Introduction
The COVID-19 pandemic is still impacting our typical way of life in our country, state, community, and school. We hope that at some point in the 2020-2021 school year we are able to return to normal operations, but until then, we must set out plans that are intended to keep our community and students and staff as safe as possible.

Our operational plan is continually informed by the guidance and information released by the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), the Cook County Department of Public Health (CCDPH), and scientific research studies on the communicability and the health impacts of COVID-19.

Based on current guidance and while Illinois remains in Phase 4, we expect to start in a hybrid model, which will allow us to provide in-person instruction to students for a portion of each week and to comply with healthy and safety guidelines including social distancing and overall capacity. The size of our classrooms and other support areas does not allow us to have more than half of the students on campus safely given those guidelines.

Throughout the year, operational plans may change. If the situation improves and guidance shows that we can increase capacity without compromising safety, we will work to gradually bring more students back on campus. If COVID-19 cases occur among our students or staff, we may need to shift to remote instruction for some or all students. If the state moves back a step in its reopening plan, it is also likely that remote learning will be mandated or recommended.

This memo details practices and procedures in most aspects of the school that are needed to achieve our goal of protecting the health and safety of staff and students on our campuses. Supplementary documents such as posters and videos will illustrate how these new practices and procedures will look in the school. I will continue to communicate information about the start of the school year, our procedures, safety precautions, and other information to our families, staff and students as we approach the start of the year. From time to time, as new information arises about COVID-19 or our school environment, the administration will need to adjust these practices in the interest of safety. I will update the Board as that happens.

We understand that the unknowns we face as a community as we prepare to return to school are difficult for our students and families, who value in-person instruction and the opportunities, sense of togetherness, and connection that come with being on campus. As educators, nothing makes us more
excited than working closely with our students through the vibrant, in-person discussions we have in our classrooms, the competitions on the field, and other experiences that occur each day. While we desire a return to normality, it is important for us to understand that this year will be different. We will seek to create these opportunities and develop a sense of community in ways that allow all members of our school community to safely engage in teaching and learning. We ask for your support and understanding as we work together to have a successful 2020-21 school year.

Start Smart and the Return to In-Person Instruction

Start Smart
In order to ensure we can manage students in the building we will be “starting smart”. If we can start with the hybrid learning model, the first four weeks of school will run this way:

- **Week 1 (Aug 24 – Aug 28):** Institute Days and Remote Learning allowing our staff to learn and practice new procedures and protocols.
- **Week 2 (Aug 31 – Sept 4):** First District Planning Day to ensure we are ready for student attendance and gradual introduction of in-person learning. If all goes well in the first week both operationally and with the status of the outbreak in our community, each student will be on campus for one day this week to learn protocols and take one day of classes in-person. They will learn remotely the other three days. Families will be informed of their student’s day on campus by August 15.
- **Week 3 (Sept 8 – Sept 11):** If all continues to go well, students will attend two days in-person and have two days remote. Students in Attendance Group 1 will be in school on Tuesday and Wednesday. Students in Attendance Group 2 will be in school on Thursday and Friday. Families will be informed of their student’s Attendance Group by August 15. Students in the same family will have the same attendance group. If we need an additional week to ensure we can increase our capacity, we will stay at 25% of the students in-school.
- **Week 4 (Sept 14 – Sept 18):** If all continues to go well, this week will be similar to Week 3, but Monday is a Trevian day with Remote Learning. Until further notice, all Trevian Days will be Remote Learning Days.

Below is a calendar view outlining the same information:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>August 24</strong></td>
<td><strong>August 25</strong></td>
<td><strong>August 26</strong></td>
<td><strong>August 27</strong></td>
<td><strong>August 28</strong></td>
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<tr>
<td>Institute Day</td>
<td>Institute Day</td>
<td>Trevian Day</td>
<td>Blue Day</td>
<td>Green Day</td>
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<tr>
<td>No students</td>
<td>No students</td>
<td>Remote Learning</td>
<td>Remote Learning</td>
<td>Remote Learning</td>
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</tbody>
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If operational feedback and outbreak status go as planned, then

<table>
<thead>
<tr>
<th></th>
<th><strong>September 1</strong></th>
<th><strong>September 2</strong></th>
<th><strong>September 3</strong></th>
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<tbody>
<tr>
<td></td>
<td>Blue Day 25% of Students</td>
<td>Green Day 25% of Students</td>
<td>Blue Day 25% of Students</td>
<td>Green Day 25% of Students</td>
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If all continues to go well and we can consider increasing capacity, then

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<tr>
<th></th>
<th><strong>September 7</strong></th>
<th><strong>September 8</strong></th>
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<th><strong>September 10</strong></th>
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<tr>
<td></td>
<td>Labor Day 25% or 50%</td>
<td>Blue Day 25% or 50%</td>
<td>Green Day 25% or 50%</td>
<td>Blue Day 25% or 50%</td>
<td>Green Day 25% or 50%</td>
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If operational feedback and outbreak status go as planned, then

<table>
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<tr>
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<th><strong>September 14</strong></th>
<th><strong>September 15</strong></th>
<th><strong>September 16</strong></th>
<th><strong>September 17</strong></th>
<th><strong>September 18</strong></th>
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<tbody>
<tr>
<td></td>
<td>Trevian Day</td>
<td>Blue Day 50% - Group 1</td>
<td>Green Day 50% - Group 1</td>
<td>Blue Day 50% - Group 2</td>
<td>Green Day 50% - Group 2</td>
</tr>
<tr>
<td></td>
<td>Remote Learning</td>
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**In-School/ Hybrid Learning Scenario**

The Hybrid Learning Scenario allows New Trier to implement social distancing and other health and safety protocols by having some students learning in-school and some students learning at home, switching between the two on a regular schedule. The availability of in-school learning is at the sole discretion of the District. Students who cannot abide by the District’s health and safety procedures may not be allowed to engage in in-school learning and may be required to learn remotely. Some of our students with IEPs and specialized learning needs will be placed in both Group 1 and Group 2, as maximal in-person instruction is required to meet their learning goals.

**Opting Out of In-School Learning**

Families and students may choose to opt out of any in-school learning scenario and choose to learn remotely for the 2020-2021 school year. These students will have a typical schedule but will engage in the classroom remotely. The curriculum and instruction will be robust and match what is happening in the classroom to the greatest extent possible. Families who make this choice must submit our “Opt Out” form, which will be available by July 15th and due by July 31st. At the beginning of each quarter, families will have the choice to engage for that quarter in the in-school learning option that is available at the time.

**School Days – Trevian/Blue/Green**

In order to maximize instructional time, have understandable start and end times for each period, provide enough time for lunch, and give students and teachers flexibility with in-person instruction, the school day has been extended by 15 minutes. Adviser Room will start 5 minutes earlier than typical on both campuses: 7:50 a.m. at Northfield and 8:10 a.m. at Winnetka. On the Winnetka Campus, Early Bird Science classes will start at 7:05 a.m. and Early Bird non-Science classes will start at 7:15 a.m. Whether students are remote or in-school, they are expected to attend all classes, including Adviser Room. The end of the day is extended by 10 minutes with school at Northfield ending at 3:15 p.m. and ending at Winnetka at 3:35 p.m. The chart below shows the specific times of each period. The three types of days in our schedule are:

- **A Trevian Day** has Adviser Room (10 minutes) and all nine periods, 35 minutes each. Lunch is included in a student’s 5th period class. Early Bird classes do not meet on Trevian Days.

- **A Blue Day** has Early Bird (60 minutes), Adviser Room (25 minutes), and periods 1-5 (70 minutes). Science classes meet for 1½ periods (105 minutes). Early Bird classes will start at 7:05 a.m. Lunch is included in a student’s 3rd period class.

- **A Green Day** has Early Bird (60 minutes), Adviser Room (25 minutes), periods 6-9 (70 minutes), and an X block (70 minutes). Science classes meet for 1½ periods (105 minutes). Early Bird classes will start at 7:05 a.m. Lunch is included in a student’s 8th period class. See below for an explanation of X Block.
X Block
The last period of the day on each Green Day is an X Block. X Block will be used for student programming, staff professional development, and office hours. Student attendance will be required during X Block on a number of days during the year as extended adviser rooms. An X Block calendar will be released by the first day of school.

Free Periods
Students who have free periods may go to any of the designated areas inside or outside the building, when available. Masks must always be worn at all times unless outside the building and six feet apart from all other individuals.

Grading
This year, normal grading policies will be in effect and teachers will endeavor to cover a complete course curriculum. The shift to a block schedule model is intended to provide both flexibility for changing modes of operation from in-person to remote and to also allow students to more deeply explore topics. We understand that the on-going nature of the pandemic will impact students and families in different ways and we encourage them to share information about circumstances that may impact a student’s ability to effectively engage and complete their work with the child’s adviser and teachers so appropriate support can be provided.

Kinetic Wellness
Students and staff must abide by all guidelines provided in each Kinetic Wellness class including cleaning equipment, social distancing, and locker room use. Students must wear masks unless they are engaged in an outdoor activity in which they can stay six feet apart from all other students.

Lunch
Students are encouraged to bring their own lunch. Grab and go items will be provided in various locations to minimize lines and waiting time. When in line, students must follow social distancing
guidelines. Designated areas inside and outside, when possible, will be provided for students. Students may remove their masks while they eat and must be six feet apart from other people.

**Music**
Students and staff must abide by the guidelines provided in each instrumental and vocal music class. Students should wear masks at all times unless actively using a wind instrument.

**Transportation and Entering/Exiting Campus**

**Bus Transportation**
We are establishing limits on school bus capacity in alignment with ISBE’s guidance. All students on the bus must wear a mask at all times and windows should be open when feasible. Our bus service providers have also established enhanced cleaning procedures. Students who ride the bus should remember to wash their hands or use hand sanitizer before and after riding the bus. The District will also share information from Pace and Metra about their plans for service in the fall as it becomes available. Shuttle buses will run between the campuses but will have capacity limits and thus may have extended wait times.

**Entering School**
All students, staff, and visitors must be wearing a mask when they enter the building. As they enter the building, they must socially distance by staying six feet apart, when feasible. Visitors will be limited as much as possible, and all visitors must report to the security kiosk and complete a health check. Hand sanitizer stations will be available at all entrances.

**Exiting School**
When students are leaving school, they must stay as socially distanced as possible and wear a mask until they can easily socially distance from those around them. Students may leave school when they have no more classes or required X Block attendance. See X Block explanation above.

**Logistical and Cleaning Considerations**

**Classrooms**
All classrooms have been set up to provide six feet of space between students. All students and staff must wear face coverings at all times in classrooms. Windows may be open, if possible, to increase air circulation. In addition to masks, teachers will be provided face shields, and all classrooms will have plexiglass barriers to use when conferring with students closer than six feet.

Every classroom will have easily accessible hand sanitizer and cleaning materials. Students and teachers are responsible for cleaning their desks and chairs prior to occupying their seat. Teachers should limit the number of objects handled by more than one person and are responsible for cleaning any instructional materials they are providing that will be used by someone in the class.

**Cleaning**
Classrooms and other common areas will be cleaned and sanitized at least once per day with approved disinfectants. Restrooms, health services areas, and kinetic wellness equipment will receive even more
frequent cleaning. Additional staff are being hired to ensure we can keep the facility as clean and safe as possible.

During the day, any area that has been occupied by someone who experienced symptoms of COVID-19 will be closed off until it can be properly cleaned, either later that day or in the evening.

**Restrooms/Water Fountains**
Restroom use will be limited to approximately one-half the fixtures to provide for social distancing. Those waiting for restrooms must socially distance. Use of water fountains will be limited to refilling of water bottles.

**Hallways/Stairwells/Elevators**
Students and staff are required to follow all signage for hallways and stairwells. Most hallways are wide enough to provide two-way traffic with students and staff required to stay to the right side. Some hallways may be designated as one-way. Many stairwells will be designated either up or down. Masks must be worn at all times in the hallway and social distancing should be followed as much as possible. Only those authorized may use the elevators. Passengers must wear masks and posted capacity cannot be exceeded.

**Visitors**
The number of visitors allowed in the building will be severely restricted. Meetings will be held remotely whenever possible.

**Staff Offices**
Workstations in all offices will be six feet apart from other workstations and have plexiglass partitions as needed. Student access to staff offices will be severely limited and directions for access must be clearly posted for students, staff, and visitors. Students will be encouraged to schedule virtual appointments to receive support from teachers.

**Teaching Remotely**
Most teachers will be on campus teaching their classes in the assigned classroom. For a variety of reasons, teachers may not be in attendance. In those situations, the teacher will be teaching through Zoom and Canvas. Those students at home will not see a significant difference and those students in-school will either be participating through Zoom in the classroom with a substitute or in a designated supervised space during that period. If the teacher cannot teach, a substitute teacher will run the class based on the teacher’s lesson plans.

**Student Health and Responding to Potential Cases**

**General Hygiene In School**
Most importantly, students and staff should stay home if they are not feeling well. When at home, students can still participate remotely in their learning if they are well enough to do so. If teachers are well enough, they may teach remotely or, if not, the school will arrange for a substitute teacher.

When in school, students are encouraged to wash hands frequently, use the hand sanitizing stations located throughout the building, and clean areas they will occupy prior to use.
Face Coverings
Face coverings are required in accordance with New Trier High School District Protocol – Face Coverings on School Premises (Appendix I). The District will provide designated areas for lunch indoors and outdoors where students can remove face coverings while eating if they remain socially distanced. Outdoor spaces will be provided for students when possible so students may remove their mask if they are able to socially distance.

For those students with medical conditions or disabilities that prevent the safe wearing of face coverings and who are currently receiving services under Section 504 of the Rehabilitation Act of 1973 or services under the Individuals with Disabilities Act (IDEA) must complete the District’s “Face Covering Accommodation Form” and meet with the school to consider accommodations for the student.

Parents of students not served under Section 504 or IDEA who believe their student requires reasonable accommodation must complete the District’s “Face Covering Accommodation Form” and meet with the school to consider accommodations for the student.

COVID Reporting
If a student or staff member tests positive for COVID-19 they must report the information to Health Services. They will be required to abide by our quarantine and reentry requirements. Any student or staff who was in close and sustained proximity of the individual will be notified and will be required to follow our quarantine and reentry requirements.

Quarantine and Reentry Requirements
Those that have exhibited symptoms of COVID-19, tested positive for COVID-19, or been in close and sustained proximity with an individual who tested positive must follow our quarantine and reentry procedures. The specifics of those procedures will be finalized and posted on our website by August 1. Students in quarantine will be able to keep up with their learning by engaging in the classroom remotely, if well enough to do so.

Health Services Offices
Health Services offices will have a separate and isolated area for any student, staff, or visitor who shows symptoms of COVID-19 while at school. Health services staff working with these individuals will be provided appropriate personal protective equipment.

Self-Certification
Every student, staff member, and visitor must self-certify that they are symptom free before entering the building. The processes for providing self-certification by the person and verification by the school are being developed. The number of visitors will be severely restricted. Meetings should be held remotely whenever possible.
**Extracurricular Activities and After-School Programs**

**Athletics**
Students engaging in athletic activities will be required to follow mask and social distancing requirements. Decisions related to the athletic program will be made by the District based on local and state guidance. While the District understands the value the athletic program plays for our students, it is expected that some sports or activities may need to be modified or may not be able to be offered to comply with social distancing and other requirements.

**Performing Arts and Student Activities**
We will offer extracurricular activities to the greatest extent possible. The guidelines for use of masks and social distancing are the same as during the school day for activities in the building or outside the building. Some activities may meet virtually for all or part of their time.

**Participation**
If students participated in classroom activities either in-school or remotely, they may participate in an after school extracurricular opportunity of which they are a member. Accessing transportation is the responsibility of individual students.

To comply with ISBE/IDPH guidance and to prevent the spread of COVID-19, face coverings will be required for all District staff members, students, and visitors who are present in school district buildings. Face coverings will also be required on school grounds in circumstances where social distancing (six feet of distance between individuals) cannot be maintained. Exceptions to this requirement will be permitted for time spent eating and playing a musical instrument; however, six feet of social distancing must be maintained at such times and will be strictly enforced. Face coverings are masks or other cloth face coverings which cover an individual’s nose and mouth. They should be fitted to the face, but permit breathing without restriction. Face shields may not be used in place of face coverings.

District Employees

All District employees will be provided with a cloth face covering for use during work hours. Employees must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the Illinois Department of Public Health (IDPH), available at https://www.dph.illinois.gov/covid19/community-guidance/mask-use.

Face coverings must be worn by employees at all times in school buildings, whether on-duty or on a designated break time. Face coverings must also be worn on school grounds when social distancing cannot be maintained. The District will provide designated outdoor and indoor spaces, marked to provide for social distancing, which employees may use for meal breaks and other designated breaks where face coverings may be removed.

Employees who have a medical condition or other disability that may prevent them from safely wearing a face covering must complete the District’s “Face Covering Accommodation Form.” The information on the Form must be verified by a physician licensed to practice medicine in Illinois. Upon review of the information provided by the employee, the District may seek its own independent determination of the employee’s need for reasonable accommodation of the face covering requirement through the fitness for duty provision set forth in Section 24-5 of the Illinois School Code (105 ILCS 5/24-5).

Employees who have not been approved for an accommodation under this protocol but refuse to comply with its requirements will be subject to discipline.

Students

All students will be provided with a cloth face covering for use during school hours. Students must wear the District-provided face covering, or, if preferred, a face covering of their choice that adheres to the guidance published by the Illinois Department of Public Health (IDPH), available at https://www.dph.illinois.gov/covid19/community-guidance/mask-use.

Face coverings must be worn by students at all times in school buildings, on school buses and any other District vehicles providing transportation to and from school, on school grounds when social distancing cannot be maintained, and at all school activities.
The District will provide designated indoor space, marked for social distancing and/or otherwise fitted with shields or other materials, for student use during lunch periods. The District will also provide designated outdoor space which allows for social distancing, to permit break periods for students where face coverings are not required. All lunch/break periods will be supervised by District staff.

Students who are not wearing a face covering upon entry to school or a school bus or vehicle, or at any other school event where face coverings are required will be provided a disposable or clean cloth face covering for immediate use. Students who have not been provided an accommodation to the face covering requirement and who refuse to wear a face covering in the school building, on the school bus or other school activity where face coverings are required may be sent home and excluded from instruction, transportation, and other school activities.

**Students with Disabilities**

Students who cannot independently remove a face covering due to a physical or intellectual disability may be exempt from the District’s requirements to wear face coverings or may be entitled to accommodations to the requirement. In rare cases, students with a medical condition that impacts their ability to breathe may also be entitled to accommodation in regard to this requirement.

Parents/guardians of students who have a medical condition or other disability which may prevent the safe wearing of face coverings and who are currently receiving accommodations under Section 504 of the Rehabilitation Act of 1973 or services under the Individuals with Disabilities Education Act (IDEA) should confer with [their student’s case manager/administrator/special education director]. Parents/guardians will be required to complete the District’s “Face Covering Accommodation Form” which must be verified by the student’s physician. Upon review of the completed and verified form, the District will schedule a meeting with parents/guardians and the student’s Section 504/IEP team to review the form and consider accommodations for the student.

The District may verify all information provided by the student’s parent/guardian and/or the student’s physician through an independent review by a licensed medical provider of the District’s choice.

**General Education Students**

Parents/guardians of students who are not currently served under Section 504 or IDEA who believe their student requires reasonable accommodation to the District’s face covering requirement must complete the District’s “Face Covering Accommodation Form” which must be verified by the Student’s physician. The completed form should be provided to the [insert administrator title], who will contact parents to set a meeting to consider the accommodation request.

The District may verify all information provided by the student’s parent/guardian and/or the student’s physician through an independent review by a licensed medical provider of the District’s choice.

**Visitors to School Buildings and Face Coverings**
Visitors to school are limited to prevent the spread of the COVID-19 virus as part of the District’s reopening plan. Visitors who are permitted must adhere to the face covering requirements.

**School Board Meetings**

Members of the public who wish to attend Board of Education meetings must adhere to the District’s established face covering requirements. Members of the public who require accommodation to the face covering requirements should contact [insert].
Face Covering Accommodation Form

This form must be completed in its entirety by individuals who believe they require an accommodation to the District’s Face Covering Protocol. The Protocol requires all staff, students and visitors to wear face coverings in school buildings, on school busses and other school vehicles, and on school grounds when social distancing cannot be maintained.

Face coverings are required to prevent the spread of COVID-19. In the school setting, face coverings must be worn by everyone except children younger than 2 years old, people with physical or intellectual disabilities who are unable to remove a face covering without assistance, and on rare occasions, individuals with severe breathing problems.

Name of Person Requesting Accommodation: ______________________________________

Name of Parent/Guardian (student request only): ____________________________________

Contact information

Phone Number: ___________________(home) ___________________(mobile)

Email address: ________________________________________________________________

Emergency Contact (name): ___________________(relationship)_____________________

Emergency Contact phone number: ______________________________________________

Verification of Request

Reasons for request for accommodation to Face Covering Protocol (please describe the basis for your request as completely as possible)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

To be completed by the physician of the person requesting accommodation
Please describe the medical basis for the individual’s inability to wear a face covering in the school setting. While a diagnosis is not required, please provide the specific detrimental effect of the face covering requirement on functioning in each area below:

Circle Yes or No; where answer is Yes, explanation is required

1. **Circulatory System.** Detrimental effect: YES NO
   Explanation: _______________________________________________________________

2. **Respiratory System.** Detrimental effect: YES NO
   Explanation: _______________________________________________________________

3. **Exocrine System (skin).** Detrimental effect: YES NO
   Explanation: _______________________________________________________________

4. **Immune/Lymphatic System.** Detrimental effect: YES NO
   Explanation: _______________________________________________________________

5. **Nervous System.** Detrimental effect: YES NO
   Explanation: _______________________________________________________________

If there are other medical reasons that require this accommodation, please explain below:

_______________________________________________________________________

Would the condition that limits the person’s ability to comply with the face covering protocol be assisted by any of the accommodations listed below?

- Modifications to the face covering itself? YES NO
  If yes, describe modifications needed (changes to material, fastening system, style)
  ______________________________________________________________________

- Regular breaks from the requirement to wear a face covering? YES NO
  If yes, describe frequency and length of breaks needed:

_______________________________________________________________________
(For students) Additional training from a behavior specialist or other specialist that would assist the student in adapting to/generalizing this requirement?  YES  NO

If yes, provide input about type of programming required:

______________________________________________________________

Are there any other accommodations that would address the individual’s needs and enable compliance with the face covering protocol?

______________________________________________________________

If the physician states that face coverings may not be required under any circumstances:

Is the individual able to be around others who wear face coverings or protective equipment?  YES  NO

If no, explain: __________________________________________________________

Is the individual able to be around others who are also unable to wear face coverings if social distancing is maintained?  YES  NO

If no, explain: __________________________________________________________

The District reserves the right to seek a fitness for duty information for employees and an independent medical assessment for students to verify the information provided on this form.

Signature of Person Requesting Accommodation: _______________________________

Date

Parent/Guardian Signature (students only): _________________________________

Date

Physician Signature: ______________________________________________________

Date
Physician Phone Number: ___________________