



EAST AURORA
SCHOOL DISTRICT 131

RETURN TO SCHOOL STAFF GUIDANCE

2022-2023

Updated July 1, 2022

D131 EMPLOYEE RETURN TO SCHOOL STAFF GUIDANCE

We are excited to welcome students and staff back for the 2022-2023 school year! We look forward to a productive, safe and healthy school year. The guidance document is organized to share the required practices that will continue to be implemented in East Aurora School District 131. These practices are essential for the continued safety of our students and staff.

- All students will attend school in-person for 5 days per week.
- School attendance will indicate self-certification that student is not experiencing any symptoms of COVID-19.
- Masking is optional for all students and staff based on the COVID-19 Community Level per IDPH guidance.
- All district school buildings will implement procedures to maintain physical distance to the greatest extent possible.
- Students placed on isolation/quarantine will be provided a combination of synchronous and asynchronous assignments via Google Classroom and/or Swivls (cameras for streaming classroom instruction).

Glossary of Terms

- **Fully Vaccinated:** an individual is considered fully vaccinated 2 weeks after the second dose in a 2-dose vaccine series or 2 weeks after a single dose vaccine.
- **Up to Date:** you are up to date with COVID-19 vaccines when you have received all doses in the primary series and all boosters recommended for you, when eligible. Up to date individuals do not need to quarantine if in close contact with a COVID-19 individual as long as they remain asymptomatic.
- **Isolation:** is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. The current isolation duration is at least 5 full days.
- **Quarantine:** is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

[IDPH Decision Tree for Evaluating Symptomatic Individuals from Pre-K, K-12 Schools and Day Care Programs](#)

This guidance document will cover the following topics:

1 COVID-19 Status Guidelines

2 Maintaining Healthy School Environments

3 CDC Symptom Chart

4 COVID-19 Leave Time

*Note: The guidance is subject to change based upon updates from the Center for Disease Control, the Illinois Department of Public Health, the Kane County Health Department, legislation, or District 131 requirements. This includes, but is not limited to, any guidance regarding quarantine/isolation, weekly testing, masking, return to school, vaccinations, benefit time, when to see a healthcare provider, etc...

1 COVID-19 STATUS GUIDELINES

A. Confirmed COVID-19 Positive Cases

If you are someone who has COVID-19, the following procedures must be followed:

- Immediately notify your building or department supervisor AND email the HR Health Assistant and the Director of Human Resources. Human Resources will gather information for reporting, instruct on next steps and determine possible close contacts that may need to be placed on quarantine.
- Isolate for AT LEAST 5 days after symptom onset (symptom onset is day 0) or date of positive test result if asymptomatic.
- Cleaning and disinfecting procedures will be implemented by the building principal

with maintenance staff, as required.

- All proper notifications will be made to the school community as quickly as possible via various communication methods while maintaining confidentiality.
- Employee may return to work after they have completed 5 full days of isolation and their symptoms have improved including fever free for 24+ hours without fever reducing medicine and 24+ hours since last vomiting and diarrhea episode.
- All individuals, regardless of vaccination status, that have completed a 5-day isolation period due to a positive diagnosis of COVID-19 will need to wear a well-fitting mask in the building for an additional 5 days (to complete a full 10 days since symptom onset or positive test result if asymptomatic; symptom onset and positive test is day 0). If unwilling, must isolate for an additional 5 days of unpaid leave.

B. Symptomatic Individual with Negative COVID-19 Diagnostic Test or Alternative Diagnosis

- Immediately notify your building or department supervisor AND email the HR Health Assistant and the Director of Human Resources. Human Resources will instruct on next steps.
- Isolate until symptoms have improved/resolved per return to school criteria for diagnosed condition, including fever free for 24 hours, symptoms improving and until 24 hours after diarrhea and vomiting have ceased.
- Cleaning and disinfecting procedures will be implemented by the building principal with maintenance staff, as required.

C. Symptomatic Individual without a Negative COVID-19 Diagnostic Test, the following procedures must be followed:

- Immediately notify your building or department supervisor AND email the HR Health Assistant and the Director of Human Resources. Human Resources will instruct on next steps.
- Isolate for AT LEAST 5 days after symptom onset (symptom onset is day 0).
- Employee may return to work with a negative test result AND improved symptoms including fever free for 24+ hours without fever reducing medicine and 24+ hours since last vomiting and diarrhea episode. AND consistent masking upon return through day 10. If unwilling to mask, quarantine for 10 days unpaid.
- Cleaning and disinfecting procedures will be implemented by the building principal with maintenance staff, as required.

D. Asymptomatic Individual who is a Close Contact with a Confirmed, the following procedures must be followed:

- If you have been in close contact with a positive individual outside of work, immediately notify your building or department supervisor AND email the HR Health Assistant and the Director of Human Resources. Verification may be required.
- If you have been identified as being in close contact with a COVID-19 positive student or staff member at the district you will be notified by HR, your vaccination status will be verified and next steps will be given. If you are required to quarantine you will quarantine for 5 full days (last date of contact is day 0). Employees who have not provided evidence of being up to date on their vaccinations will need to quarantine for 5 full days.
- Staff up to date on their vaccinations staff may continue to work, if in close contact with a positive individual, but will need to self-monitor and notify Human Resources and isolate if they begin to have COVID-19 symptoms.
- All individuals, regardless of vaccination status, that have been in close contact with a COVID-19 positive individual will need to wear a well-fitting mask in the building to complete a full 10 days since last date of contact, regardless of quarantine status (last date of contact is day 0). If unwilling, must isolate for the full 10 days unpaid.

2 MAINTAINING HEALTHY SCHOOL ENVIRONMENTS

East Aurora School District 131 is committed to maintaining the healthiest school environments possible. In order to ensure the safety of all employees, the following layered prevention strategies and procedures will be followed to prevent the spreading of the COVID-19 virus:

Social Distancing

- To the greatest extent possible, all district school buildings will develop classroom layouts that allow physical distance between students and staff.
- Each teacher is required to have a seating chart within the classroom.

Handwashing: Staff and students are encouraged to wash their hands frequently throughout the day in order to prevent the spreading of germs.

Hand Sanitizer in Classrooms: There will be residual hand sanitizer available in all classrooms. Sanitizers can quickly reduce the number of germs on hands. Residual Sanitizer continues to kill microscopic germs long after drying.

Cafeterias/Food Service: Breakfast and lunch will operate normally.

Transportation: Bus vendors will sanitize busses between routes and nightly. Seating charts will be utilized on all bus routes. Masking on busses is optional for all students and staff based on the COVID-19 Community Level per IDPH guidance.

School Nurse Office/Symptom Room: Students who are ill will have access to the school nurse's office and follow regular school nurse office procedures. Symptom rooms will be used as needed based on space availability. Masks continue to be federally required in healthcare settings and for healthcare personnel, including school nurse offices.

Buildings and Grounds Pandemic Cleaning Procedures

Safety and wellness is our main priority. In order to stop the spread of germs, there will be specific cleaning and disinfecting procedures implemented.

- All schools will have air purifiers in place to ensure air quality.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas).
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, chemicals such as Oxivir, Virex and Virex plus will be used to kill germs on surfaces or objects. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.). Disinfection usually requires the product to remain on the surface for a certain period (e.g., letting it stand for 1 minute). After the duration time, surfaces will be wiped clean.
- Floors will be sanitized with the current dispensing ration, using Virex.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, visible contamination will be removed if present and cleaned, by vacuuming and extraction with appropriate cleaners. When needed, if the items can be removed, items will be laundered.
- Frequently touched surfaces will be routinely cleaned and disinfected. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops), as well as more frequent (three times daily based on usage) cleaning of restrooms and high traffic areas.
- When appropriate, the GenEon electrolyte mist sprayer will be used appropriately to disinfect hard, non-porous surfaces.

Vaccination

- Achieving high levels of COVID-19 vaccination among eligible students, as well as teachers, staff, and

household members is critical to help schools safely resume full operations. Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. The CDC and IDPH strongly encourage all individuals eligible for the COVID-19 vaccine to be vaccinated.

- Any staff not vaccinated must participate in weekly testing and submission to their supervisor to remain eligible to work in the district. Those who do not submit their weekly test results will be excluded from work and pay. Absences due to failure to comply to weekly testing will be considered unexcused, pay will be docked, and may be subject to disciplinary action, up to and including termination. Tests results need to be turned in to your immediate supervisor/administrator by Friday 10:00am for the following week. Testing is the employee’s responsibility and must be done outside of contractual work hours. If you have an approved medical or religious exemption for vaccinations, the exemption does not excuse you from weekly testing.
- Home test results are currently accepted with a date and signature.

Vaccination Verification

- Schools are permitted to verify staff and student vaccination status in a number of ways, including requesting proof of vaccination records, reviewing I-Care records, and allowing individuals to attest to their vaccination status. You will be required to provide your vaccination status to your immediate supervisor/administrator upon your return to school. You may also be asked to verify vaccination status by HR.

COVID-19 Screening and Testing

Testing is Strongly Recommended for ALL Persons with COVID-19-Like Symptoms, Regardless of Vaccination Status

- Staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.
- By coming to work, the employee is certifying they are COVID-19 free and symptom-free.
- **SHIELD Illinois Testing:** We will have SHIELD testing for all students and staff who do not opt out based on the availability of testing supplies from SHIELD Illinois.

Masking

The updated CDC school guidance aligns with Community Levels for recommendations for testing and masking. Community level can help schools and local health departments, as well as individuals, make decisions. Masking guidance will be provided by HR when required per individual cases.

COVID-19 Community Level	Prevention Strategy for Masking	Prevention Strategy for Testing
Low	Support those who choose to continue to mask	Ensure access to diagnostic testing for symptomatic persons and those exposed, and for continuity, schools may choose to continue to implement screening testing
Medium	Person who are immunocompromised, at high risk for severe disease or have household or social contacts at high risk for severe disease, should be encouraged to talk to their healthcare providers about whether they need to wear a mask	Ensure access to diagnostic testing for close contacts and those exposed, and for continuity, schools may choose to continue to use screening testing

High	Universal masking indoors in public, regardless of vaccination status, should be promoted. Persons who are immunocompromised should be encouraged to wear a mask or respirator that provides greater protection.	Ensure access to diagnostic testing for close contacts and those exposed, and for continuity, schools may choose to continue to use screening testing
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Please note, persons identified as close contacts (persons not up to date with COVID-19 vaccination who were within 6 feet of an infected person for a cumulative total of 15 minutes or more in a 24-hour period) should quarantine for 5 days consistent with CDC guidance and mask for 5 additional days, or remain on unpaid leave for an additional 5 days. For those up to date with COVID-19 vaccination, masks should be worn for 10 days after exposure and quarantine is not required for asymptomatic individuals. If unwilling to mask, must quarantine for 10 unpaid days. HR will provide guidance for your individual cases regarding this requirement.

3 CDC SYMPTOM CHART

East Aurora School District 131 will take all precautionary measures to ensure that all staff and students are safe and healthy at school. Students, teachers, and staff who have symptoms of infectious illness should stay home and be referred to their healthcare provider for testing and care. It is important for all East Aurora employees to be aware of the symptoms outlined by the Center for Disease Control (CDC) for COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Employees of D131 that are experiencing symptoms must notify Human Resources at symptom onset.

Please refer to the symptoms provided by the CDC below.

- Fever or chills
- Cough, shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Vomiting or diarrhea

The CDC will continue to update this list as needed.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

3 COVID-19 LEAVE TIME

Sick time will be used for isolation and quarantine. While the order is in effect, COVID days will be re-instated for those who are fully vaccinated and produce documentation of a confirmed COVID positive diagnosis, exclusion from work due to COVID-like symptoms, exclusion due to close contact due to a confirmed COVID-19 positive individual, or caring for your child due to a COVID-19 diagnosis or exclusion from school due to a close contact of a COVID-19 individual or due to COVID-19 like symptoms.

Staff must fill out [this form](#) for their request for reinstatement of benefit time to be reviewed.