D39 Family Response to Illness Instructions

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Introduction

The COVID-19 pandemic has required a tremendous amount of flexibility and adaptation, and our decision making regarding student illness must also change with this moment. The following guidelines have been developed to support families in making decisions to help keep our Wilmette Public Schools District 39 students, staff, and community safe and healthy in the event of a confirmed or suspected exposure to the COVID-19 virus. Additional information regarding the District 39 Reopening Plan are detailed within the District 39 Reopening Plan, wherein Health and Safety Considerations are specifically addressed beginning on page 37.

Daily Health Screenings

Please increase your sensitivity to symptoms of illness. While our goal is to see students in-person for learning as much as possible, health and safety priorities mandate that students (and their siblings) should stay home when they are feeling unwell. Students (and their siblings) will not be penalized for missing school and must stay home if they are not feeling well.

Only students and staff who are healthy should report for in-person learning. Students will not be penalized for missing school and are encouraged to stay home when not feeling well.

Parents/Guardians, Faculty/Staff, and Volunteers will all be required to certify that they will be performing a daily symptom screening at home before coming to school. All parents are asked to complete the self-certification form daily for each student before attending school in-person, and this completed form is required before students can enter the building. Student temperatures will be checked again by school staff before students enter the school building. Students with a temperature above 100.4 degrees will not be permitted entry.

Daily self-certification will include certifying that your child does not exhibit any of the following symptoms:

- Temperature greater than 100.4
- Cough, sore throat, or congestion/runny nose
- Shortness of breath or difficulty breathing
- Chills, or muscle or body aches
- Headache
- Nausea or abdominal pain, vomiting, or diarrhea
- New loss of taste or smell
- Fatigue

In addition, parents must testify that their child:

- Does not have a temperature greater than 100.4
- Does not have a new onset of these symptoms,
- Has not traveled to a state or country that requires quarantine,
☐ Is able to attend school today.

Failure to comply with daily symptom certification may impact the District’s ability to hold in-person learning.

If parents find that their child is displaying any of the above symptoms at the time of daily screening, they will be asked to notify the school of their child’s (and their siblings) absence by contacting the school Attendance Line:

Central Elementary School: Phone: (847) 512-6150
Harper Elementary School: Phone: (847) 512-6250
McKenzie Elementary School: Phone: (847) 512-6350
Romona Elementary School: Phone: (847) 512-6450
Highcrest Middle School: Phone: (847) 512-6550
Wilmette Junior High School: Phone: (847) 512-6650

Depending on the situation, the District staff may contact the family for additional information. As with all absences, it will be expected that the student who is absent from an in-person instructional day (and/or the student’s family) works with the student’s teacher(s) to obtain assignments and complete essential work so that the student maintains academic progress, depending on the severity of their symptoms. Student make-up work will be completed at home. While livestreaming of in-person lessons will not be provided for in-person instructional day absences, academic support is available to the student upon request through an end-of-day check-in period. In order to return to school, the student (and their siblings) must follow the Return to School procedures outlined below.

Parents/Guardians will also be required to inform the school district if; (1) their child receives a diagnosis if COVID-19; (2) their child is suspected of having COVID-19; (3) their child comes in close contact (within 6 ft of an infected person for at least 15 minutes) with an individual who tested positive for COVID-19 or is suspected of having COVID-19; or (4) their child traveled internationally or to an area of the country regarded as having high rates of COVID-19.

Response to Illness
Wilmette Public Schools District 39 will follow all recommended guidelines and procedures as identified by the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE). Guidance has changed frequently over the course of the pandemic. All updated information and guidance can be found on this site:
https://www.isbe.net/coronavirus#
Guidance as of 9/10/20 from the IDPH includes the following:

- **Procedures for responding to Illness**
- **Responding to Illness Decision Making Tree**

If the school is notified of a positive case of COVID-19, people with direct exposure (identified as close contacts) will be notified directly of the potential exposure and need to quarantine. A general notification with health screening guidance is provided for everyone in the school. FERPA protects personally identifiable information in students’ education records maintained by an educational agency or institution. Students’ health records maintained by a school — regardless of whether health care is provided to students on-campus or off-site—are considered part of students’ education records and therefore are subject to FERPA. FERPA does not apply when schools disclose that a student may have COVID-19 as long as the school does not directly or indirectly identify that student. Mandatory reporting requires schools to report communicable diseases to public health agencies.
**Important Contacts**

**Need help - who do you contact?**
We know that it can be confusing for parents to know the correct person to contact when you have a question or concern about a particular topic. In most circumstances, the first person parents should contact with a general question or concern would be your child’s homeroom teacher. There are other questions or concerns where another member of our faculty and staff may better address a question or concern. In an effort to provide parents with some additional guidance on the correct person to contact, please reference the chart below.

<table>
<thead>
<tr>
<th>For Questions or Concerns About</th>
<th>Contact First</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your child’s overall classroom experience</td>
<td>Homeroom Teacher</td>
</tr>
<tr>
<td>COVID-19, illness, health</td>
<td>Your School Nurse</td>
</tr>
<tr>
<td>General school issues, suggestions, or recurring concerns</td>
<td>School Principal</td>
</tr>
<tr>
<td>District/School Policies and Procedures</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

**Contact information can be found on our school websites through search of the staff directory.**

- School Website: Central Elementary School
  - School Nurse: Nurse Andrea Zito
- School Website: Harper Elementary School
  - School Nurse: Nurse Valerie Morse
- School Website: McKenzie Elementary School
  - School Nurse: Nurse Chris Sanchez
- School Website: Romona Elementary School
  - School Nurse: Nurse Mary Ann Roche
- School Website: Highcrest Middle School
  - School Nurse: Nurse Mary McClone
- School Website: Wilmette Junior High School
  - School Nurse: Nurse Mary Satkowski
- School Website: Wilmette Public School District 39
Scenarios and Next Steps

Scenario 1: COVID-19 Positive or COVID-19 Symptomatic
Since your child has COVID-19 symptoms, they (and their siblings) should stay home from school until the nurse has confirmed they may return. Please do not send your child(ren) back until you have received explicit permission to do so.

Please review the [IDPH COVID-19 Chart](#).

- Your child is considered Status ([Column 1](#)): "COVID-19 diagnostic test Positive (confirmed case) OR COVID-19 diagnosis without diagnostic testing (probable case)"
- As such, they are to "Stay home at least ten calendar days from onset of symptoms AND for 24 hours with no fever (without fever-reducing medication) AND improvement of symptoms."
- Their close contacts need to quarantine.
- In order to return to school, they will need to provide a "‘Release from Isolation’ letter issued by the Local Health Department."

However, if your child sees your healthcare provider and gets a COVID-19 negative ([PCR COVID-19 tests results only. Rapid testing cannot be accepted per Cook County DPH](#)) or alternative diagnosis, they would

- Be considered Status ([Column 2](#)): "Symptomatic individual with a negative COVID-19 diagnostic test (Negative COVID-19 diagnostic test must be from a specimen collected 48 hours prior to or after symptom onset.)"
- "Stay home until symptoms have improved/resolved per return-to school criteria for the diagnosed condition. Follow provider directions/recommended treatment & return to school guidance as per school policies and IDPH Communicable Diseases in Schools."
- Need a "Negative COVID-19 test result OR healthcare Provider’s note indicating the negative test result."

Your next step is to see your healthcare provider to determine your child’s COVID-19 diagnosis and return to school status. Once you have a copy of either a COVID-19 test result OR an alternative diagnosis, please email your documentation to your school nurse. **Please do not return to school until you have received confirmation from the nurse regarding return to school approval.**
Scenario 2: Asymptomatic close contact of COVID-19 positive or COVID-19 symptomatic

Since your child(ren) have been in close contact with someone who is either COVID-19 positive or COVID-19 symptomatic, and according to the IDPH guidelines:

- They are considered Status (Column 5) “Asymptomatic individual who is a close contact to a confirmed OR probable COVID-19 case”
- As such, they are to "Stay home for 14 calendar days after last exposure to the COVID-19 case. If COVID-19 illness develops, use the ten-day isolation period guidance for COVID-19 case from the onset date. Testing is recommended.."
- Your child(ren)’s close contacts do not need to quarantine.
- In order to return to school, you will need a "‘Release from Quarantine’ letter issued by the Local Health Department OR a negative COVID-19 diagnosis."

However, if your symptomatic close contact gets a COVID-19 negative (PCR COVID-19 tests results only. Rapid testing cannot be accepted per Cook County DPH) or alternative diagnosis your child(ren) would

- Be considered Status: None
- Return to school and no further action is necessary.

Your next step is to see your healthcare provider to determine your child’s COVID-19 diagnosis and return to school status should your close contact be diagnosed COVID-19 positive. Once you have a copy of either a COVID-19 test result or an alternative diagnosis, please email your documentation to your school nurse. Please do not return to school until you have received confirmation from the nurse regarding return to school approval.
It should be noted that District 39 will be guided by the case-specific direction provided by the Cook County Department of Public Health. In responding to any positive case identified for a student or staff member, the district will adhere to the specific guidance provided by the Department of Public Health. Any updates provided by the Cook County Department of Public Health will inform future revisions of the above plan.
Return to School

It is essential that students only return to school after they are feeling well and healthy and we have received and verified proper documentation.

When to stay home from school

- If a student is a close contact of someone who is COVID-19 positive or has COVID-19 symptoms, the student should stay home from school.
- If a student has symptoms before or after school (or over the weekend), the student and their siblings stay home from school.
- If a student and/or the household member of a student tests positive for COVID-19, all members of the household must quarantine in accordance with direction from the Cook County Department of Public Health.

If a child and/or their siblings are home or are sent home from school, when can they return to school?

Please do not have your child or their siblings return to school until you have received confirmation from the school nurse regarding return to school verification and approval.

Once your child receives an alternate diagnosis from their healthcare provider or a COVID-19 test result, those results must be sent to the school nurse for verification before 3:00 p.m. to be considered to return the following school day. If the nurse can verify the submitted information, the notice to return to school will be sent late that afternoon.

You must wait for the school nurse to email you that you are approved to return the following day. Results received after 3:00 p.m. may NOT be able to be reviewed until the following school day and your child and their siblings may not return until they have been approved to do so. Each result must be verified against the Cook County Department of Public Health guidelines.

When your child is absent, a message needs to be left with attendance every day that any student is going to be absent, even if the school nurse knows that the student will be absent.

Attendance:

Central Elementary School: Phone: (847) 512-6150
Harper Elementary School: Phone: (847) 512-6250
McKenzie Elementary School: Phone: (847) 512-6350
<table>
<thead>
<tr>
<th>School</th>
<th>School Nurse</th>
<th>Nurse’s Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Elementary School</td>
<td>Nurse Andrea Zito</td>
<td><a href="mailto:zitoa@wilmette39.org">zitoa@wilmette39.org</a></td>
</tr>
<tr>
<td>Harper Elementary School</td>
<td>Nurse Valerie Morse</td>
<td><a href="mailto:morsev@wilmette39.org">morsev@wilmette39.org</a></td>
</tr>
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<td><a href="mailto:sanchezc@wilmette39.org">sanchezc@wilmette39.org</a></td>
</tr>
<tr>
<td>Romona Elementary School</td>
<td>Nurse Mary Ann Roche</td>
<td><a href="mailto:rochem@wilmette39.org">rochem@wilmette39.org</a></td>
</tr>
<tr>
<td>Highcrest Middle School</td>
<td>Nurse Mary McIone</td>
<td><a href="mailto:melonem@wilmette39.org">melonem@wilmette39.org</a></td>
</tr>
<tr>
<td>Wilmette Junior High School</td>
<td>Nurse Mary Satkowski</td>
<td><a href="mailto:satkowsm@wilmette39.org">satkowsm@wilmette39.org</a></td>
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<td>Wilmette Public School District 39</td>
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Testing Sites for COVID-19

WE CAN ONLY ACCEPT PCR COVID-19 TEST RESULTS. RAPID TESTING CANNOT BE ACCEPTED AS A FORM OF RETURN TO SCHOOL DOCUMENTATION. Rapid testing can have a high false-negative result with a test that occurs early on at the beginning of symptoms. We are requiring the PCR COVID test or an alternate medical diagnosis from your child’s physician for clearance to return to school.

Please contact your primary care physician to locate the site that is best for you or your family, or visit IDPH: https://coronavirus.illinois.gov/s/testing-sites. The following sites have been identified as local sites for testing.

Lurie Children's Outpatient
1131 Techny Road, Northbrook, 312-227-5300
Drive-up testing with a nasal swab/PCR test. Requires an appointment, but next day appointments are readily available.

Chicagoland Children’s Health Alliance - Pediatric Outpatient Center
3232 Lake Avenue, Suite 330, Wilmette, (872) 469-1034 (Eden’s Plaza)
https://locations.advocatehealth.com/chicagoland-childrens-health-alliance-pediatric-outpatient-center-wilmette

Physicians Immediate Care
Park Ridge Location
Chicago Location
Map and Contact for All Chicagoland Locations

Raden Wellness
https://radenwellness.com/

Prism Health Lab
Must be six (6) years or older
https://www.prismhealthlab.com
https://www.prismhealthlab.com/appointment
## Submitting Testing Results
Student results for testing can be emailed to your school nurse.

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Remote Learning

Remote learning is based on semester enrollment and is not designed for temporary or short-term absences. In submitting their enrollment commitment form in August, parents chose their enrollment preference for the first semester, through January 22nd. While there may be some very unique circumstances that may require a student to make a transition from in-person to remote learning, these transitions are discouraged. The District and its teachers are working hard to support, nurture and maintain the connections and relationships among students, teachers and classmates that are so critical to strong levels of engagement and learning. For a more complete overview of Remote Learning, please read our District 39 Reopening Plan.

Absences

In the event a child will be absent, parents are required to contact the school nurse before 8:30 a.m. and state the reason for the child’s absence. If parents fail to notify the school about an absence, the school will attempt to reach the parents within the first two hours of the session start. If the parents cannot be reached to verify the absence, for safety reasons, the school will then notify the local police.

When a student has an excused absence, the student’s homeroom teacher generally assembles the work and has it ready to be sent home. As with all absences, it will be expected that the student who is absent from an in-person instructional day (and/or the student’s family) works with the student’s teacher(s) to obtain assignments and complete essential work so that the student maintains academic progress, depending on the severity of their symptoms.

Within our elementary program, a student’s make-up work will be completed asynchronously at home. Within our 5th-8th grade program, students can often access work directly via Schoology. Students will be afforded the same number of days to make up missed work as the number of days they had an excused absence. Tests and quizzes will be rescheduled with the teacher within a reasonable timeframe. Please encourage your child to communicate with his or her teachers if he or she is struggling to make up work due to illness or absence.

While livestreaming of in-person lessons will not be provided for an in-person instructional day absences, academic support is available to the student upon request through an end-of-day check-in period.

In order to return to school, the student (and their siblings) must follow the Return to School procedures outlined above.
Please note that students cannot move between in-person and remote learning without the consent of the Principal. This includes while a student may be on a planned non-medical absence.

**Excused Absences and Release from School**

Students are excused from attendance for reasons of ill health or for a temporary emergency. Students who are absent frequently or for long periods of time must have their absence endorsed by a physician. Those students unable to attend for an extended period of time due to illness and who are not able to participate in remote learning may qualify for home tutoring services. Questions about eligibility for home-based services should be directed to the Director of Student Services. COVID-19 related absences are addressed in the Health and Safety Considerations section of our District 39 Reopening Plan.