



**Hillel Torah**  
בית ספר הלל תורה

# HILLEL TORAH SAFETY POLICIES 2020/2021



## OUR GUIDING PRINCIPLES

- Physical Health and Safety
- Emotional/Social Wellbeing
- Academic Learning
- Balanced, Holistic Perspective
- Partnership, Working Together
- Flexibility

## MEDICAL ADVISORY COMMITTEE

Elana Blivaiss, Pediatric Nurse Practitioner  
Dr. Leah Finkel, Pediatric Emergency Medicine  
Dr. Ben Katz, Pediatric Infectious Disease  
Dr. David Marmor, Cardiologist  
Dr. Ken Polin, Pediatrician  
Dr. David Schreiber, Child Psychiatrist  
Neeli Sudin, Family Nurse Practitioner

## OUR FOUR LEVELS OF SAFETY



Symptom Screening/Keep Symptoms Out



Physical Distancing



Mandatory Masks



Increased Sanitation and Hand Hygiene

## MULTI-FAMILY CARPOOL

All carpools must register with the school.

If carpooling with another family, all passengers and drivers should distance to the degree possible and wear a mask while in the car.

When possible, the vehicle windows should remain open.

For contact tracing purposes, we ask that you do not take other children in your car who are not registered as part of your carpool unless you have received advance permission from the school.

## VISITORS TO THE BUILDING

Minimizing the number of visitors in the building will help support social distancing and contact tracing.

Nonessential visitors, including parents, are not be allowed in the school building. Essential visitors are only allowed into the school building with prior approval. This may include vaccinated individuals in a distanced, safe manner at occasional school events.

All visitors will be surveyed through the PickUpPatrol app by a school employee to verify that they do not have any COVID-19 symptoms.

Any essential visitors to the school will be required to follow physical distancing, hand hygiene, and mask policies.

Parent volunteers and give/get opportunities in the school building will be very limited this year.

## SPECIAL PROGRAMS

Special programming such as field trips, extracurricular activities and after school programs may occasionally be held within safety guidelines and with approval from the medical committee. These will be decided on a case by case basis.

**\*\*The policies outlined in this document are subject to change along with the ongoing changes to medical and state guidelines. We are committed to being as flexible as possible to make all adjustments necessary to continue to provide our students with the education they need in a safe, healthy environment.\*\***



## ARRIVAL & DISMISSAL - GRADES K - 8

- Each day, before coming to school, parents will self-certify that their entire household is symptom free (as detailed on page 8) with the easy to use PickUpPatrol app. If any household member has a symptom, the entire family will need to stay home from school until a COVID-19 diagnosis has been ruled out.
- Arrival is between 8:15 and 8:45 am, there is no early Minyan for 7th and 8th grade.
  - Drive in through the parking lot from Touhy and use the circular drive to drop off your child(ren).
  - During drop off, everyone in the car must be wearing masks.
  - Upon arrival, symptom self-certification will be checked.
  - Students will not be allowed to enter the building without confirmation of the self-certification.
  - For students who do not pass the screening, the school nurse will follow up with the parents with further instructions.
  - Anyone arriving after 8:45 must walk their children to the door and show their completed app to the guard before entering.
- Once in the building, students will proceed directly to their classroom, where their teacher will be waiting to greet them. Staff members oversee and assist students walking from drop off to their classroom.
- Dismissal is between 3:30 - 4:00 pm.
  - Students will stay in their classroom at dismissal time and will be sent to the front when their car has arrived.

## ARRIVAL & DISMISSAL - PRESCHOOL

- A teacher will greet you at your car, confirm your self-assessment symptom screening, and then walk your child to their classroom where a teacher will be waiting to greet them.
- Early drop off is either at 8:00 am or 8:30 am at the Monticello school doors.
- Regular drop off is curbside between 8:50 and 9:05 am.
  - Pre-Nursery students will have a drop off line along Monticello.
  - Nursery students will pull into the alley off of Monticello and turn into the circular driveway
- Masks must be worn by all adults and children ages two and older in the car.
- At 1:00 pm dismissal, Nursery will be dismissed through school doors on East Prairie and Pre-Nursery through school doors on Monticello.
  - Children will remain inside the building, the parent/caregiver will come to the door, check in with a teacher and the children will be dismissed one at a time to each caregiver.

# PHYSICAL DISTANCING



Based on the CDC's recommendation that limiting close contact is the best way to limit the spread of COVID-19, we have implemented physical distancing practices both inside the building and in outdoor spaces.

- The entire daily schedule has been re-worked to enable social distancing between student cohort groups throughout the school day. In grades PN-4 each class is their own cohort, and in middle school each grade is considered a cohort. Students remain within their cohort the entire day, including tefilla.
- In the preschool setting we focus on respiratory etiquette, handwashing, and increased frequency of routine cleaning of high touch surfaces.
- Students in grades 1-8 each have an assigned desk in the classroom. In middle school, the shared tables have been replaced with individual desks.
  - Seating and/or desks are forward facing and separated at least 3' - 6' (avg 5') apart to comply with WHO and CDC guidelines.
  - Excess furniture has been removed from all rooms to allow for more space.
  - Students each have individual school supplies. If items must be shared, they will be sanitized before and after use.
- K-4 classes will remain in the same classroom all day and will start the year without lockers.
- In the middle school, movement from classroom to classroom will be minimized.
  - Each grade is in only 2 - 3 different classrooms throughout the day.
- Windows and doors in the classroom will be kept open as much as possible.
- Teachers will utilize outside spaces throughout the day when possible. We have purchased tents to help facilitate outdoor spaces for learning, lunch, etc.
  - Transitions between periods is staggered and locker usage is staggered to alleviate hallway crowding.
- Recess is staggered.
- Restroom usage is staggered with a limited number of students allowed in the restroom at one time.
- There is signage throughout the building to communicate, promote and enforce physical distancing.

## LUNCH & SNACKS

We recognize that lunch and snack time can be challenging since masks cannot be worn.

- Students are at least 6' apart while eating lunch and snack.
- We are utilizing classrooms and other locations within the school as temporary lunch-rooms to facilitate the 6' distance while eating lunch.
- Students will eat lunch and snacks outdoors when possible.
- Any lunch area used by multiple groups is disinfected between groups.
- All school provided Hot Lunch meals are served in single serve containers with all disposable utensils.
- Teachers continually reinforce no sharing of any food or drinks.
- Hand sanitizer is used both before and after eating

# MASKS AT SCHOOL



There is strong evidence that wearing a mask, which covers the mouth and nose, is an effective strategy in controlling the person to person spread of COVID-19.

- All students, teachers, staff, and visitors ages two and older must wear a mask while in the building, even if social distancing is maintained.
- Masks must be used at school. No bandanas, or athletic types of face coverings are allowed, gaiters are allowed only if they are at least double layered. Additionally, masks cannot have a valve.
- At arrival, masks should be in place prior to getting out of the car; at dismissal, masks should remain in place until seated inside the car.
- Masks must cover the nose and the mouth, and fit snugly against the sides of the face.
- Masks can be removed while eating and drinking.
- Masks can be removed outdoors if social distancing (>6 feet) can be maintained.
- Teachers will schedule “mask breaks” for students throughout the day outdoors or while at least 6’ apart.
- The school recognizes that wearing a mask may be difficult for students in the pre-nursery and nursery programs and will work with the students and parents to help create the safest classroom environment.

# HAND HYGIENE



Hand hygiene is recognized by the CDC as one of the best ways to protect oneself from getting sick.

- Everyone in the school building will be instructed to wash or sanitize hands frequently.
  - Upon entering the building.
  - Upon entering or exiting a classroom.
  - Prior to eating.
- There are hand sanitizer dispensers in every room in the school as well as at every entrance/exit.
- Students are taught proper hygiene techniques.
- All restrooms, including the four that were fully remodeled, are outfitted with touchless toilets and urinals (new bathrooms only), sinks, paper towel dispensers, and soap dispensers.
- There are signage reminders throughout the building regarding proper hygiene and safety.

# CLEANING & DISINFECTING

There is frequent cleaning and disinfection to reduce the risk of exposure to COVID-19.

- We follow the specific sanitation procedures recommended by the CDC, IDPH, and local health departments.
- There is additional sanitizing throughout the day of high touch surfaces.
- Desks are sanitized before students eat.
- There is additional deep cleaning each night following all CDC, IDPH, and ISBE guidelines.
- All water fountains are closed and were replaced with water bottle filling stations.
- HVAC filters throughout the building have been upgraded to Merv 13 filters in order to improve the air quality in the building.

# TRAVEL POLICY

Hillel Torah will follow the guidance from the Illinois Department of Public Health (IDPH) in regards to returning to the school building after travel for students, teachers and staff.

Chicago has issued a travel order that divides states into 2 zones: orange and yellow. The zones are based on numbers of daily Covid cases per 100,000 residents. Current information on the status of each state is available at <https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

- Travel to an ORANGE state requires testing after 3 full days of returning home or 10-day quarantine upon returning home.
- Travel to a YELLOW state does not require testing or quarantine.
- If the state turns ORANGE while away, you will need to follow guidelines as above.
- International travel requires testing after 3 full days of returning home (in addition to following CDC guidelines for re-entry) as well as a full 7 day quarantine before return to school.
- The only exception to this would be for students who have had positive Covid results within the last 90 days and for staff members who are fully vaccinated.
- According to CDC recommendations, vaccinated individuals do not need to quarantine after travel. Quarantine guidelines for unvaccinated individuals have not changed.

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**We ask all Hillel Torah families to follow CDC, state, and local guidelines while outside of school to help protect the entire community.**

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# IN PARTNERSHIP WITH OUR PARENTS: Preventative Measures and Health Monitoring



It is essential that parents do not send their children to school and staff do not come to school if they are displaying any symptoms including:

## SYMPTOMS

- |   |                              |                      |
|---|------------------------------|----------------------|
| * Fever or chills (>100.4 F, 38.0 C)          | * Muscle or body aches       | * Nausea or vomiting |
| * Cough                                       | * Headache                   | * Abdominal pain     |
| * Shortness of breath or difficulty breathing | * New loss of taste or smell | * Diarrhea           |
| * Fatigue                                     | * Sore throat                |                      |
|   | * Congestion or runny nose   |                      |

Due to the contagious nature of COVID-19, we will be following the CDC and ISBE guidelines of symptom screening self-certification for all students and staff prior to entering the building.

- If a symptom or illness is reported, the school nurse will follow up with the individual family regarding what measures to take in order to return to school in-person, based on CDC guidelines.
  - The school nurse will follow up with students on a daily basis when they are absent from school with any COVID-19 related symptoms.
- If a student exhibits symptoms during the school day, the school nurse will be notified and the student will immediately be separated from others in a designated area to wait to be picked up.
  - The designated quarantine room will allow 6 feet of distance should there be multiple people in the room at one time.
  - When interacting with students who may be sick, the school nurse and all staff will follow CDC guidelines and precautions.
  - The parents will be notified and the student will need to be picked up.
  - The school nurse will provide parents guidance on next steps.
- In addition to our standard immunization policy, all students are required to get a flu shot prior to November 1, 2020, unless documented as medically contra-indicated.

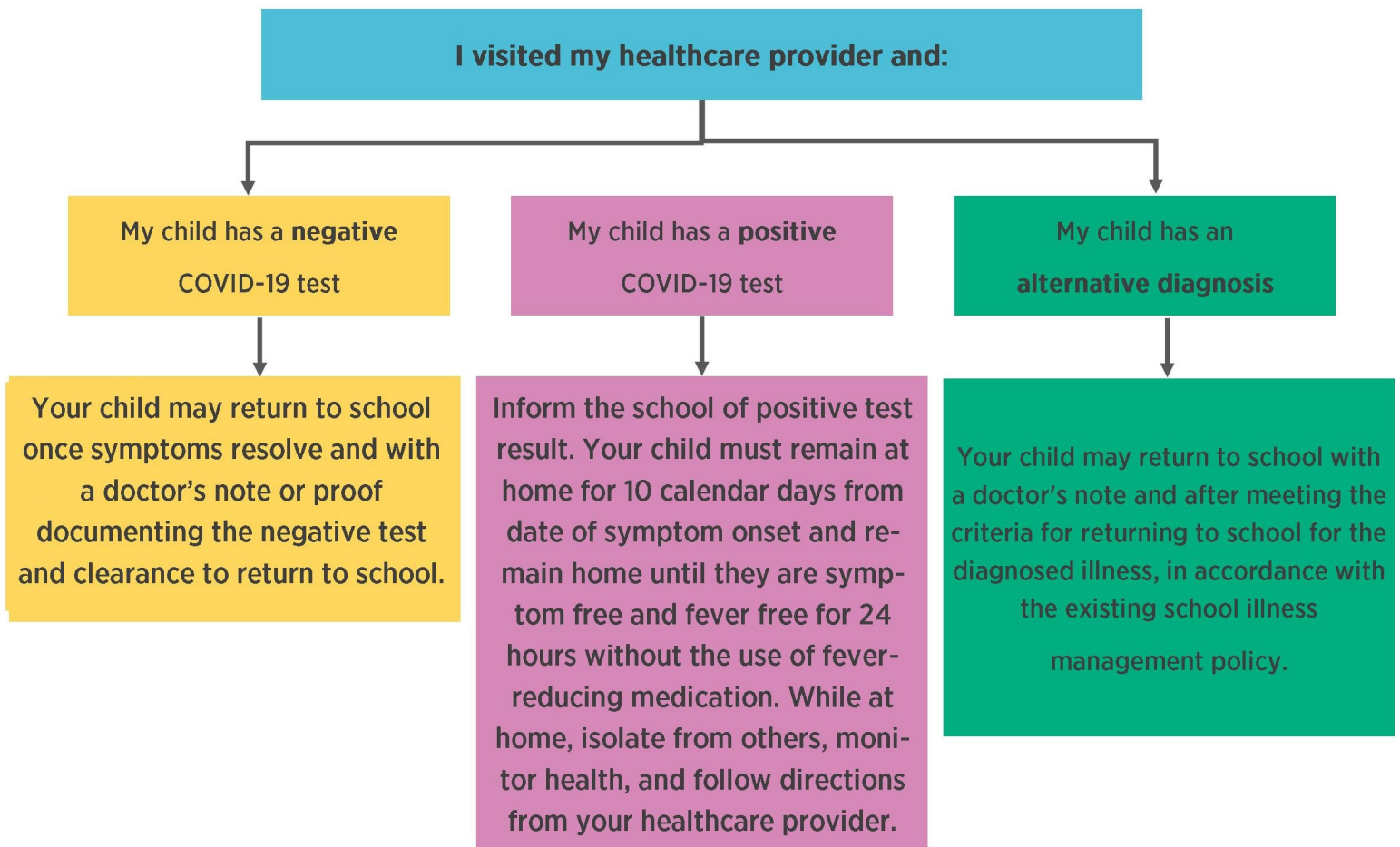


# IN PARTNERSHIP WITH OUR PARENTS: What Should I Do If . . .

## If your child has a COVID-19 symptom (listed on page 8):

- Your child (and any siblings in the school) must stay home from school while you check with your healthcare provider for further guidance, evaluation and a possible COVID-19 test
- If you choose not to be evaluated by a healthcare provider:
  - your child (and any siblings in the school) must remain at home for 10 calendar days from the date of symptom onset and remain home until he/she is symptom free and fever free for 24 hours without the use of fever-reducing medications
  - OR you may get a COVID-19 test and provide proof of a negative test to the school nurse.

While at home, if your child feels up to it, he/she will be able to zoom into the classroom for simultaneous remote learning (for grades 1-8).



## If an individual is vaccinated:

According to CDC recommendations, vaccinated individuals do not need to quarantine after an exposure to someone infected with Covid 19, if they remain asymptomatic. Quarantine guidelines for unvaccinated individuals have not changed.

If a vaccinated individual does display symptoms of Covid 19, it is still recommended that they be evaluated and tested for Covid despite their vaccination status.

# IN PARTNERSHIP WITH OUR PARENTS: COVID TESTING

## If you determine that your child requires a COVID 19 test:

- Our medical committee has approved the use of rapid Covid tests ONLY in cases of safe travel to an ORANGE state after 3 days of returning home. Rapid tests are approved only when travelers follow all safety guidelines during their trip and remain asymptomatic throughout.
- Anyone with a COVID exposure or individual or household symptoms MUST get a COVID test. The school nurse will follow up with students on a daily basis when they are absent from school with any COVID-19 related symptoms. Certain symptoms require a PCR test while for others, a rapid test may be approved.
- The schools' BinaxNOW rapid tests are approved only for symptomatic use for certain symptoms and not for return from travel. The school nurse will give guidance on what type of test is required.

## BinaxNOW Rapid Test - Based on guidance from Abbott and our medical committee, the following are the protocols for our use of the BinaxNOW tests:

### Criteria to qualify for a rapid test:

- 1-2 mild symptoms such as runny nose/congestion, sore throat, headache, or mild abdominal pain or diarrhea.
- Enrolled as a preschool-8th grade Hillel Torah student, or parent or sibling of a current student.

### When is a rapid test available:

- The rapid test can be done anytime AFTER morning drop off (earliest 8:45am) and only during the school day, by appointment only.

### What is the process for rapid testing?

- Email the nurse with the specific symptoms and she will determine whether you qualify.
- If you qualify, the nurse will set up an appointment time for the test.
- At the appointment time, the nurse will meet you at your car, in the turnaround in front of the main building. Preschool students will also need to come to the main building.
- The nurse will administer a nasal swab and process the test which takes 15 minutes.
- Parents and children are asked to wait in their car for 15 minutes while the test is processing.
- If a child has a negative test, he/she will still need to stay home from school until their symptoms improve, but siblings will be able to attend school that same day.
- The Abbott test protocol requires that anytime a child needs to be swabbed in school, a parent must be present for the test to take place.
- The BinaxNOW tests are only approved for use with symptomatic individuals and are not approved for screening asymptomatic individuals.

## Notifying the School of a Covid 19 Positive Result

In the event you have a positive Covid case in your household, notify the school by emailing [ariele.fox@hilleltorah.org](mailto:ariele.fox@hilleltorah.org) and write COVID POSITIVE in the subject of the email.

We ask that you notify the school first, before you inform friends and classmates. It is imperative that the school is able to obtain all of the necessary information, take the time needed to contact trace appropriately, and send out formal notifications with accurate information and instructions to the parent body to prevent misinformation spreading around the school.

# IN PARTNERSHIP WITH OUR PARENTS:

## Exposure Protocols

### Contact Tracing

In the event of a case of COVID-19 within the school community we will inform local health departments and we will notify parents/staff who may have been exposed while maintaining appropriate privacy for the individual(s) with a positive diagnosis. We will additionally send an email to all parents/staff that there was a confirmed positive case in the school community.

We do ask for permission to disclose the name of the individual who tested positive when informing the school community about the case. By identifying and publicizing the individual's name who tested positive, it allows for more thorough and safer contact tracing, and will hopefully also help destigmatize the virus. Of course we will only disclose this information with explicit permission from the individual that tested positive.

An exposure or close contact is defined as an individual who spent time closer than six feet for at least 15 minutes with an individual who has tested positive.

- Anyone in a student's classroom cohort is considered a close contact. In the event that a whole class needs to quarantine, learning will continue remotely via Zoom.
- Siblings, carpools and other persons reported by parents are considered a close contact.
- Teachers in grades 1-8 are often not considered a close contact as they will maintain the necessary 6' physical distance from students.
- Contact tracing is a tedious process that will begin immediately upon notification of a COVID positive result. The school nurse will speak to all individuals involved in order to determine who is a close contact.
- The school nurse and administration will work closely with the local health department to guide us on the level of risk in regards to community transmission and at what point we may need to close the building.

If a student or staff member is informed that they are a close contact with a positive case, they must quarantine.

- If the individual has NO symptoms, quarantine for 10 days after the last exposure to contact, or 7 days with a negative PCR test.
- If the individual develops symptoms during quarantine, he/she must get a PCR test, or quarantine for 10 days from symptom onset.

If a student or staff member has a household contact that has a positive COVID-19 test, they must quarantine.

- If the individual has NO symptoms, quarantine for 10 days after the last exposure to contact.
- If the individual develops symptoms during quarantine, he/she must get a PCR test, or quarantine for 10 days from symptom onset.

# HILLEL TORAH COMMUNITY PLEDGE

We ask that all Hillel Torah families commit to the Hillel Torah Community Pledge. The goal of the pledge is to create an ongoing safe and healthy school environment for our students and staff. In addition to our Safety Guidelines that apply to IN-school procedures, we ask for your commitment to follow these OUT-of-school procedures, as well. Your family's strict adherence to this pledge is imperative to maintaining the health and continued wellbeing of our school community.

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## PLEDGE

As Hillel Torah community members, we pledge to:

- Social distance in group situations or in public spaces.
- Wear masks indoors and outdoors when social distancing cannot be maintained.
- Undertake responsible hand-washing/sanitizing.
- Inform the school if anyone in our immediate family has been in contact with someone who has COVID-19.
- Inform the school when someone in our immediate family shows any of the COVID-19 symptoms outlined by the CDC.
- Inform the school if anyone in our immediate family contracts COVID-19.
- Follow all state travel guidelines.

**We ask that you and your family members please review and commit to this pledge, as well as the guidelines outlined herein. We thank you in advance for your help in keeping our community strong, healthy, and connected in these unprecedented times.**

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\*\*\*This document is a guide for school reopening and COVID-19 policies relating to the COVID-19 pandemic. This guide should not be taken as medical advice to anyone. Medical advice and direct medical care should be handled by a certified medical provider. \*\*\*

# SUPPORTING OUR FACULTY

The safety of our faculty and staff is of utmost importance as we return to in person learning.

- The school provides faculty and staff with all of the necessary PPE including regular masks, clear masks, face shields and protective glasses.
- If individual teachers have a specific need (such as a protective barrier or microphone), the school will work with them to provide what is needed to ensure their safety.
- Faculty and staff should not remain within 3'-6' of students and each other for more than 15 min at a time.
- Faculty and staff are provided with additional work and lunch/break spaces to enable appropriate social distancing, including outdoor break space. During August in-service, all staff and faculty will be trained in the new policies and procedures.
- Faculty are provided with ongoing professional development in strategies for teaching and meeting needs of students in a remote and hybrid learning environment.

**Safeguarding the health and safety of our students and staff is our top priority.**

**Our primary focus is to ensure a safe environment from a medical, operational, and educational perspective.**



## ADMINISTRATION

Rabbi Menachem Linzer, Principal

Tamar Friedman, Director of Judaic Studies

Karin Felix, Director of Admissions

Miriam Kopelow, Director of General Studies

Ed Plotkin, Director of Development

Dov Shandalov, Business Administrator

Jennifer Wasserman, Director of Early Childhood

Aron Wolgel, Director of Student Services

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