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**PRAIRIE CROSSING  
CHARTER SCHOOL**



CREATING NATURAL LEADERS



**Phase 4B  
Blended Learning  
Implementation Plan**

**Revised January 2021**

# Table of Contents

## Introduction

<b><i>I. Safety Requirements</i></b>	<b>2</b>
▪ Face Coverings/Hand Hygiene	
▪ Social Distancing	
▪ HVAC/Ventilation	
▪ Sanitizing Procedures	
▪ Medical/Illness Procedures	
<b><i>II. Instruction</i></b>	<b>4</b>
▪ A/B Group Schedule	
▪ Concurrent Instruction	
▪ Carpool	
<b><i>III. The School Day Processes and Procedures</i></b>	<b>6</b>
▪ Late Arrivals/Early Pick Up	
▪ Dismissal Procedure	
▪ Interior Hallways (Comstock/Carson)	
▪ Recess/ Outdoor Learning	
▪ Restrooms	
▪ Lunch	
▪ Drinking Fountains/Water Bottles	
▪ Grading	
▪ Attendance	
▪ Academic Intervention Plans	
▪ PBIS & Behavior Expectations	
▪ Student Discipline	
▪ Visitors	
▪ Field Trips	
▪ Drills/Lockdown	
▪ Special Occasions, Parties, Celebrations	
<b><i>IV. Remote Learners</i></b>	<b>8</b>
▪ Material Pick-up and Drop-off	
▪ Access to Technology	
<b><i>V. Student Services</i></b>	<b>9</b>
▪ Student Support Team (SST)	
▪ 504 Plans	
▪ Title I	
▪ English Learners	
▪ Special Education	
▪ Social Emotional Supports	
<b><i>VI. Extra Curricular</i></b>	<b>9</b>
▪ After Care/Enrich Me	
▪ Student Clubs/Sports	
<b><i>VII. References</i></b>	<b>10</b>
▪ Frequently Asked Questions for Phase 4B	

**By sending your child to school in person, you are indicating that you have read and understood the Phase 4B procedures.**

### ***Introduction***

This implementation plan serves as a companion piece to The Prairie Crossing Charter School (PCCS) Return To School-On Campus Plan. In this document, you will find more detailed descriptions and samples of a student's learning and clarify student expectations throughout Phase 4B of the On Campus Blended Remote Learning plan. This plan follows the guidelines given by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH). PCCS looks forward to welcoming students back on campus through an A/B Blended In Person/Remote model wherein half of our students selecting to attend in-person instruction will attend on Monday and Tuesday and the other half on Thursday and Friday. All students will be remote on Wednesdays. The bell schedule and other details are outlined below.

#### ***I. Safety Requirements***

Prairie Crossing Charter School must adhere to the guidance in [PA 101-0643](#), IDPH and Illinois State Board of Education Guidance, and [Executive Order 2020-40](#). As such, the school will implement the following procedures and protocols as students return to in-person learning:

#### **Face Coverings**

As required by IDPH, except while eating, face coverings must be worn at all times in school buildings even when social distancing is maintained. Students will be provided with one cloth mask per student. Families are responsible for providing their child(ren) with at least two washed masks per day. Students will take their masks home daily to be washed. Face masks should be worn outdoors in instances where social distancing cannot be maintained. Students who refuse to wear their masks appropriately or follow social distancing requirements will be sent home for the day. Continued refusal and non-compliance to the health and safety on campus may result in the student being suspended from the in person learning environment for violation of PCCS On Campus Procedures.

[Procedure for Face Coverings on School Premises](#)

[Face Covering Visual](#)

#### **Hand Hygiene**

To minimize spread of infection, students must adhere to a standard protocol of 20 seconds washing hands with soap and water. If soap and water are not readily available and hands are not visibly soiled, a sanitizer that contains at least 60% alcohol is an approved alternative. Each classroom and all common areas will be equipped with hand sanitizer stations.

#### **Social Distancing**

In all school buildings, social distancing must be observed. Social distancing means there is six (6) feet of space between each individual in the school.

[Procedure for Social Distancing](#)

#### **HVAC/Ventilation**

Staff will maintain air flow in their classrooms in Comstock and Carson with fans on and, weather permitting, outside windows and the clerestory (interior hallway windows) open as much as possible during the school day. Interior doors shall remain open as much as possible to improve ventilation and decrease touches to handles. Gym Ceiling vents and fans will remain open and on to improve ventilation of learning spaces. Wright School House windows (weather permitting), vents, and fans will all be kept on to improve ventilation of learning areas. In all buildings, air filtration systems have been upgraded for optimum air quality.

## **Sanitizing Procedures**

Each classroom will be outfitted with EPA approved cleaning supplies and disposable gloves. The staff will do periodic cleaning throughout the day as well as an end of the day cleaning after students are dismissed . Floors will be mopped daily and as needed.

[Daily Classroom Cleaning Checklist](#)

[Building Cleaning and Disinfection Protocols](#)

## **Medical/Illness Procedures**

### *Student Wellness Certification Procedure*

Parents/guardians will, each morning prior to the start of their student's school day, conduct a head-to-toe assessment of their child and take their temperature at home. In order to maintain a healthy campus, everyone must make sure their child is feeling their best and are safe to be around others when they come onto campus.

Please refer to the following document for guidance on how to best assess your child and certify understanding of our Certification Procedures.

[Procedure for parents to self certify their children](#)

### *Illness Tracking during carpool arrival*

All students will remain in their car until the designated carpool administrator signals for okay to exit. That student will go directly to their classroom's exterior door. The teacher or IA will be at the door with an infrared thermometer. Each student will be permitted to enter if their temperature is less than 100.4 F and they are not exhibiting any signs of feeling unwell. If the student has an elevated temperature greater than that threshold or appears to be under the weather, they will not be allowed in the classroom and are to go to the nurses' office. If the student arrived as part of a non-family carpool, then it may be necessary that the carpool cohorts go to the nurse as well. The nurse or designee will then quarantine the child(ren) in a space where they can be monitored safely until a parent picks them up. It is the expectation that the parent will pick up within a half hour, or another designated person will be contacted for pickup of that student.

[Procedure for Screenings](#)

### **When To See The Nurse**

Guidelines for health office visitation will be clearly posted in all classroom spaces. There will be a first aid box for teachers/IA's to utilize for minor cuts/scrapes. Staff will call the office if they are unsure or unable to give medical treatment. The RN and/or administrator on duty will triage either over the phone, via Zoom, or will go directly to the student location if the situation allows.

### *What to do if a student develops symptoms that correspond with possible Covid 19 diagnosis?*

If a student develops symptoms corresponding with possible Covid19 (fever, difficulty breathing, new onset loss of taste/smell, frequent cough, body aches, chills) they will be immediately separated from their classmates. The staff member in charge will put on gloves and take student temperature. The gloves will then be discarded and hands washed prior to calling the health office to notify of the ill student. The student will be directed to come to door A3 via Market Square. The student will enter door A3 and be met by RN/designee and triaged. The triage area will be equipped with all necessary PPE including gloves, masks, face-shields, goggles, isolation gowns and disinfectant supplies. The student will then be placed in a self-isolation bay visible to the RN/designee and a phone call made to the student's parent/guardian. The parent/guardian must come within 30 minutes to pick up the student or emergency contact will be utilized.

### *Isolation/Quarantine Space*

We have created a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Judgment of the nursing staff will determine who is placed in the quarantine space and the level of supervision (e.g., supervised by nurse or unlicensed personnel) required for persons within the quarantine space.

### *Pick up a Sick/Injured Child (Non-COVID-19 related)*

If a child feels unwell, or becomes injured, they will first notify their teacher/IA. Students will not be permitted to just “drop-in” the health office. The staff member will then call down to the health office and verify that the student is able to come. The student will then come to door A4. If it is determined that the student is best situated to go home, their parent/guardian will be contacted for pick up. The student will wait for their parent/guardian in the non-Covid health office. The parent will pick up their child by going to Market Square and meeting the nurse and/or student at door A4. The student will be signed out *by the RN or designee* via the LobbyGuard system.

### *Student Medication Administration*

Students will be allowed to come to the health office room A4 to receive medication (both daily medication or an as-needed medication such as ibuprofen/inhaler) ONLY after contact with RN or administration verification. The student will be instructed to follow the guidelines set forth in: [Student Medication Procedure -Covid19](#)

### *Close Contact*

Close contact means the individual was within 6 feet of the individual who tested positive for COVID-19 or is suspected of having COVID-19 infection for more than 15 minutes.

### *Individual Self- Quarantine Requirements*

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. The IDPHs [Exclusion Decision Tree](#) will be consulted and utilized for possible scenarios. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. *Please note that at this time we will not accept RAPID COVID TEST RESULTS, only RT-PCR as indicated by IDPH guidance.*

Individuals who did not have close contact can return to school without need for doctor/medical evaluation. Students and staff who are self-quarantining may continue to work/learn remotely if they are well enough to do so.

[Procedure for Isolation Exclusion Return To School](#)

## **II. Instruction**

In Phase 4B, the PCCS model will rotate In-Person instruction and Remote Learning instruction as follows. Groups A & B will be determined keeping siblings together as much as possible. We will try and accommodate other requests but may not be able to guarantee those placements. Those choosing to remain in Remote Learning will remain assigned to their current classroom and attend classes remotely, working from their remote location and attending classes using our continuous learning model.

## A/B Groups

Group	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Group A and 8th Grade</b>	On Campus	On Campus	Remote Learning	Remote Learning	Remote Learning
<b>8 am</b>	Arrival and Homeroom activities	Arrival and Homeroom activities	Log On/Homeroom Activities	Log On/Homeroom Activities	Log On/Homeroom Activities
<b>9-11 am</b>	Instruction	Instruction	Instruction	Instruction	Instruction
<b>11 am -12 pm</b>	Lunch and Recess	Lunch and Recess	Break and Recess	Break and Recess	Break and Recess
<b>1 pm Kindergarten</b>	Dismissal	Dismissal	Dismissal/Log Off	Dismissal/Log Off	Dismissal/Log
<b>12-2 pm</b>	Instruction	Instruction	Instruction	Instruction	Instruction
<b>2-3 pm</b>	Study Period and Specials	Study Period and Specials	Study Period and Specials	Study Period and Specials	Study Period and Specials
<b>3 pm</b>	Dismissal/Carpool	Dismissal/Carpool	Log Off	Log Off	Log Off
<b>Group B and 7th Grade</b>	Remote Learning	Remote Learning	Remote Learning	On Campus	On Campus
<b>8 am</b>	Log On/Homeroom Activities	Log On/Homeroom Activities	Log On/Homeroom Activities	Arrival and Homeroom activities	Arrival and Homeroom activities
<b>9-11 am</b>	Instruction	Instruction	Instruction	Instruction	Instruction
<b>11 am -12 pm</b>	Break and Recess	Break and Recess	Break and Recess	Lunch and Recess	Lunch and Recess
<b>12-2 pm</b>	Instruction	Instruction	Instruction	Instruction	Instruction
<b>1 pm Kindergarten</b>	Dismissal/Log Off	Dismissal/Log Off	Dismissal/Log Off	Dismissal	Dismissal
<b>2-3 pm</b>	Study Period and Specials	Study Period and Specials	Study Period and Specials	Study Period and Specials	Study Period and Specials
<b>3 pm</b>	Log Off	Log Off	Log Off	Dismissal/Carpool	Dismissal/Carpool

*Lunch and Break times may vary based upon classroom staff schedules.*

### *Concurrent Instruction*

- The same daily class “bell schedule” will be followed by all students each day, whether they are engaged in In-person or Remote Learning instruction. Teachers will provide specific details of the classroom schedules.
- The school will remain as flexible as possible should families wish to transition between models at a later time, however we will be limited to space available maintaining safe distances in the classrooms. To ensure a smooth transition from a student changing from Remote to In-Person learning we ask for 7 days notice.
- A transition from daily remote learning instruction to hybrid instruction will be contingent on maintaining safe numbers in the classroom as prescribed by current ISBE and IDPH guidelines.
- Teachers will continue to use blended asynchronous and synchronous lessons.
- Teachers are expected to livestream relevant components of class lessons (e.g. whole group instruction, new content, etc.). Additionally, any such livestream lessons should be recorded and used for asynchronous learning opportunities for students who are not able to attend synchronously due to technology challenges, illness, child care logistics, etc.
- Wednesdays will be Remote Learning days for all students.
- Staff will continue to integrate personalized learning approaches that promote individual learner pathways that best meet the learning needs of each student.

- Staff will support students who may be in need of additional academic intervention opportunities.
- Staff will continue to work with students and families to ensure appropriate learning opportunities for students with specific identified learning needs. When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's goals and needs.

### **Carpool**

Carpool will look different than normal to ensure the physical safety of both students and staff. One single line will be used much like materials pick-up, starting at the Carson parking lot and extending to the Comstock parking lot. Parents will move carefully through this line stopping when all the cars have moved forward and stopped. When all cars are stopped, students will either let themselves out of the car or parents will assist them in exiting the vehicle. The students will then walk single-file (unless with siblings) directly to their classroom's exterior door, where they will wait at 6-foot intervals until the teacher/IA calls them forward for a temperature check and visual health screening. Any student arriving with a temperature greater than 100.4F or exhibiting signs/symptoms of illness will be sent to the nurses' office. The student will be placed in a quarantine area and their parent/guardian called to pick up in a timely manner to limit any on-campus exposure to others. Please note that if the ill student has siblings on campus or was in a carpool/cohort with non-family members, those students will also need to go home for the day and continue their learning remotely as a precaution.

### **III. The School Day Process and Procedure (On Campus)**

At 8:00 AM students will start their first instructional classes of the day. All student belongings including their lunch and backpack will stay at their desk space with them. Students will have their supply bins also in their designated space as there will be no sharing of supplies in the classroom. Students will be expected to stay in their seats unless they are given permission to get up. Students will stay in their assigned classrooms and assigned staff rotate between assigned classrooms for instructional and support purposes. Students will follow a schedule which includes core instruction, outdoor learning, lunch, recess, and specials. Grade Bands will share an updated syllabus with current schedules and classroom routines.

### **Late Arrivals**

Students arriving late must remain in their vehicle once they arrive on campus. At that time, the parent/guardian will telephone the Front Office and await for them to approach the car for a temperature screening. If the student appears unwell, or has a fever of 100.4F or greater, they will not be permitted onto campus and must return home. If the student does not have a temperature, nor exhibit any signs of possible COVID-19 infection, they will be given a "Hawks Go Card" and/or escorted to class.

### **Early Pick Up**

If students are being picked up early during the school day the parent/guardian will need to call the front office to request the pick up and will be given instructions on where to meet their child. This does not include students who are being picked up due to illness or injury. Parents should go to door # A4 (Kennicott Building in Market Square) for injury/illness or door #A3 (Kennicott Building in Market Square) for a student with a fever. See section on medical protocols for further details.

### **Dismissal Procedure**

At the end of the school day students will pack their personal belongings in their supply bin or Backpack. Students will leave the room when their number is called, maintaining 6 feet social distance in outdoors spaces, and wait for their car to pull up in the designated carpool area.

**Interior Hallways (Comstock/Carson)**

These will be used for students to gain access to the bathrooms. Students will move in and out of their classrooms using the classroom's exterior back door as much as possible. All hallways will have signage for one way travel as much as possible.

**Recess**

Students will have opportunities to go outside and play while maintaining 6 feet social distance protocols. Students who meet social distancing requirements will be allowed to remove their mask while outside with staff permission. During inclement weather, indoor activities that maintain social distance protocols will be made available for students within the classroom. There will be no academic recess until Phase 5.

**Outdoor Learning**

Students will have the opportunity to be outside for learning in the multiple spaces around the campus as they always have. During outdoor activities, classes may be combined to not exceed 48 students distanced 6 feet apart. Students will be allowed to have their masks off with permission from staff, if they are distanced 6 feet apart from each other.

**Restrooms**

Will be cleaned throughout the day. Paper hand towels will be provided outside of the restroom as the hand dryers will be turned off. Classrooms will be assigned specific bathrooms to allow for social distancing and maintain their school social groups as much as possible.

**Lunch**

Students will have their temperature taken again before exiting the room for recess. Students will eat lunch in their assigned classrooms keeping 6 feet distance away from others. Tables will be wiped down before and after eating. Students will be able to take their masks off to eat but will need to reapply them when finished. Students and staff will wash their hands before and after eating. Allergy procedures will be followed. During lunch students will be seated at their own table away from other students' food items and there will be no sharing of any food items. Students must bring lunches that do not require use of the microwave. There will be no snack time in grades 1-8 unless medically necessary per physician note. PCCS will follow the [Lunch Cleaning Procedure](#).

**Drinking Fountains/Water Bottles**

Students and staff will not be able to use the drinking fountains with their mouth. Students and staff may bring reusable water bottles and refill them at the touchless fountains. These areas will be sanitized throughout the school day. Staff will refill student water bottles as needed throughout the day at touchless fountains on campus.

**Grading**

Will follow the traditional grading procedures for both On Campus Learning and Remote Learning as outlined in the handbook with modifications as necessary for individual students. Students in both instructional settings will have the same requirements for assignments and due dates unless otherwise determined by the staff.

**Attendance**

Staff will follow the traditional attendance policy for students on campus. Students who are remote learning will follow Remote Learning attendance protocols. Parents/Guardians are responsible for reporting student illness or non-attendance in accordance with current Parent/Student Handbook procedures. Failure to attend and/ or maintain engagement for more than three days without appropriate communication and approval of excused absence will result in a student being placed on an academic intervention plan. Chronic truancy will be reported as per school policy. |



## **Academic Intervention Plans**

After three days of non-attendance a student will be placed on an academic intervention plan. [Student Academic Accountability Procedure](#)

## **PBIS & Behavior Expectations**

*PBIS/CARES Expectations* - Be Safe, Respectful & Responsible continue to be the foundation of our behavior expectations for all students, whether on campus or remote. [PBIS Matrix](#)

## **Student Discipline**

If there is a student discipline issue that can not be addressed with the classroom staff, administration will work with the student in a social distance environment which will be cleaned/disinfected after use. Staff will use student discipline procedures already in place with an adjustment to detentions and suspensions. If a student requires an in school suspension or detention, it will be served by the student being a remote learner for the suspension period at home to maintain social distancing and social grouping protocols. If a student requires an out of school suspension the student will not participate in remote learning for the out of school suspension period. Students who refuse to wear their masks appropriately or follow social distancing requirements will be sent home for the day. Continued refusal and non-compliance to the health and safety on campus may result in the student being suspended from the in person learning environment for violation of State Mandates, ISBE Requirements and CDC guidelines.

## **Visitors**

Until the school transitions into Phase 5, there will be no in person school gatherings, meetings, classroom visitors or volunteers with the exception of Substitute and/or Student Teachers. In the rare event that the Administration may grant an access request, Parent(s)/Guardian(s) requesting campus access will be expected to follow the [Self Certify Procedure](#).

## **Field Trips**

During Phase 4B there will be no off campus day or overnight field trips. Staff will work to create meaningful virtual experiences for students, as appropriate.

## **Special Occasions, Parties, Celebrations**

As allowable, staff will plan for activities within the classroom maintaining guidelines for safety and social distancing. No visitors will be permitted for these events.

## **Drills/Lockdown**

During the traditional school year we have a variety of state mandated drills for Fire, Tornado and Active Shooter. Drills will be accomplished as appropriate for safety and as required by law.

## ***IV. Remote Learners***

Parents who choose for their student(s) to remain in a remote will continue to follow the classroom activities from their remote location as well as follow the Phase 4A plan.

## **Material Pick-up and Drop-off.**

The school will continue with Materials drop offs as during Phase 4A.

## **Access to Technology**

### *Technology Support*

If technology issues (devices, software, or internet) arise during remote learning days, we are here to help support these needs. We ask that students/parents first reach out to the teacher associated with the class with which they are experiencing an issue. If the teacher is unable to resolve the issue, they will contact the school [technology support team](#). The technology support team knows to make remote learning requests a top priority on these days.

## **V. Student Services**

Will work with students and families to ensure appropriate learning opportunities for students with specific learning needs (e.g. students with IEPs, 504 plans, Title I, and/or English Learners) in the blended/remote setting. When appropriate, accommodations will be provided and/or modifications may be made by teachers or case managers consistent with the student's goals, services, and needs.

- **Student Support Team (SST)**
  - Staff will continue to use the SST referral system to collaborate with the team and parents on specific student support needs.
- **504 Plans**
  - Students will receive their accommodations and services as listed in their 504 plans in the hybrid model.
  - Case managers will work with classroom teams on implementation of accommodations in the blended/remote setting.
- **Title I (ABC/123 Club)**
  - Intervention groups will continue to be held remotely. As information becomes available, interventionists will provide more details to individual student schedules.
- **English Learners**
  - Services for EL will be provided with remote direct instruction, direct support services, and consultation with the classroom team depending on the individual student needs. If there is a need for a student to have an individualized schedule, an individualized blended/remote support schedule will be developed.
- **Special Education**
  - Students will receive specialized instruction and related services in group and/or individual structures (i.e., social work, occupational therapy, speech therapy, etc.) on campus and remotely.
  - Special Education Remote/Blended Learning Plans will continue to be in place and used for service delivery.
  - All Individuals with Disabilities Education Act (IDEA) timelines remain in effect. Parents will be contacted to schedule special education meetings remotely.
  - Students' blended/remote support schedule will be developed by their case managers/therapists.

### **Social Emotional Supports**

- These intervention services will continue to be provided in small groups remotely.
- Individual in person sessions can be scheduled with the SEL staff.
- Students and Families will have access to an SEL website with resources.
- An "I Need Help" online form will be available to students and families to fill out to request SEL support and will be monitored by staff daily.

## **VI. Extra Curricular**

### **Aftercare**

Before and After Care will not be offered during Phase 4 (A, B and C).

### **Enrich Me**

Enrich Me programs will not be offered in-person during Phase 4B.

### **Student Clubs**

Student clubs may be offered virtually or outdoors in some cases.

### **Sports**

Winter Sports have been cancelled. Spring may follow the guidelines and directions of the Lakes Region of Athletic Directors.

## Flexibility and Resiliency

We understand that there is no perfect plan and that absolute compliance of any plan's implementation is improbable. We have built this plan under the framework that any back-to-school strategies must be flexible and nimble such that they can be quickly revised and adapted depending on the level of viral transmission in the school and community. Our efforts focus on taking reasonable steps to greatly decrease the risk to our students, families and staff.

### **VI. References:**

This document has been created with consultation and guidance of the following resources:  
The Illinois State Board of Education:

- [ISBE Guidance-Phase 4](#)
- [ISBE Guidance-Phase 4 FAQ](#)
- [Illinois Department of Public Health](#)
- [CDC Guidelines for Schools](#)

### FAQ's for Phase 4B

#### **Do schools need to clear a classroom that a student with a symptom was in? Yes.**

The room needs to be cleared so it can be cleaned. Remaining students and staff will be relocated to a clean environment until such a time that their classroom can be sanitized and approved for reopening.

#### **Do siblings of COVID-19 cases or suspected COVID-19 cases (1 or more symptoms) need to go home and quarantine for 14 days? Yes.**

**If a student or staff tests negative and has no other risk factors (i.e., close contact of someone with COVID-19 or symptomatic household members), do they need a healthcare provider note to return? No.** However, if a student or staff is a close contact of someone with COVID-19, they need to complete their 14-day quarantine even if they have a negative test. If someone in the household is symptomatic, the student or staff cannot return to school with a negative test. The household member needs to have ruled out COVID-19 before the student or staff can return to school.

**Are there types of face coverings that cannot be used?** Face coverings must be worn following IDPH and CDC guidance. Neck warmers/athletic face coverings should not be used, per IDPH guidance. Masks with exhalation valves or vents are also not recommended.

#### **Do students need to be masked all the time? Yes.**

Face coverings may only be temporarily removed at school:

- When eating
- When outdoors and social distancing of at least 6 feet can be maintained
- When playing a musical instrument outdoors with at least 6 feet social distancing
- For staff, when alone in classrooms or offices.
- If using a face shield when other methods of protection are not available or appropriate (<https://www.isbe.net/Documents/IDPH-Update-Appropriate-Use-Face-Shields.pdf>)

#### **What if someone gets a positive COVID-19 test result followed by a second test with a negative result?**

Any positive test means that the case will be treated as a positive case, regardless of getting retested with a negative result. We discourage repeat testing unless it is advised by a healthcare provider or the Lake County Health Department due to a special circumstance.