

Interim Guidance for Group Gatherings and District Sanctioned Travel through April 12, 2020

This information in Spanish, Chinese, Polish, Urdu, and Arabic will be forthcoming on cps.edu/coronavirus.

In light of the continued impact of COVID-19 (coronavirus) on our communities, Chicago Public Schools (CPS) has prepared restrictions for district events/group gatherings and travel. These restrictions are effective immediately and last until April 12, 2020, or until further notice.

[Group and Event Restrictions](#)

[Domestic Travel Restrictions](#)

[International Travel Restrictions](#)

Group and Event Restrictions:

1. Group gathering restrictions involving different school communities:

- Essential school activities involving students and school staff during the school day can proceed as usual (i.e. lunch periods, recess, etc.).
 - Sports competitions including CPS SCORE are suspended until further notice
 - Assemblies and field trips are non-essential and must be postponed.
- Restrict group settings of over 50 people outside of normal school activities or outside the school day. This means the group setting is canceled, rescheduled until further notice, or held virtually.
- Afterschool programming proceed as scheduled with the following conditions outlined below
- Group gatherings under 50 people must only occur when necessary. If the gathering must occur and cannot take place virtually, event organizers must take the precautions below:
 - If it is not possible to hold the gathering virtually, the following precautions must be taken for the gathering to occur. If these precautions cannot be followed, the gathering cannot occur:
 1. Invite essential personnel/attendees only; and
 2. Host the gathering in a space larger than the expected group to permit social distancing which is considered 6 foot radius; and
 3. Have hand sanitizer with at least 60% alcohol present at the meetings; and
 4. Set up efficient procedures (e.g., registration, food service, materials distribution, etc.) to keep people moving and avoid bottleneck lines and crowding; and
 5. Maintain accurate and legible attendance records of all meetings and gatherings that include: meeting date and time, attendee first and last name, affiliated organization/school, phone number, and email address.

2. Visitor restrictions at schools:

- Principals must limit any non-essential visitors to the school including Parent University. Vendors, service providers, and any other essential personnel who are required for the daily functioning of the school in alignment with legal requirements (e.g., FAPE, IDEA, Title IX) can continue to provide services as usual. Principals must follow the guidance on group gathering restrictions for visitors in schools.
- School-based health centers (SBHCs) may continue to operate with restrictions. Please note that SBHCs are limiting visits to appointment-only, restricting walk-ins, and referring those with flu-like symptoms to other locations. They are not conducting COVID-19 testing.

3. Use of indoor school spaces for cross school community meetings and events held by external organizations:

- Suspend all use of indoor school spaces on nights or weekends for cross school community meetings and events held by external organizations through April 12 or until further notice.

4. Participation in agency-related events:

- Participation in agency-related events that take place outside of the school (e.g., After School Matters and Safe Haven) are up to the discretion of the families and agencies. Please note we encourage our partners and agencies to follow our group restrictions guidelines.

5. Process for employees visiting other CPS facilities:

- While the majority of staff are stationary at a school or specific office location, many CPS staff move between our schools and facilities on a daily basis.
- Effective immediately, staff movement between CPS schools and/or CPS facilities is restricted to essential business reasons only. Essential business reasons include, but are not limited to, clinical and transportation services for students, security, food service, investigations, required building maintenance, deliveries, and supervisory activities.
 - Principals must exercise discretion when allowing access to their school building. Please consult with your network chief if you have any questions.
- When movement between schools/facilities is necessary, all staff must follow new district procedures to swipe in and out of each facility utilizing the 'itinerant' function on each Kronos clock. This will help us quickly access which employees were present at a particular facility on a specific day.

Interim Domestic Travel Guidance:

1. All school sanctioned trips beyond Chicago city limits, including sports, are canceled through the end of Spring Break. Additional guidance will be issued for travel post Spring Break in the upcoming weeks. CPS will evaluate contracts entered into by the district and by parents for school sanctioned international and domestic trips to determine how we may be able to assist parents with recovering funds from providers and assess options for reimbursement. Schools will need to

contact the School Support Center at extension 5-5800 and provide trip information to assist with our review of any existing contracts.

2. Schools must not issue new travel contracts, effective immediately, and for trips with already signed contracts, if vendors have not yet been paid, please contact purchasing@cps.edu or call extension 3-2280.
3. For personal domestic travel, employees should closely monitor [CDC Travel Guidance](#) for up-to-date travel restrictions and necessary health precautions. There are not currently domestic travel restrictions. However, you may be at higher risk of exposure if you travel to areas that have experienced COVID-19 outbreaks. If you or your travel companion(s) are at higher risk of severe illness, you should avoid all nonessential travel.

Interim International Travel Guidance:

1. All international travel on behalf of the district is canceled until further notice.
2. If you've traveled to a location, including airport layovers, with widespread community transmission of COVID-19 (Level 2 or 3 Travel Health Notices), stay home for 14 days after your return date. A paid leave of absence will be provided during this time for employees returning from a Level 2 or 3 location.
 - [Click here](#) for locations with Level 2 or 3 Travel Health Notices. Please continue to check these locations as they are updated regularly.
 - Please contact the Absence and Disability department at cpsloa@cps.edu or 773-553-4748 to inform them about your past, present, or future travel plans and arrange paid leave options.
 - Employees must report absences to direct supervisors. Discuss plans for coverage that is consistent with your school or department's process for addressing unplanned staff absences.
 - You do not need a doctor's note clearing you to return to work following 14 days at home without symptoms.
 - If you experience fever, cough, shortness of breath, and breathing difficulty upon returning from travel, please contact your medical provider immediately, and request a medical release to return to work after your symptoms have resolved.
3. If you have plans for personal travel to locations with widespread or sustained community transmission of COVID-19 (Level 2 or 3 Travel Health Notices), we encourage you to cancel or postpone your plans.
 - [Click here](#) for locations with Level 2 or 3 Travel Health Notices. Please continue to check these locations as they are updated regularly.
 - If you are unable to cancel or postpone your plans, you may not return to work until you have stayed home without symptoms for 14 days following your return home.