

**Mulberry School**  
**Back to School 2020-2021 Guidelines**  
(Based off of CDC and IL Phase 4 Guidelines)

**This is our in-person learning guide. If your family is interested in remote or hybrid learning, please reach out to [info@mulberryschool.org](mailto:info@mulberryschool.org).**

**Basic Guidelines:**

- **Masks - EVERYONE - all students, teachers/staff, and parents will wear masks while inside.**
  - Reusable masks should be washed daily. Disposable masks should be replaced every day.
  - Students who are medically exempt will need a note from a doctor.
- When a student refuses to wear a mask, Mulberry will take the student's age and student's special circumstances into consideration. The following strategies will be used:
  - Teachers will work one-on-one with students to remind them and practice how to wear their mask.
  - Different types of face coverings will be attempted.
  - Parents will be informed and included throughout this process.
  - If a student repeatedly refuses to wear a mask and all options have been attempted, the parents will be contacted to pick up their student.
- Classes will social distance to the greatest extent possible.
- Hand washing and sanitizing will be increased throughout the day.
- Increased cleaning routines (door handles, table tops, chairs, bathrooms) throughout the day.
- Temperature checks and symptom screenings will be done before anyone enters the school.
- No more than 50 people will ever be in one space.
- All employees will go through training on these new guidelines.
- Signage will be posted at the school that promotes mask wearing and hand washing.

**Arrival:**

- Employees - take temperature check and symptom screening daily upon arrival.
- Students will be dropped off at the overhang of the school.
- Staggered Arrival Times for classes
  - 8:45 a.m. drop off for Jr K/Kindergarten & Multi-age
  - 9:05 a.m. drop off for Full Day Preschool classes
  - 9:15 a.m. drop off for Half Day & 3 Full Day Preschool classes
- If a student is unable to arrive at this assigned class time, they will need to wait and be dropped off at 9:30 a.m. They will be buzzed in and temperature check and symptom screening will be held before entrance to the building is allowed.

**Pick Up:**

- Teachers will bring all students outside each day for pick up.
- Staggered Pick-up Times for classes
  - 11:45 a.m. pick up for Half Day class
  - 2:55 p.m. pick up for Jr K/Kindergarten & Multi-age classes
  - 3:05 p.m. pick up for Full Day Preschool classes
  - 3:15 p.m. pick up for 3 Full Day Preschool class
- If your child is not picked up by the time the next group of students is ready to come outside for pick up, your student will be taken to Aftercare.
- If you will be picking up your student before their scheduled time above, please email [info@mulberryschool.org](mailto:info@mulberryschool.org) or call (309) 862-0510 to make arrangements.

**General School Day & Classrooms:**

- Classes will be self-limited as much as possible. Drop-off, pick-up, lunch, and recess times will be limited to two classes at a time.
- All preschool classes are limited to 10 students. Elementary classes are limited to 12.
- Every student will have their own personal supplies to use during class.
- There will be midday temperature checks for employees and students.
- No field trips are permitted.
- Windows will be opened to allow fresh air and help circulation whenever possible.
- The drinking fountain will be bagged off and only the bottle refill station will be available.
- Rest time blankets and pillows will be taken home and washed by families weekly.

**Outside Learning:**

- Classes will be outside and utilize the school yard, outdoor classroom, school playground, and circle green space when it is possible. Please send your child in weather appropriate clothing.
- Students will not go outside if the temperature is 95 degrees and/or a heat index of 102 or higher or if the temperature or windchill is below 10 degrees.
- Children will need appropriate clothing as the school will not have extra clothing that can be loaned out this year.

**Lunch & Snacks**

- A seating chart that maintains social distancing will be created.
- We will utilize the lunch tables, kitchen counter, and picnic tables outside.
- Students will have assigned seating.
- Employees will be diligent about allergies and safety when setting up seating charts.
- Students will clean their hands before and after eating.
- Students will be allowed to remove their masks while eating and drinking.
- Employees will clean and disinfect the space before and after each snack or meal.
- The school's microwave will not be available for use.
- Students should bring cold lunches or lunches kept warm in a thermos or insulated lunch box.

**Hallways & Cubby**

- Only two classes will be allowed in the transitional/hallway spaces at one time.
- Directionals will be added on the floor throughout the school to help with traffic flow.
- Each student will have an assigned cubby (these will be spaced apart to the greatest extent possible).
- Each child should bring a couple changes of clothes, extra masks, and sunscreen, for their cubby.
- Their lunch, snack, and water bottle will be stored in their cubby each day.
- Please label and send coats, snow pants, hats, gloves, and boots for outdoor play in all weather.

**Handwashing:**

- Teachers will set up a regular schedule of handwashing breaks. At a minimum students and staff will be washing their hands before entering class, at a morning break, before and after eating, before and after recess, at an afternoon break, and before pick up. Teachers will also encourage handwashing at other times when they feel it is needed.
- Teach kids to properly wash hands and supervise when doing so (water, soap and scrub for 20 seconds, rinse, and dry). Encourage children to sing the ABCs or "Happy Birthday" once or twice each time to reach 20 seconds.
- Staff will turn on water, all students will wash their hands and dry, the staff will turn off the faucet.

- There will be hand sanitizing stations throughout the school. All of our PreK classrooms have a sink and their own bathrooms with another sink as well. Our teachers will promote hand washing over hand sanitizing.

### **Bathrooms**

- Each classroom will have an assigned bathroom they will regularly use.
  - The full day preschool classes will utilize the bathroom in their classrooms.
  - Jr K/Kindergarten will utilize the front bathroom.
  - Multi-Age and Half Day Preschool classes will use the bathroom in the back hallway.
- Bathrooms will be cleaned regularly throughout the day.

### **Parents**

- Parents' access to the building will be limited. Parents will not be allowed inside while school is in session, without approval. This is a temporary situation and will be re-evaluated throughout the year.
- Mulberry will make an effort to provide parent volunteer opportunities that do not require parents to be inside our building during the school day.
- Parents are welcome to join classes for outdoor learning, per a teacher request.
- We are committed to our co-operative roots and will hold parent meetings and special events virtually to the greatest extent possible.

### **Cleaning**

- The school will be cleaned every evening.
- High touch areas (door handles, table tops, chairs, bathrooms) will be cleaned throughout the day. A daily schedule will be established that staff can use to maintain consistent daily cleaning.
- Each classroom will have disinfecting wipes, hand sanitizer, and/or a safe disinfectant spray that may be used to clean tables/desks.
- The school is very committed to providing a clean environment while also keeping our children safe from fumes and exposure to harsh chemicals.
- Additional cleaning supplies have been purchased for this year to help keep our school clean.
- Parent volunteers will be utilized throughout the year to help deep clean toys in classrooms.

### **Sickness**

- **If you are sick, please do not enter Mulberry School.**
- No student or employee will attend school while showing symptoms or actively sick. Including, but not limited to; fever, sore throat, cough, shortness of breath, nausea/vomiting, or diarrhea.
- If an employee or student comes down with symptoms of illness, they will be moved away from the rest of the students.
- A designated sick area will be established up front by Shawna's desk.
- All sick students will be moved to this designated area until they can be picked up. Students need to be picked up within 30 minutes of the school contacting parents or designated individuals. Students will be walked outside to parent or designated individuals.
- Employees/Students may return to school after being symptom free for 72 hours AND with doctor approval to return.

### **COVID-19 Specific Sickness**

- If an employee or student does contract COVID-19, Mulberry School should be contacted at [info@mulberryschool.org](mailto:info@mulberryschool.org) and (309) 532-4117 immediately.
- The employee or student should remain isolated at home for a minimum of 10 days after symptom onset. He/she can be released after being feverless and feeling well (without fever-reducing medication) for at least 72 hours, OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart.

- Anyone who knows they have been exposed to COVID-19 through an outside source is asked to self-quarantine for 14 days OR get tested before returning to school.
- If an employee or student is identified as being COVID-19 positive by testing, cleaning and disinfecting will be performed according to CDC guidelines.
- Anyone exposed will be contacted and school administration will make decisions on how to proceed. We will follow all guidelines set forth by the McLean County Health Department.

**Travel:**

- Mulberry asks that anyone that travels be very considerate of exposure to the school.
- Anyone who travels to a COVID hotspot, flies on an airplane, or leaves the country needs to self-quarantine for 14 days OR provide a negative COVID test that must be taken 4-7 days after travel.
- A COVID hotspot is defined by a location with sustained widespread community transmission.
- Please refer to this map to determine hotspots when traveling inside the United States  
<https://www.cdc.gov/covid-data-tracker/#cases>.

**Remote Learning:**

- Reasons the school might change to remote learning
  - A state mandate from Governor Pritzker requiring school to close.
  - A change in the Illinois Phase.
  - A class may go remote if a positive COVID-19 case has been discovered in that class or in the household of a class member.
  - There is a possibility the whole school will go remote if there are multiple COVID-19 positives in the school at the same time. The Board of Directors would make this decision.

**Mulberry School 2020-2021 School Year**

**I acknowledge that I have read, understand, and will abide by the above school guidelines.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Printed Name

\_\_\_\_\_  
Signature

**Please provide us the names and phone numbers of up to five individuals who can pick up your child from Mulberry School in case of sickness or emergency. Sick students **MUST** be picked up within **30 minutes** if symptoms appear during the school day.**

1. \_\_\_\_\_  
Printed Name and Phone Number

2. \_\_\_\_\_  
Printed Name and Phone Number

3. \_\_\_\_\_  
Printed Name and Phone Number

4. \_\_\_\_\_  
Printed Name and Phone Number

5. \_\_\_\_\_  
Printed Name and Phone Number