



February 22, 2022

Michael Wareman

**VIA EMAIL –**

Re: FOIA Request received 2/17/2022

Subject: This is a Freedom of Information Act request for details of all versions of the change of this web page:

<https://www.sd308.org/Page/26155>

Each revision of the page should include a copy of the before and after, details about the authentication/user account making the change and the IP address that the change was made from - from the initial creation of the page to the latest change of the page dated 2/16/2022.

Dear Mr Wareman:

This letter will serve as Oswego Community Unit School District 308's response to your January 28, 2022 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The only reports readily available related to the website are those provided by Blackboard Anthology's Website Community Manager. These reports are limited. We do not track IP addresses outside of the terms of Blackboard's privacy policy. Of the information requested, SD 308 has the following information from "Last Modified Report" pulled today 2-18-2022. Below is the last modified date for the COVID Resources section. The specific page request is titled "SY 21-22 Safety Plan". Attached is the current website revision.

**SY 21-22 Safety Plan**

**Theresa Komitas**

**2/16/2022 6:09:11 PM**

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to [www.sd308.org](http://www.sd308.org) and select *Our District > Freedom of Information Act Request > FOIA Request Responses > FOIA Requests Responses -2022 > then select FOIA ID #22-18.*

Please let me know if you have additional questions. Thank you.

*John Petzke*

John Petzke, CFO  
Freedom of Information Officer



## SAFETY PLAN: SCHOOL YEAR 2021-22

[Collapse All](#)

## INTRODUCTION



The [CDC guidance](#) also adopted by the Illinois Department of Public Health, and promoted by the Illinois State Board of Education, emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households. The guidance is intended to help administrators and local health officials select appropriate, layered prevention strategies and understand how to safely transition learning environments out of COVID-19 pandemic precautions as community transmission of COVID-19 reaches low levels or stops. This guidance is based on current scientific evidence and lessons learned from schools implementing COVID-19 prevention strategies.

### Key Points:

- Though COVID-19 outbreaks have occurred in school settings, multiple studies\*\* have shown that transmission rates within school settings, when multiple prevention strategies are in place, are typically lower than – or similar to – community transmission levels.
- Together with local public health officials, school administrators should consider multiple factors when they make decisions about implementing layered prevention strategies against COVID-19. Since schools typically serve their surrounding communities, decisions should be based on the school population, families and students served, as well as their communities.

- The district's goal remains to retain continuous in-person learning.

SD 308 has developed this comprehensive Safety Plan to address the operation of schools for the 2021-22 school year, based upon the guidance issued by CDC and the local considerations and feasibility of measures. The mitigation measures employed may be added or subtracted in response to the prevalence of COVID-19 in the school and/or community setting as addressed in detail in the plan.

**The components of this plan are subject to change based upon new or changing guidance from local, state, or federal health authorities, or as needed outbreaks of COVID-19 within the schools and/or community.**

## **CLEANING & SANITIZATION**



- Cleaning and sanitization will follow CDC guidelines
- Thorough cleaning will occur each evening in every building across the district
- Electrostatic sanitizing sprayers and Kaivac restroom cleaning machines assist with sanitization
- EPA approved disinfecting products will be used to disinfect hard surfaces and restrooms
- Each classroom space will be provided with disinfectant wipes
- Hand sanitizer will be available in all classrooms and in common areas of the buildings
- Students should use hand sanitizer before and after use of shared equipment
- Items that may have come in contact with a student's mouth should be cleaned as directed by the manufacturer prior to the next use

## **HANDWASHING AND RESPIRATORY ETIQUETTE**



- Visual reminders will be placed throughout the schools to remind students and staff of the importance of frequent hand washing, proper handwashing, and respiratory etiquette

## **VENTILATION**



- HVAC air supply, return and exhaust systems will operate as normally scheduled ensuring frequent air changes throughout the occupied times
- Outdoor air intakes and exhaust fans will be maximized to ensure increased ventilation.
- Minimum CFM (Cubic Feet Per Minute) per occupant is 15cfm; equating to an outside air damper opened to 20-30%, depending on unit size
- HVAC systems are cleaned and filters replaced on a regular schedule
- If portable fans are used, they should be set up to avoid blowing air directly from one person's breathing zone to other occupants of a room. Horizontal cross breezes should be avoided. Rather, set up devices so that air flow moves downward from the ceiling
- Windows can be open when weather permits to increase the flow of fresh air

## **CLASSROOM LAYOUT**



- Classroom seats will be assigned and seating charts available for reference as needed for contact tracing
- Student workspaces are to be spaced apart as much as possible, three feet or further when feasible
- Teachers may consider moving class activities outdoors if weather and safety considerations permit.
- While indoors, windows may be opened to increase ventilation
- Teacher desk/teaching area should be 6 feet from students whenever possible

## VISITORS

- Building entrants are asked not to enter if they are experiencing any of the known signs of COVID-19
- Signage at the entrances includes the verbiage from the CDC guidelines for mitigation, and use of face masks
- All visitors must follow the district policies regarding entrance to buildings
- Limitations on visitors are at the discretion of building leadership

## MASKS

The CDC and Kendall County Health Department recommends the use of masks inside all K-12 schools.

Following the advice of local and national health experts, **SD 308 strongly recommends the continued use of masking on all persons in schools.**

Masks will continue to be required for all riders on school and activity buses, and in drivers education vehicles (except for those with an approved exemption).

The primary factors that led to the transition from a metrics-based masking plan:

- Vaccines are now widely available at no cost to all persons age 5+
- Testing for COVID-19 is free and accessible, both in the district and in the community to help identify cases early and reduce possible spread
- There are several therapeutic treatments for COVID-19 infections
- District (student and staff) and service area metrics (4 zip codes) show a dramatic decrease in COVID-19 infections, with a probable trajectory showing a continuation in decline

Masks such as N95, KN95 and KF94 are highly effective in protecting the wearer from contracting COVID-19; and widely available in the community.

## COVID-19 VACCINATION

- The district does not have a policy requiring students or staff to disclose their vaccination status to the school district
- Those identified as close contacts to a known case of COVID-19 will be asked about their vaccination status in order to determine the need for exclusion as directed by the Illinois Department of Public Health. If an individual does not want to provide proof of their vaccination status during contact tracing, it will be assumed that they are not vaccinated and the protocol for not vaccinated individuals will be followed
- The CDC guidance states:
  - Achieving high levels of COVID-19 vaccination among eligible students as well as teachers, staff, and household members is one of the most critical strategies to help schools safely resume full operations.

- 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.

## **SOCIAL DISTANCING**



- Spacing of individuals in a school building will be maximized to the extent possible, with a goal of three feet or more between individuals whenever possible
- Common areas such as cafeterias or auditoriums are not limited by occupancy, however social distancing should be maintained between occupants if/when space allows
- The CDC guidance does not require a minimum distance between individuals in schools and on buses, and does not have a capacity-based limitation on occupants in a space; however, it does acknowledge social distancing as an important mitigation measure and encourages distancing whenever space allows

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**



### **Nursing**

- When performing clinical evaluation of a sick individual exhibiting active symptoms of COVID-19, school nurses will use enhanced droplet and contact transmission-based precautions in addition to providing the student with a disposable mask to wear. Staff performing this evaluation should use appropriate personal protective equipment (PPE) which may include:
  - Fit-tested N95 respirator
  - Eye protection with face shield or goggles
  - Gown
  - Gloves

### **Cleaning Personnel**

- Personnel responsible for cleaning areas used by an individual known or suspected to have COVID-19 should use appropriate personal protective equipment (PPE), which may include:
  - Fit-tested N95 respirator
  - Eye protection with face shield or goggles
  - Gown
  - Gloves

### **Bus Drivers/Monitors**

- Per the CDC order regarding public transportation, all persons on a bus, while in the presence of any other individuals, regardless of vaccination status, must wear a mask. This requirement includes all students and staff. Drivers alone on a bus do not need to wear a mask

## **Drivers Education Instructors and Students**

- Students and instructors traveling in a vehicle for driver's education must wear a mask
- When in use, the vehicle is transporting students for a school-related purpose and thus falls under the CDC order requiring masks when not alone in the vehicle

## **Related Service Providers and Special Education Staff**

- Additional equipment is available to staff engaged in providing related services or those working with students where social distancing can't be maintained and/or hygiene practices present concern for the staff member:
  - When assessing or conducting therapy or engagement with students at a table, plexiglass table top dividers can be used.
  - Reusable clear face shields, clear masks, gloves, and paper gowns are available to the staff member to use as desired.

## **REPORTING ILLNESS, EXPOSURE, OR POSITIVE COVID-19 TEST**



An online COVID-19 reporting form should be completed when a student or employee reports a positive COVID-19 case or exposure to a known case. The form is reviewed by nursing staff who conduct contact tracing and interviews as applicable. Information on positive cases of COVID-19 is shared with the Kendall County Health Department.

### **Illness**

Current known COVID-19 symptoms:

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

Parents and staff should follow normal procedures for reporting absence

Students or staff exhibiting any known symptoms of COVID-19 are asked to report this to their school/department as soon as possible

Testing is highly recommended for all symptomatic persons, including fully vaccinated

Students and staff with COVID-like symptoms who do not get tested for COVID-19 must complete 5 calendar days of isolation from the date of first symptom onset and be fever-free for 24 hours, without use of fever-reducing medications, without vomiting or diarrhea for 24 hours, and other symptom improvement before returning to school.

### **Exposure**



- Close contacts are designated as individuals who were closer than 6 feet for 15 minutes or longer in a 24 hour period (unless both persons were fully masked, in a school setting, then close contact is 3 feet or closer)
- Students and staff who are determined to be a close contact will be contacted by a member of the nursing staff.
- Exclusion of a student or staff member is not required following exposure, as long as no symptoms begin; unless otherwise directed by the local health department.
- Persons may choose to self isolate at home once notified of an exposure in coordination with the building nurse
- Testing is highly recommended at least two times in the 10 days following exposure. Testing availability can be found on the COVID Resources tab of the district website.

### Positive COVID-19

- A positive COVID-19 test result requires 5 days of isolation after symptom onset (for symptomatic person) or specimen collection date of positive test (for asymptomatic person), AND resolution of fever for at least 24 hours, without the use of fever-reducing medications, absence of vomiting and diarrhea for 24 hours, and improvement of other symptoms.
- Restrictions exist upon return for days 6-10 following infection, if conditions cannot be met, 10 days is required. \*Masking is required days 6-10, and additional social distancing is required.
- Vaccination status does not negate the isolation requirement following a positive test result.

Contact tracing will be conducted to identify close contacts. This may include an interview with the student/staff member who tested positive, the review of seating charts, and possibly interviews with teachers/staff present at the time of the exposure. The identity of the individual is kept confidential, unless expressed permission is received from the adult or a student's parent/guardian, or the circumstance presents a significant concern to those impacted (at the discretion of district administration).

### Outbreak

- Three or more cases epidemiologically linked, and documented, by known exposure with respect to place (same classroom) and time (within 14 calendar days).
- Outbreaks are reported to the local health department and may prompt an investigation.
- Cases potentially linked within a classroom, school, or activity could result in additional mitigation measures, including a temporary move to remote learning.

## ADDITIONAL MITIGATIONS FOR CONSIDERATION



### Mitigation Strategy Layers

Layered mitigation strategies are critical to retaining continuous in-person learning. These layers remain at our disposal throughout the school year and are triggered based on concerning trends in our metrics.

Each measure will be considered individually, based upon the current situation, possible transmission sources, and the population impacted.

Mitigation	Description	Considerations
<b>Screening Testing</b>	Optional screening program to test unvaccinated students and staff to identify unknown cases of COVID-19.	<ul style="list-style-type: none"> <li>◦ Participation would be opt-in from parents, with signed permission.</li> <li>◦ Depending on the source of risk (COVID-19 cases in school or increase in community metrics), the testing program could include all students and staff who have opted in, or a randomized sample to help identify prevalence of asymptomatic cases in school</li> </ul>

**Required Testing for High-Risk Sports/Activities**

Required screening testing prior to an event/contest in which social distancing would be difficult to attain and risk is high for the participating population.

- CDC guidance does not suggest screening tests for vaccinated individuals.
- A testing strategy may be employed for participation in extracurricular activities where risk is determined to be great.
- Requires parent permission.
- Could be conducted at school or other testing locations.

**Limited Movement in Buildings**

Limit potential exposure by reducing the unnecessary movement of students in buildings

Example: bring specials to elementary classes rather than moving the class to the special room.

**Capacity Restrictions in Large Gathering Spaces**

Place a capacity limit on spaces where distancing is difficult and large numbers of students/staff are gathered (auditorium/gym).

- Strategy more applicable at younger grades and in self-contained classes.
- Place 75% or 50% limitations on spaces to reduce potential exposure.
- Consider virtual-alternatives to large gatherings of people.

**Use of Barriers When Social Distancing is Difficult**

Add temporary plexiglass dividers to tables/desks between individuals in spaces where distancing is not possible and exposure exceeds 15 minutes.

- In certain settings where mitigations are difficult to utilize, or respiratory etiquette is not consistent, barriers may be used.

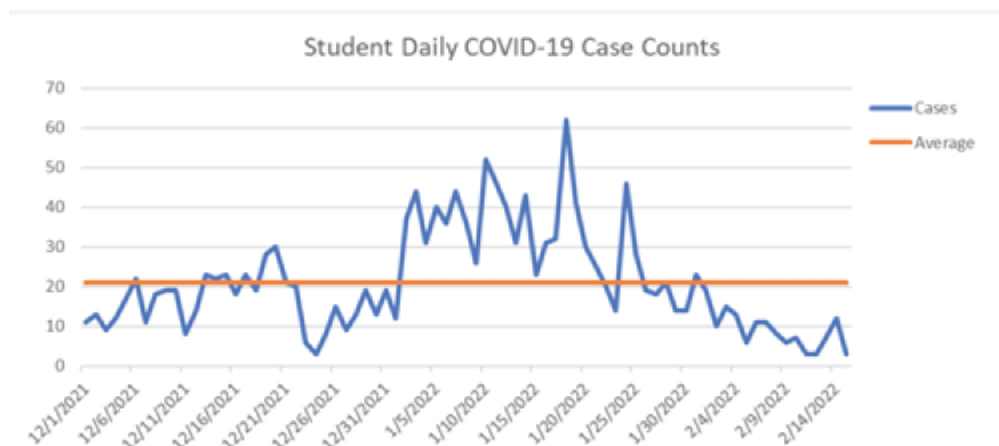
## METRICS

It is important to note that while transmission rates may be higher within the community setting, they may be attributed to a particular source that doesn't equate to higher transmission risk in the school setting (for example: a COVID-19 outbreak in a nursing home), which is why conversations with the health department are necessary before layering additional mitigation measures.

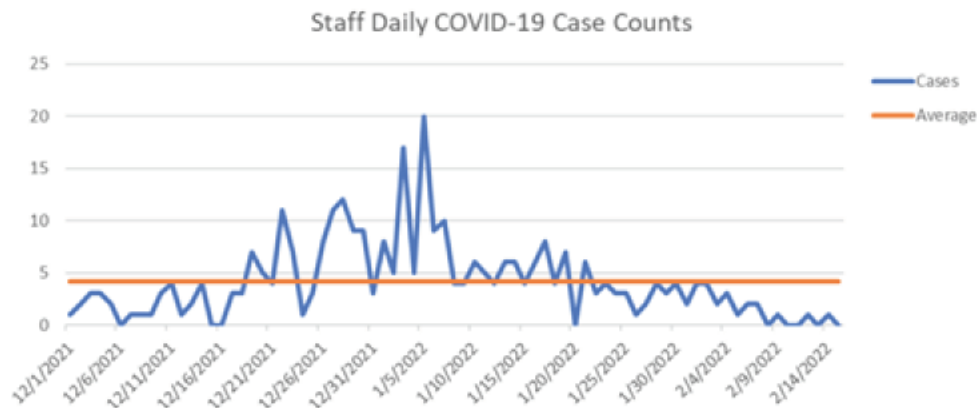
### Timing

Metrics are calculated and monitored over time to reflect trends rather than sharp increases or decreases.

An exception will be made in response to any urgent needs within a set school/population in response to suspected transmission which will be communicated immediately.







### District-level Transmission

Using data from the current school year, the average daily case count is evaluated and monitored for any trends up or down. The highest consecutive seven days of reported cases and lowest consecutive seven days of reported cases are also averaged and serve as the low and high point for evaluation. Any upward trends or outbreaks could result in additional layers of mitigation. If case counts exceed the average for two consecutive weeks, a consultation with district nursing and health department staff will occur to attempt to identify the source of the trend and any applicable mitigation measures that can be employed to avoid continued increases.

### Community Transmission

District Service Area Metrics: using the four zip codes (60543, 60538, 60503, 60585) that comprise the largest majority of SD 308 students, positive rates will be monitored for trends that could indicate a potential increase in community-based transmission. If rates continue to rise daily for 14 calendar days, the local health department will be contacted for any additional guidance.

## SPECIAL SETTINGS ▼

### School Meals

- Elementary student lunch spaces will be designated at least three feet between individuals
- Secondary student lunch areas will be socially distanced to the maximum allowable in the physical space, with a goal of 3 feet or more between individuals
- Eating surfaces in the lunchroom will be cleaned as often as feasible throughout the lunch serving periods, sanitizing wipes are available in eating areas for student use as desired.

### Driver's Education

- Masks are required by all vehicle occupants when riding in a driver's education vehicle.
- Students are instructed to utilize hand sanitizer before and after driving/riding in the driver's education vehicle.
- Hard surfaces used by the driver (wheel, signals, seat belt buckle, etc.) are wiped by the student driver with a disinfectant wipe upon completion of driving the vehicle.

### Band and Choir

Singing and instrumental music produced by woodwind or brass instruments are thought to be higher-risk activities for COVID-19 spread due to the aggressive expelling of respiratory droplets. It is important to take extra precautions when participating in musical activities

- Instructors will give preference to outdoor rehearsals and performances
- Ventilation quality is to be considered when determining location of practices and performances
- Avoid shared equipment where the mouth may come into contact with equipment (such as mouthpieces, microphones, etc.) and follow manufacturer's instructions to clean thoroughly between uses

- Encourage physical distancing between individual performers (singers and musicians, teacher and student), and also between performers and audience members

#### **High Risk Response:**

- Instrument covers will be required while playing indoors during high risk

#### **Athletics**

The [All Sports Guidance](#) issued by the Illinois Department of Commerce and Economic Opportunity (DCEO), the Illinois Department of Public Health (IDPH), and the Illinois State Board of Education (ISBE), as adopted by the Illinois High School Sports Association (IHSA) pertains to all youth sports. The guidance document is provided to all school athletes and parents.

The document does advise:

- Individuals should continue to wear a mask during sports-related activities for sports played indoors, except when wearing a mask is against the recommendation of an individual's health care provider or poses an injury risk as described by the American Academy of Pediatrics.

#### **High Risk Response**

- Testing may be required in response to an increase in metrics or concerns for transmission risk within a select group of athletes.
- Spectators may be limited in response to high community transmission.

## **COMMUNITY UNIT SCHOOL DISTRICT 308**

SERVING ALL OF OSWEGO AND PARTS OF AURORA, JOLIET, MONTGOMERY, PLAINFIELD AND  
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**Mission Statement:** In partnership with our families and communities, Community Unit School District 308 will educate all students to reach their highest potential **Questions or Feedback?**

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