> | | | |
| YES | NO | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Fever (100.4 F or higher), new onset of moderate or severe headache | |
| <input type="checkbox"/> | <input type="checkbox"/> | Shortness of breath, new cough, sore throat, fatigue from unknown cause | |
| <input type="checkbox"/> | <input type="checkbox"/> | Vomiting, diarrhea | |
| <input type="checkbox"/> | <input type="checkbox"/> | New loss of sense of taste or smell, muscle or body aches from unknown cause | |
| <input type="checkbox"/> | <input type="checkbox"/> | Close contact (closer than six feet for at least 15 minutes) with anyone with suspected or confirmed Covid-19? Been instructed to isolate or self-quarantine? | |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you taken any medication to reduce a fever in the past 24 hours? | |
| Temperature: _____ Parent/Guardian/Staff/Visitor Signature: _____ | | | |

Individuals with one or more known symptoms of COVID-19 or close contact with a confirmed COVID-19 case may not enter buildings and should not come to school!

Students and staff who develop symptoms or learn that they are close contacts to a confirmed case prior to coming into the building will be offered testing at a centralized District location. Testing for staff will be scheduled through Human Resources. Scheduling procedures for students will be shared when families report a student's absence from school. Testing may also be available for others who reside in a staff member's or student's household.

Even if they have completed self-certification, students may also be screened by District staff at the District's discretion.

Bus Riders

If a student does not provide a self-certification form, they will be allowed to ride the bus to school that day. They will be placed in an assigned area on the bus. Upon arrival at school, students without self-certification forms will be evaluated by a staff member before being allowed into school.

Parents/guardians will be contacted when a student does not have a self-certification form each day. Repeated failure to provide a daily self-certification form may result in a student losing their ability to take school-provided transportation.

COVID-19 Symptoms at School

Symptom screenings will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other illnesses like the common cold, the flu, or seasonal allergies.

For this reason, testing is strongly encouraged by the CDC whenever an individual experiences COVID-like symptoms. Students and staff exhibiting one or more COVID-like symptoms will be immediately isolated and evaluated. The District will utilize the BinaxNOW testing program for symptomatic students and staff who provide consent. Results from this test are available in just 15 minutes and will allow those who test negative to return to the educational setting quickly and safely. (Students and staff may choose to be tested at another location, but these results will likely not be available quickly and may result in significant lost instructional or work time.)

Please refer to the Appendix documents entitled *Management of Symptomatic Student in a District Building* and *Isolation Room Protocols* for information regarding the handling of students or staff who become ill at school.

Exclusion Guidance

The District will use the Illinois Department of Public Health [exclusion guidance](#) as a reference to determine when students and staff who display any symptoms of COVID-19 may return to the building. Letters the District will use to notify families can be found in the Appendix.

For those who have had prior diagnoses of COVID-19 confirmed by viral testing within a specified time period (currently 3 months), isolation and quarantine may not be needed. The District will consult with CUPHD as needed in these instances to determine a safe return date.

Siblings/Household Members

If one household member is being evaluated for COVID-19 or displays symptoms of COVID-19, all members of the household who are not fully vaccinated must be quarantined until an alternative diagnosis is made or a negative test result is received. The District will provide guidance to families on what is needed to return based on IDPH [exclusion guidance](#). Letters the District will use to notify families can be found in the Appendix.

If the sick student becomes a case, CUPHD will conduct contact tracing and will place non-vaccinated household contacts, including siblings, in quarantine. The health department also will provide guidance on how to safely quarantine and isolate within the household.

As stated previously, the District strongly encourages all staff, students, families, and others in the community who are not already vaccinated to get vaccinated as soon as they are able! As vaccination numbers increase, the number of individuals subject to quarantine decreases.

Positive Cases

All students and staff are required to provide the District with an immediate notification of a positive case. This notification should be sent to HR (staff) and the District Nurse Administrator (students).

If parents are reporting an absence due to either COVID symptoms or a positive test result, District staff will use the script provided in the Appendix to ensure all the information is recorded.

The District will notify Champaign Urbana Public Health District (CUPHD) of the case and begin discussions on next steps; the District will share with CUPHD all available information about the case's movements and potential exposures within the facility.

Both the District and CUPHD will contact the COVID-positive staff person or the parents/guardians of the COVID-positive student to complete the investigation and conduct contact tracing to identify close contacts to the case. The District will work with CUPHD to manage and assist with contact tracing, quarantine, and isolation requirements. Additional cleaning and sanitizing protocols will also be completed in areas where the infected person had contact.

The District has developed a strong relationship with CUPHD. In addition to the District reporting cases and contacts to CUPHD, the District also receives reports from CUPHD when they become aware of a case that involves District students or staff.

Close Contacts

Both the District and CUPHD will contact individuals identified as “close contacts.” Close contact means the individual was within 6 feet of the person who tested positive for COVID-19 or is suspected of having COVID-19 infection for at least 15 minutes cumulatively within a 24 hour period while the individual was infectious (as defined by IDPH). The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sore throat), persons with briefer periods of exposure may also be considered contacts. Close contacts will also be excluded from school and are required to remain in quarantine at home for a specific time period established by CUPHD.

Per IDPH, contacts of a person who is a close contact to a COVID-19 case do not need to self-quarantine unless they develop symptoms or if the person identified as the close contact develops COVID-19. Additionally, **fully vaccinated individuals are not required to quarantine if they do not have symptoms**. They should, however, monitor themselves closely for symptoms of COVID-19 and if they become symptomatic, self-isolate and seek medical evaluation/testing.

Notifications

The District has a communication plan in effect to alert parents/guardians and staff if an individual tests positive. This plan balances the privacy of students and staff with others’ right to know of a possible exposure. The District Nurse Administrator and the Assistant Superintendent of Human Resources are the first points of contact for CUPHD. All close contacts who are required to quarantine (students and staff) will be directly notified by the District of possible exposure to a confirmed COVID-19 case. CUPHD will also notify individuals separately. A more general notification will also be provided to those in a grade level when a PreK-8 student or staff member tests positive. At the high school level, general notifications will go out to all individuals who were in a class with the positive person. A sample letter the District will use is included in the Appendix.

Educational Continuity

State Superintendent of Education Dr. Carmen Ayala has declared that, “...remote instruction be made available for students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health.”

In the event an unvaccinated student is required to quarantine, the District will provide information regarding its Remote Learning Program.

Return to School

Per IDPH, a person who has had a positive COVID-19 test or COVID-like symptoms without COVID-19 testing and was exposed to a confirmed case (a “probable case”) must present a *Release from Isolation* letter from CUPHD or the District must receive notification from CUPHD.

Per IDPH, a close contact to a confirmed or probable case must present a *Release from Quarantine* letter from CUPHD or the District must receive notification from CUPHD. A negative test result may also be required.

All District staff and students who are under isolation or quarantine are expected to fully cooperate with CUPHD’s contact tracing and symptom monitoring processes. This includes responding to all calls, emails, and text messages from Public Health entities. Individuals who fail to do so may not be issued the required documentation to return.

Outbreak Response

In the event an outbreak is identified by public health officials, the District will work closely with CUPHD regarding the appropriate response.

Data Reporting

The District publishes a weekly count of student and staff cases as well as the number of students and staff under quarantine on its website.

Cleaning & Sanitation

According to the CDC, “in general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.” Buildings and buses will be cleaned and disinfected thoroughly on a regular, defined schedule.

All classrooms and buses will have classroom cleaning and sanitizing products including gloves, cleaners and disinfectants, hand sanitizer, paper towels, and disposable rags to use as needed. Classroom supplies will be replenished through communication with the building custodial team. If there are questions relative to re-ordering supplies, Building Administrators or their designees should reach out to O & M or the District’s Business Office.

District custodial staff will be required to fill out documentation evidencing their adherence to cleaning protocols. This documentation will be reviewed by District Administration on a regular basis.

Additional Precautions

Classroom & Library Materials

Students will be permitted to share materials when needed, but will be taught or reminded how to do so safely.

Food Service

As recommended by the CDC for unvaccinated students, the District will “maximize physical distance as much as possible when moving through the food service line and while eating (especially indoors).” Additional spaces outside of the cafeteria may also be used.

Frequently touched surfaces will be cleaned and surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals. The District will also promote hand washing before and after eating.

Playgrounds

Students will be allowed to use playgrounds using safe practices including social distancing and providing students with hand washing and sanitizing opportunities.

PPE

The District will ensure that appropriate personal protective equipment (PPE) is made available for use by staff, as needed, based on exposure risk. Plexiglass dividers may also be used as an additional barrier in main offices and in other locations.

Signage

Signs/posters reminding students, staff, and visitors about the importance of face coverings, social distancing, hand hygiene, etc. have been posted at entry points, buses, bathrooms, hallways, and common areas in English, Spanish, and French.

Water Fountains

The District will restrict all water fountains in buildings. The District has installed water bottle filling stations in all buildings so students and staff will have access to filtered water via their personal water bottles.

Visitors

Any person who is not an employee of Unit 4 will be required to go through the symptom screening (including having their temperature taken) before they are admitted to the building. Screening procedures for Visitors can be found in the Appendix.

Certain regular visitors (Student Teachers, Practicum Students, Mentors, Volunteers, and some District Contractors) who provide proof of vaccination status will not be required to wear masks, but may choose to do so if they wish.

All other visitors will be required to wear masks indoors, regardless of vaccination status.

Sports & Other Extracurricular Activities

According to the CDC, “people who are fully vaccinated no longer need to wear a mask or physically distance in any setting, including while participating in sports and extracurricular activities. People who are fully vaccinated can also refrain from quarantine following a known exposure if asymptomatic, facilitating continued participation in in-person learning, sports, and extracurricular activities. Due to increased exhalation that occurs during physical activity, some sports can put players, coaches, trainers, and others who are not fully vaccinated at increased risk for getting and spreading COVID-19. Close

contact sports and indoor sports are particularly risky. Similar risks might exist for other extracurricular activities, such as band, choir, theater, and school clubs that meet indoors.”

For these reasons, **the District strongly encourages all staff, students, families, and others in the community who are not already vaccinated to get vaccinated as soon as they are able!** As vaccination numbers increase, the likelihood of the District needing to cancel or postpone the great activities we offer for students decreases.

For sports and activities with large numbers of unvaccinated students, the District’s regular school day prevention strategies (masks, distancing, cleaning, etc.) will be utilized to the greatest extent possible given the structure of the sport/activity.

APPENDIX

Building Access & Behavioral Protocols for Visitors and Staff

As of July 15, 2021

These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. Guidelines and recommendations contained with this document may change, and this document may be updated frequently as national, state, and local pandemic information is updated.

VISITORS

Visitors should be greeted at the door. Prior to allowing them access to a District building, it should be determined if they can be served outside the building (dropping something off, quick request for information, etc.).

If the visitor cannot be served outside, guests must be wearing a mask, should complete the self-certification questionnaire, and must have their temperature taken before being welcomed into the building. (An instructional video for taking temperatures can be found [here](#).)

Once inside, all guests should:

- Sign in and out
- Sanitize hands
- Practice physical distancing

Guest access to multiple areas of the building should be restricted to the greatest extent possible.

Visitor Quick Reference Checklist

- ✓ **Determine Business and Need for Entry**
- ✓ **Ensure Face Covering Is Worn**
- ✓ **Visitor Completes Symptom Screening Form**
- ✓ **Take Visitor Temperature**
- ✓ **Sanitize Hands**
- ✓ **Sign In**
- ✓ **Conduct Business Maintaining Physical Distancing**
- ✓ **Sign Out**

STAFF

Pre-Arrival Symptom Screening

Prior to entering any District building, all employees must do the following:

- Screen yourself for symptoms of COVID-19. **If you have experienced any of the following within the past 48 hours, you should NOT enter the building, REGARDLESS OF YOUR VACCINATION STATUS.**
 - Fever (oral temperature of 100.4 or greater)
 - New onset of moderate or severe headache
 - Shortness of breath
 - New cough
 - Sore throat
 - Fatigue from unknown cause
 - Vomiting
 - Diarrhea
 - New loss of sense of taste or smell
 - Muscle or body aches from unknown cause
- Confirm that you have not been in close physical contact with a person who tested positive for COVID-19 or who is suspected of having COVID-19. If you have, you should not come to work unless you are fully vaccinated.

Close contact means you were within 6 feet of the person who tested positive for COVID-19 or is suspected of having COVID-19 infection for at least 15 minutes cumulatively within a 24 hour period while the individual was infectious (as defined by IDPH). The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sore throat), persons with briefer periods of exposure may also be considered contacts.

- Confirm that no member of your household has any symptoms of COVID-19. If they do, you should not come to work, unless you are fully vaccinated.

Absence Reporting & COVID-19 Testing

If you stay home for any of the above reasons, you should do the following:

1. Report your absence following your normal attendance reporting procedure.
2. Email hr@u4sd.org with details regarding your situation, including any specific symptoms and other relevant details.
3. If you or a member of your household have symptoms, you should get tested for COVID-19 immediately. **For your convenience, the District is able to test symptomatic individuals and confirmed close contacts on site at no cost to you**, which will save you time and ease anxiety. If you would like to utilize a Unit 4 site, someone from Human Resources will work with you to schedule an appointment.

At Work

If you experience the onset of symptoms or are notified that you might be a close contact to a confirmed case while you are already at work, please exit the building via the nearest door and call your supervisor or Human Resources for guidance.

Important Note

Any employee who tests positive for COVID-19 or is a close contact to someone who tested positive for COVID-19 must report this to Human Resources immediately. This applies to ALL employees. Any employee who fails to do so may be subject to disciplinary action. Additionally, any employee who enters a Unit 4 facility or vehicle while symptomatic may be subject to disciplinary action. Your cooperation is appreciated so we can keep everyone safe!

Operational & Safety Protocols

The District will continue to follow the procedures outlined in the [COVID-19 Operational/Safety Protocols](#) document. **All staff members are expected to comply with procedures regarding masks, social distancing, hand hygiene, and other expectations in the *Protocols*.**

APPENDIX

Script for Attendance Secretaries

Instructions:

- Complete this screening form for any call you take when one of the symptoms below is mentioned. (For example, if the student has a cough, complete the form. If the parent is reporting a broken leg, no form needs to be completed.)
- Ask all questions listed.
- Print copies of script and use to record information.
- Give complete sheets to the building nurse, or scan and email them to the building nurse.

Script:

Thank you for calling to let us know that your student is going to be absent today. Because there is a current public health risk of COVID-19 and other illnesses with community spread, we are asking all families to share the symptoms your child has.

Name: _____ Grade: _____ Teacher(s): _____

Specifically, does your child have:

- Fever (oral temperature of 100.4 or greater)
- New onset of moderate to severe headache
- Shortness of breath
- New cough
- Sore throat
- Vomiting
- Diarrhea
- New loss of sense of taste or smell
- Fatigue from unknown cause
- Muscle or body aches from unknown cause

Has the student been tested for, or diagnosed with COVID-19?

- If yes: Ask for date of testing _____

Has the student been in close physical contact with a person who tested positive for COVID-19 or who is suspected of having COVID-19 or has anyone living in the household been placed under quarantine by Public Health?

- If yes: Ask for details _____

When was your student last at school or any school-sponsored sport/activity?

- List date _____

Are there any other Unit 4 students or staff living in the household? (Remind the parent that nobody in the household should go to school/work until they receive guidance from a Nurse, unless they are fully vaccinated.)

- If yes: List names and buildings _____

Information to offer about testing that is available:

- COVID-19 testing is available through Unit 4 free of charge. Results are available quickly. Since your child is showing possible symptoms of COVID-19 or has been exposed, testing is recommended and could allow them to return to school in a more timely manner. Would you be interested in scheduling an appointment for testing today?
 - If yes: Have them call (217) 351-1511 for scheduling (you may also transfer them). If there is no answer ask them to leave their name and phone number and the scheduler will be in contact with them shortly.
 - If no: Notify them that a member of the nursing staff will contact them to discuss the return to school criteria.

I will be forwarding this information to a Nurse to review. Your student (and anyone else in the household) should NOT come back to school until you are cleared by a Nurse. The Nurse will explain the timeline and what documentation may be needed based on your situation. Thank you for calling. I hope [NAME] feels better!

(Attendance staff should give completed scripts about students ill with symptoms of COVID-19, or a positive test to their Building Nurse, or scan and email them to their Building Nurse.)

APPENDIX

Management of Symptomatic Students in District Buildings

If a student is found during initial screening prior to entry to have one or more known symptoms of COVID-19 listed on the screening form, a parent should be immediately contacted for pick up.

- Ensure the student is wearing a face mask, either disposable or cloth.
- If the weather is favorable, it is strongly preferred to have the student wait outdoors with supervision while waiting for transportation.
- If an outdoor space is not possible, the student should be taken to the building's predetermined isolation space. See guidance below.

If a student develops one or more known symptoms of COVID-19 listed on the screening form during the course of the school day, they should report to the Health Office or other predetermined location for illness evaluation.

- The building nurse who is performing a clinical evaluation of a student or staff member who is reporting COVID-like symptoms should use enhanced droplet and contact transmission-based precautions.
- Staff performing this evaluation should use appropriate personal protective equipment (PPE) including fit-tested N95 respirators, eye protection, gowns, and gloves.

If the building nurse or other staff member determines the student is to be sent home, staff will follow the following guidance:

- The student will wear a disposable or cloth face mask.
- The student will be escorted to a safe outdoor space, with distancing maintained, while waiting for transportation home.
- If the weather is unfavorable, the student should be taken to the building's predetermined isolation space, with distancing maintained.
- The student will be monitored by a staff member while outdoors or in the isolation space. Students may be observed through the window of an indoor isolation space to reduce contact.
- If a staff member must be inside the indoor isolation space with a symptomatic student, they should use appropriate personal protective equipment (PPE) including fit-tested N95 respirators, eye protection, gowns, and gloves.
- The student should be picked up by the parent/guardian or emergency contact as soon as possible, but no more than one hour after being notified of the illness.

If emergency services are necessary, call 9-1-1 without delay.

APPENDIX

Isolation Space Protocols

Buildings will determine an appropriate isolation space in the event outdoor isolation of a symptomatic student cannot be used for weather-related reasons. Space considerations:

- Ventilation
- Close, convenient exit
- Space for multiple students with physical distancing
- Window to exterior corridor for monitoring

After the isolation space has been vacated by the symptomatic individual:

- Close off area and do not use until proper cleaning and disinfecting has occurred.
- If possible, wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible.
- The area can be used once it has been appropriately disinfected.
- Proper personal protective equipment (PPE) should be used by those who are cleaning isolation area or an area used by a suspected or confirmed case of COVID-19 including fit-tested N95 respirators, eye protection, gowns, and gloves.
- [Instructions](#) for proper use of PPE should be followed at all times.

Staff members who are determined to require a fit-tested N95 respirator will complete a medical clearance and respirator fit-testing per the District's Respiratory Protection Program.

APPENDIX

Sample Letter: Symptomatic Student

[Date]

Dear Parent/Guardian,

This letter serves to notify you that your student, _____, has a symptom of COVID-19. In addition to your student, all other household members (unless they are fully vaccinated) enrolled in Champaign Unit 4 Schools will be sent home immediately in accordance with guidance from the Illinois Department of Public Health (IDPH).

Per IDPH guidelines: The school “must send home or deny entry if ANY of the following symptoms are present: fever 100.4 or higher, new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from an unknown cause, muscle or body aches from an unknown cause. A medical evaluation and testing are strongly recommended for all persons with COVID-like symptoms.”

The District Nurse Administrator, and/or the building nurse for your student’s school will communicate with you about when your student will be able to return to school. Below are the criteria that will be used to determine the appropriate date.

- If you do not seek COVID-19 testing, or a medical evaluation for your student, your student must stay home at least 10 calendar days and meet the other return to school criteria.
- If you choose not to have your student tested, you may obtain a healthcare provider’s note with an alternative diagnosis. The note MUST include the following information:
 - A specific, alternative diagnosis. We cannot accept an alternative diagnosis such as “difficulty breathing” or “acute illness”, AND
 - A statement indicating that there is no clinical suspicion for COVID-19 infection and exclusion plan consistent with this diagnosis must also be included.

To ensure a minimal loss of instruction, you are strongly encouraged to have your student and all household members who are not vaccinated tested immediately.

We understand that this is a difficult situation for your family, and please contact your school’s nurse if you have any questions or concerns.

Sincerely,

{Nurse Name}
{School Name}

cc: Student’s Medical File

APPENDIX

Sample Letter: Unvaccinated Household Member

[Date]

Dear Parent/Guardian,

This letter serves to notify you that your student, _____, is an unvaccinated household member of a Unit 4 student who has a symptom or symptoms of COVID-19. Because this student is a “close contact” of an individual who could be COVID-19 positive, your student must go home immediately.

The District Nurse Administrator, and/or the building nurse for your student’s school will communicate with you about when your student will be able to return to school. Below are the criteria that will be used to determine the appropriate date.

- If the symptomatic household member has a negative COVID-19 test result and the above-mentioned student develops no COVID-19 symptoms, the above-mentioned student may return to school.
- If this student does not present any symptoms of COVID-19, and the symptomatic household member does not obtain a COVID-19 test, or a medical evaluation, the above-mentioned student must stay home for at least 20 calendar days as determined by Public Health. (This is required because the symptomatic household member must complete their 10 day quarantine period before the 10 day quarantine period of the household member begins.)
- If you choose not to have the symptomatic student tested, you may obtain a healthcare provider’s note with an alternative diagnosis. The note MUST include the following information:
 - A specific, alternative diagnosis. We cannot accept an alternative diagnosis such as “difficulty breathing” or “acute illness”, AND
 - A statement indicating that there is no clinical suspicion for COVID-19 infection and exclusion plan consistent with this diagnosis must also be included.

Once this note has been reviewed and approved by the District, the above-mentioned student may also return to school if they develop no COVID-19 symptoms.

To ensure a minimal loss of instruction, you are strongly encouraged to have your symptomatic household member tested immediately.

We understand that this is a difficult situation for your family, and please contact your school’s nurse if you have any questions or concerns.

Sincerely,

{Nurse Name}
{School Name}

cc: Student’s Medical File

APPENDIX

Sample Letter: Positive Case

[Date]

Dear Families and Staff:

We are writing to inform you that an individual(s) [at the X grade level OR Other Key Information] at our school has tested positive for COVID-19 on [date]. We are coordinating our efforts with Champaign Urbana Public Health District (CUPHD) to promptly identify and monitor individuals who have had recent contact with the COVID-19 positive individual(s) to prevent further spread within our school and community.

The health and safety of [School name] students and staff is our highest priority, and we recognize the uncertainty and concern regarding the evolving coronavirus (COVID-19) pandemic. We are following guidance from the Centers for Disease Control and Prevention (CDC) as well as the state and local health departments for best practices and procedures to protect everyone's health.

To prevent further spread of the disease, [School name] is taking the following steps:

- Identifying and notifying close contacts (i.e., persons who were within six feet of a COVID-positive individual for at least 15 minutes cumulatively within a 24 hour period while the individual was infectious (as defined by IDPH)).
- Placing unvaccinated staff members and students who are identified as having prolonged close contact to the COVID-19 case(s) in quarantine. Close contacts will also receive a separate notification from CUPHD.
- Ongoing monitoring of students and staff for signs and symptoms of illness and evaluation of illness reports to promptly identify possible outbreaks.
- Conducting a deep cleaning and disinfection of the areas impacted by potential exposure.
- Other actions: _____

We will continue to enforce safe practices to prevent, promptly identify, and respond to potential COVID cases, as follows:

- Students and staff who are ill with COVID-like symptoms will promptly be placed in a separate supervised area away from others until they can be sent home.
- Students and staff are required to wear face coverings, as described in our *Operational & Safety Protocols*.
- We are regularly cleaning and sanitizing surfaces including door handles, stair rails, sink faucets, etc.
- We are teaching students the importance of face coverings, social distancing, proper handwashing, respiratory etiquette, etc.

As we receive more information from CUPHD and other entities, we will implement additional recommendations and guidelines.

As always, everyone should monitor their health and stay at home if they develop symptoms.

Testing is strongly encouraged whenever an individual experiences COVID-like symptoms as it is

possible to have COVID-19 and other health conditions at the same time. Individuals who have undergone testing should remain home away from others while waiting for COVID-19 test results. If your child has had close contact with a known case of COVID-19, keep the child at home and notify your primary healthcare provider, your child's school, and CUPHD.

As a reminder: the District strongly encourages all staff, students, families, and others in the community who are not already vaccinated to get vaccinated as soon as they are able!

We are committed to providing your child and our staff with a safe and healthy environment. Thank you for your understanding and ongoing cooperation with our COVID prevention strategies as we work to help protect your students, your families, and our staff and their families. For any questions or concerns, please contact us at [phone number].

Sincerely,

[Principal Name]

[Building Name]

CHAMPAIGN UNIT **4** SCHOOL DISTRICT

BETTER SCHOOLS BUILD BETTER COMMUNITIES