



PROCEDURES RELATING TO MANDATORY HEALTH AND SAFETY PROTOCOLS

The requirements identified in these procedures apply until further notice to all individuals who are present on cooperative/school grounds, including students, employees, parents/guardians, and other visitors.

1. Face Coverings

- a. An appropriate face mask must be worn by all students and employees, unless a valid exemption applies and appropriate exemption procedures are followed.
- b. An appropriate face mask must be worn by all visitors. If an individual with a disability may require an accommodation relating to this requirement, the individual should contact the cooperative office prior to the visit.
- c. Masks must be worn over the nose and mouth at all times in cooperative/school buildings (even when social distance is maintained), except while eating during an approved meal or snack time. In addition, masks must be worn over the nose and mouth at all times on cooperative transportation (including but not limited to school buses).
- d. The cooperative will provide face masks for students and employees.
- e. Students and employees may choose to wear their own face masks in lieu of cooperative-provided masks, provided that the following criteria are met. Face masks worn by visitors also must meet these criteria.
 - i. The cost will be the responsibility of the student, employee, or visitor.
 - ii. The mask must be close-fitting to the face, and must cover the nose and mouth.
 - iii. The mask must be made of an appropriate tightly-woven material.
 - iv. The cooperative reserves the right to disapprove any face mask the cooperative determines to be inappropriate or unsafe, in the cooperative's discretion. In that event, the student or employee will be required to wear a mask provided by the cooperative. Visitors wearing inappropriate or

unsafe masks may be excluded or required to wear a mask provided by the cooperative as a condition of entry/participation.

- v. Masks are subject to the cooperative's policies and procedures on student and employee appearance and dress, and visitors' conduct on school grounds. Masks with inappropriate pictures, symbols, or words will not be permitted.
- f. Face masks are not required outside if social distancing (i.e., 6-foot physical distance) is maintained. Face masks must be worn outside when social distancing is not possible.

2. Exemptions

- a. Students or employees may be exempted from wearing a face mask if a mask is medically contraindicated and all of the following conditions are met:
 - i. The individual provides a physician's note identifying: the condition that precludes wearing a face mask, how the condition affects the individual's ability to wear a face mask, and whether a face mask can be worn for any period of time.
 - ii. Employees or parents/guardians (as applicable) may be required to provide additional information requested by the cooperative in order for the cooperative to determine whether the exemption is valid, whether other/additional personal protective equipment (PPE) should be used, and/or whether the employee or student is able to safely attend work/school.
- b. Students and employees who are unable to wear a face mask may be required to wear a face shield unless medically contraindicated. Other alternate health/safety protocols may be required as well.
- c. An individual who is unable to wear a face mask or face shield may be excluded from school/work if the cooperative determines exclusion is warranted due to health/safety considerations.
- d. With prior approval from administration, certain employees may be permitted to wear a face shield in lieu of a face mask during instruction when a student requires facial visualization for instruction and communication.

3. Accommodation

The cooperative complies with the *Americans with Disabilities Act* and the *Illinois Human Rights Act*, including requirements relating to reasonable accommodation. If an individual with a disability requires an accommodation relating to mandated health/safety protocols, the individual should notify the program director or cooperative office.

4. Temperature Checks and Symptom Screening or Self-Certification – Cooperative and School Buildings

- a. When entering any cooperative or school building, each individual must [*select one* – submit to a temperature check and symptom screening, *or* provide written/electronic self-certification that the individual is free from symptoms of COVID-19].
- b. Individuals who have a temperature greater than 100.4 degrees Fahrenheit (or 38 degrees Celsius) or currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter cooperative buildings.
- c. [*Add procedures for temperature checks and symptom screening, or self-certification. If self-certification is used, include the following:* For students, a parent or guardian must complete the self-certification form on behalf of the student.]

5. Temperature Checks and Symptom Screening or Self-Certification – Cooperative Transportation

- a. When entering any cooperative transportation (including but not limited to school buses), each individual must [*select one* – submit to a temperature check and symptom screening, *or* provide written/electronic self-certification that the individual is free from symptoms of COVID-19].
- b. Individuals who have a temperature greater than 100.4 degrees Fahrenheit (or 38 degrees Celsius) or currently known symptoms of COVID-19, such as fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea, may not enter cooperative transportation.
- c. [*Add procedures for temperature checks and symptom screening, or self-certification. If self-certification is used, include the following:* For students, a parent or guardian must complete the self-certification form on behalf of the student.]

6. Hand Hygiene

- a. Individuals should avoid touching the faces of themselves or others.
- b. Hand sanitizers will be installed in every classroom. Students and employees must sanitize hands upon entering and leaving the room.
- c. Hands should be washed often with soap and water for 20 seconds. Hand hygiene should be performed after blowing one's nose, coughing, or sneezing; following restroom use; and before and after eating.

7. Limits on Gathering

It is prohibited for more than 50 individuals to gather in one space. Employees, students, and visitors must adhere to directives relating to gathering limits.

8. Social Distancing

- a. Social distancing must be observed to the extent possible.
- b. Students, employees, and visitors must comply with cooperative/school directives relating to physical separation, hallway traffic-flow, and line protocol.

9. Failure or Refusal to Follow Protocols

Employees, students, and visitors who fail or refuse to comply with health/safety protocols may be excluded from cooperative/school grounds and school-related activities until compliance is achieved. In addition, employees and students will be subject to discipline for non-compliance.

10. Updates to Procedures

These Procedures may be revised at any time in the cooperative's discretion, which may include (but is not limited to) revisions to address changing conditions or updated directives and guidance from State and local authorities.

11. Notice of Policy Provisions

Board Policy 4:180 (Pandemic Preparedness and Health/Safety Protocols) states in relevant part as follows:

Health and Safety Protocols

Employees, students, and visitors must comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.

The Executive Director or designee will notify employees, parents/guardians, and students of this policy and the governing procedures and protocols.

Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that the individual supplies appropriate and sufficient medical documentation and complies with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.

Employees, students, and visitors who fail or refuse to comply with health/safety protocols may be excluded from cooperative/school grounds and school-related activities until compliance is achieved. In addition, employees and students will be subject to discipline for non-compliance.

Board Policy 7:190 (Student Behavior) states in relevant part as follows:

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

22. Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.
 - a. The Executive Director or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.
 - b. Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.
 - c. Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.