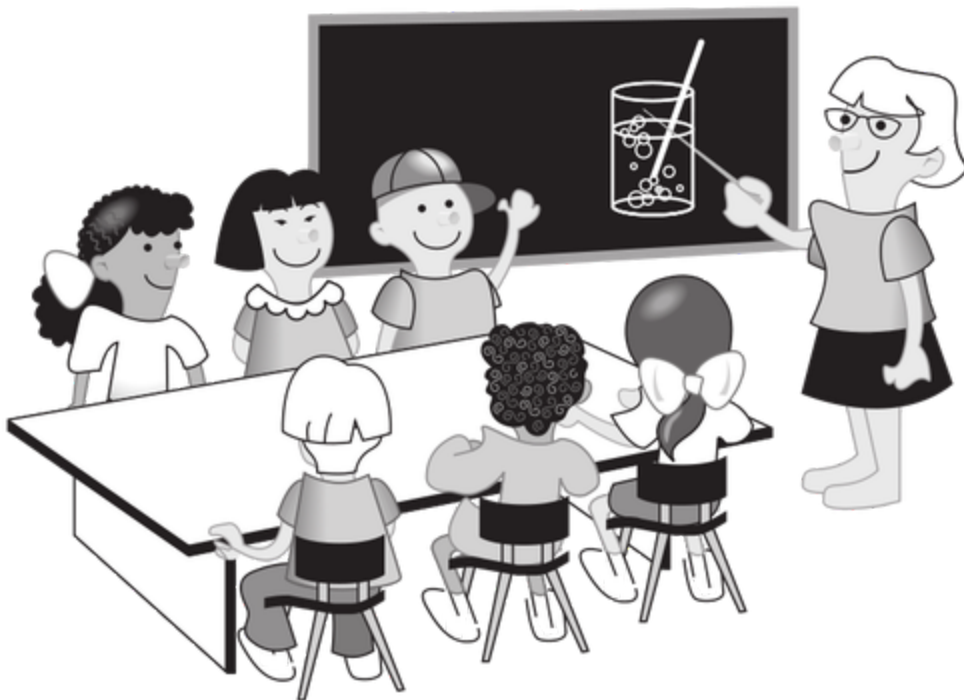




2020-2021 Phase 4 Return to School Plan



Executive Summary

On May 5, 2020, Governor JB Pritzker announced the Restore Illinois plan, which explained a public health approach to safely reopen the state of Illinois. The Beardstown CUSD 15 Remote and Blended Learning Plan focuses on considerations during Phase 4 of the Restore Illinois plan, with the ability to transition back to Phase 3 or forward to Phase 5 as public health indicators will necessitate.

On June 23, 2020, the Illinois State Board of Education (ISBE) released its guidance titled: Starting the 2020-21 School Year. In-Person Instruction is strongly encouraged during Phase 4. During Phase 4, the Illinois Department of Public Health guidelines will require:

- Use of appropriate personal protective equipment (PPE), including face coverings;
- 50 or less individuals gathering in one space;
- Social distancing observed, as much as possible;
- Schools conduct symptom screenings and temperature checks, or require that individuals self certify that they are free of symptoms before entering school buildings. All students and employees will be required to have a health screening or self-certification of health upon entering buildings. Students and employees must stay home when not feeling well.
- An increase in school-wide cleaning and disinfection With guidance received from ISBE, IDPH, the Centers for Disease Control and Prevention (CDC), and the Governor's Office, Beardstown CUSD 15 developed its Remote and Blended Learning Plan for times when it is not possible to conduct school under traditional models.

The plan is the result of a collaborative committee effort consisting of administrators, teachers, support personnel and union leadership, and was reviewed and approved by the Beardstown CUSD 15 Board of Education. Feedback received from parents, students, and community members also contributed to outcomes and procedures in the final plan. The goal of the plan is to provide the highest quality of academic instruction and extracurricular opportunities during the COVID-19 pandemic while prioritizing the safety, mental health, and physical health of our students and employees. This plan has been divided into the following three sections:

Safety and Wellness	Instruction and Learning	Operations
----------------------------	---------------------------------	-------------------

As circumstances related to the COVID-19 pandemic continue to evolve, Beardstown CUSD 15 is prepared to evolve our instructional methodologies accordingly to meet the needs of our students. Beardstown CUSD 15 has developed plans that will allow for remote learning, in-person learning, and blended learning (a combination of remote and in-person learning). We will be ready to provide high-quality education and support to our students under any circumstance or mandate. Instruction and Learning Safety and Wellness Operations.

Table of Contents:

I.	Safety and Wellness	4-7
	Staff & Student Protection Plan	4
	Physical Distancing	4
	Face Coverings & P.P.E	5
	Hand Hygiene	5
	Health Screenings	6
	Visitor Plan	7
	General Classroom Guidance	8-10
	School Closure Plan	11-12
	Cleaning /Disinfecting	12
	Extending School Closure due to COVID	12
	Human Resources	13
	Staff Return Plan	13
	Work from Home	14
	Liability Exposure for COVID-19 Related Issues	14
	Staffing Levels	14
	Travel Requests	15
II.	Instruction and Learning	15-24
	Technology	15
	Devices & Web Access	16
	Device Distribution Plan	16
	Instruction and Learning	16
	Social and Emotional Learning	16
	Music-Related Courses	16-17
	Driver's Education Behind-the-Wheel	17
	Physical Education, Gymnasiums, and Locker Rooms	17
	Special Needs	17
	Virtual Learning	18
	Virtual Learning Assessment	18
	In-Person Learning	18
	Option #1 – Hybrid / Blended Model	18
	Option #2 – Remote Learning Model	18
	Schedules	20
	Choice / CTE / Other Programs	22
III.	Operations	23-28
	Food Services	23
	Transportation	25
	Communications	26
	Lumens - Online Registration	26
	Facilities	26
	Finance	27

I. Safety and Wellness

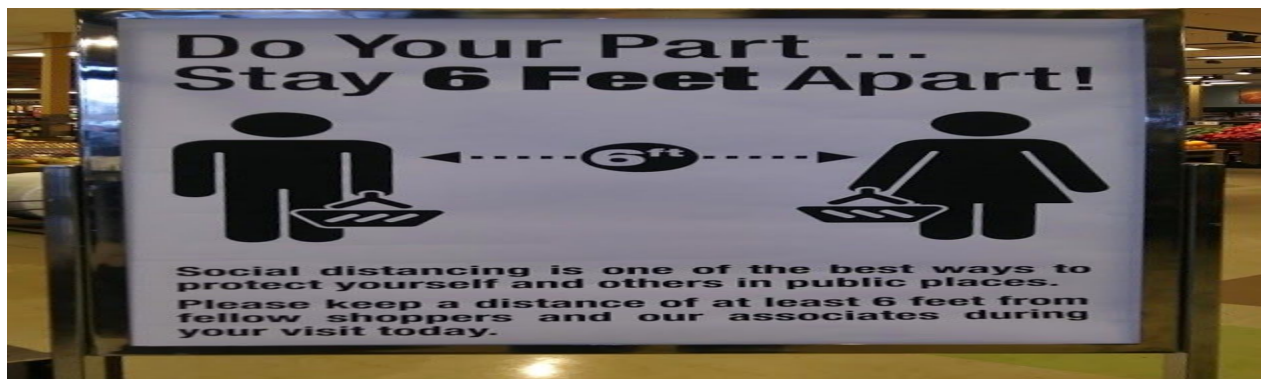
The Wellness Transition Team was responsible for the creation of the different policies and plans to ensure the safety and wellbeing of our students and staff. The subcommittee was made up of administration staff, teachers, parents, district nurses, members of the District Attorney, and the Cass County Health Department. The COVID-19 Staff & Student Protection Plan included areas related to personal protection equipment or PPE, proper handwashing, physical distancing for different circumstances, wellness checks, a sick student & staff policy, a recommended sanitation plan, and a building visitors policy. The following plan was developed with guidance from the ROE 1, Centers for Disease Control, Illinois State Board of Education and the Illinois Department of Public Health. This plan is subject to change as these guidelines evolve.

Staff & Student Protection Plan

Beardstown CUSD 15 is committed to the health and safety of our students, staff, and their families. The following plan has been developed with that in mind. While our plan specifies guidelines for our staff, students, and buildings to follow, everyone's health and safety are dependent on each individual. Each staff member must ensure their own health and safety by adhering to these guidelines and reporting any issues or safety concerns to their building principal or supervisor. Each of us will play a role in our collective safety.

Each building principal or administrator will be responsible for submitting their individual plans for review and approval. Every effort must be made to ensure the health and safety of staff and students, including quarantine and a nurse's space within each building as feasible.

Physical Distancing



Beardstown CUSD 15 students and staff are encouraged to maintain physical distancing (6 feet separation) throughout the school day. Signage reminding staff, visitors, and students to maintain physical distancing will be placed at all entrances, in classrooms, and throughout other common areas. Physical distancing applies to all areas including the classroom, common areas, and the main office. Student mixing must be reduced to a minimum. Students will remain with their grade level cohorts to reduce mixing grade levels within the building as much as possible. Students must use one classroom, one entrance to the building, one restroom, and one hallway. Every effort must be taken to create “bubbles” within each building for each classroom and grade level. This bubbling within the schools will allow for more precise contact tracing should a case of COVID-19 be confirmed at a location. This will also control the spread of COVID- 19 to a specific grade level or classroom. Building staff will review their student pick up and drop off procedures to maintain physical distancing.

Face Coverings and P.P.E.



Beardstown CUSD 15 does understand that physical distancing will not be possible for all circumstances. ***Staff will be required to properly wear a nose and mouth covering in all areas and classrooms.*** This requirement is subject to change as these guidelines evolve. When walking to the restroom, in hallways, on a school bus, in common areas or outside of your classroom or work area **you must wear your face covering.** Gloves or other PPE must be used as needed when assisting students requires close contact. Beardstown CUSD 15 will provide only (2) reusable masks to employees. **Employees may use their own approved face covering. The District currently requires all students must wear a face covering to comply with IDPH/ISBE guidelines. This recommendation is subject to change as these guidelines evolve.**



Hand Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. Staff members must clean their hands as often as possible with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Staff must avoid touching their mouth, eyes, or nose as much as possible. **Staff and students must use hand sanitizer upon entering the classroom each time.** Hand sanitizer will be provided by the District. Each building will place signage reminding everyone of the need for proper hand hygiene in the appropriate areas. If assisting a student requires close contact, hand washing, or sanitizing must be done before and after contact with students.



Health Screenings

All students and employees will be required to have a health screening or self-certification of health upon entering buildings. **Temperature kiosks will be located at select entrances.** Students and employees must stay home when not feeling well. By entering the school building, all students and employees are certifying that they meet the following criteria:

1. They do not have a temperature over **100.0 F.**
 2. They are not taking fever-reducing medicines, such as those that contain aspirin, ibuprofen, or acetaminophen, in order to reduce his/her fever.
 3. They have not had close contact or cared for someone with COVID-19 within the past 14 days.
 4. They have not returned from travel outside the United States or on a cruise ship or riverboat within the past 14 days.
 5. They have not been directed to self-quarantine by a healthcare provider.
 6. They have not been directed to self-quarantine by the County or State Department of Public Health.
 7. They do NOT have any of the following symptoms:
 - ★ Chills
 - ★ Cough
 - ★ Shortness of breath/difficulty breathing
 - ★ Fatigue Muscle or body aches
 - ★ Headache
 - ★ New loss of taste or smell
 - ★ Sore throat Nausea or vomiting Diarrhea
- Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area, following the building procedure. Students will be provided a face covering and will remain in the quarantine area until a parent or guardian picks the student up or alternative transportation home is arranged. Staff will remain in the quarantine area until they are able to leave. These individuals must self-monitor and return to school according to the IDPH guidelines. A doctor's note may be required for staff returning to work.
- Staff who has had contact with someone positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.
- Each time a student or staff member enters the building they will be required to check-in and do temperature checks at the designated kiosk in each building.

Visitor Plan

Visitors must be restricted to authorized personnel only. **Visitors to any building must always wear an appropriate and approved face covering and report directly to the main office for a wellness screening which includes a temperature check.** Visitors will **remain in the main office** or other designated area for the duration of the visit. Students or staff will be asked to meet the visitor to conduct business as needed. Visitors will not have access to the building in general to maintain physical distancing.

This will be in addition to the normal sign-in procedures:

All visitors entering the building must be asked the following questions:

1. Has individual washed their hands or used alcohol-based hand sanitizer on entry?

Yes

No – please ask them to do so

2. Ask the individual if they have any of the following symptoms?

A

- Cough
- Shortness of breath

B

OR at least TWO of these symptoms

- Fever
- Shaking with chills
- Headache
- Loss of taste or smell
- Muscle Pain
- Sore Throat
- Vomiting
- Diarrhea

- If YES, restrict them from entering the building
- If NO to all, continue to step #3

3. Check temperature, looking for a fever of **100.0 or HIGHER:**

- If YES, restrict them from entering the building
- If NO to all, continue to step #4

4. Allow entry to the building and remind the individual to:

- Wash their hands or use hand sanitizer throughout their time in the building
- DO NOT shake hands with, touch or hug individuals during their visit

CLASSROOM SETTINGS



Pre-Kindergarten (PK) Classrooms

- Classroom areas must be clearly marked to show where to sit, stand or line-up for 6-foot spacing
- Students will remain with the same classroom group throughout the day, services will take place in the classroom when feasible
- Common areas must be clearly marked to show where to stand or line-up for 6-foot spacing
- Windows must remain open for increased ventilation as much as possible
- Restroom and handwashing breaks must be scheduled and coordinated throughout the day
- Recess must be scheduled and coordinated by the classroom teacher to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- Classrooms will be cleaned after each use or at least daily
- Building staff must review their student pick up and drop off procedures

Kindergarten to 4th Grade Classrooms

- Seating must be arranged 6 feet apart and must all be facing the same direction as feasible
- Common areas and tables must be clearly marked to show where to sit, stand or line-up for 6-foot spacing
- Students will remain with the same classroom group throughout the day, teachers will change classrooms rather than students during passing time
- Restroom and handwashing breaks must be scheduled and coordinated throughout the day
- Recess must be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily

5th to 12th Grade Classrooms

- Seating will be arranged 6 feet apart to the extent possible and must all be facing the same direction as feasible
- Common areas and tables must be clearly marked to show where to sit, stand or line-up for 6-foot spacing
- Windows must remain open for increased ventilation as much as possible
- Staggered transitions times and schedules must be reviewed
- Coordination between schools
- Hand washing must be encouraged throughout the day
- Activities must be scheduled and coordinated by grade level to minimize student mixing
- Hand sanitizing must occur whenever anyone enters the classroom
- School supplies must not be shared between students or staff
- Classrooms will be cleaned daily
- Building staff must review their student arrival and dismissal procedures

Hallways, Main Office, and Common Areas

- Six feet physical distancing
- Face coverings will be required for staff
- Areas will be clearly marked to indicate safe distancing for students
- Health screens will take place for visitors
- Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas
- Playground equipment will be made unavailable for use
- Only authorized personnel will have access to buildings. Visitors will be as needed only – ***and will be restricted to the main office area*** (Clearly visible signage at each entryway)
- Students will be restricted to specific areas as identified by the building principal
- High touch areas will be cleaned throughout the day

Cafeteria

- Six feet physical distancing
- Cafeteria must be cleaned in between uses
- *Areas will be clearly marked to indicate safe distancing for students*
- Clearly visible signage reminding everyone of physical distancing and face coverings usage at entryways, hallways, classrooms, and common areas
- Staff face coverings required (if not eating)

Restrooms

- Six feet physical distancing
- Face coverings will be required for staff
- Areas will be clearly marked to indicate safe distancing for students
- Clearly visible signage reminding everyone of physical distancing and face coverings
- Restroom and handwashing breaks must be scheduled and coordinated as feasible
- High touch areas will be cleaned throughout the day
- Restrooms must be assigned to student groups as feasible

Shared Objects

Students and staff are restricted from borrowing or sharing any items. The CDC recommends that electronic devices, toys, books, and other games or learning aids not be shared. Electronics, including, but not limited to, tablets, touchscreens, keyboards, remote controls, lunchroom keypads, door entry systems, etc., must be cleaned before and after use. Items that must be shared or communally used, must be cleaned after use and individuals perform hand hygiene between uses. Utilizing hand sanitizer before and after the use of books or library material is recommended. Do not use items like play food, dishes, and utensils. Instead use materials that can be thrown out, cleaned after one use, or labeled for individual use. Machine washable cloth toys must be used by one individual at a time and cleaned in between uses or not be used at all.

School Closure Plan

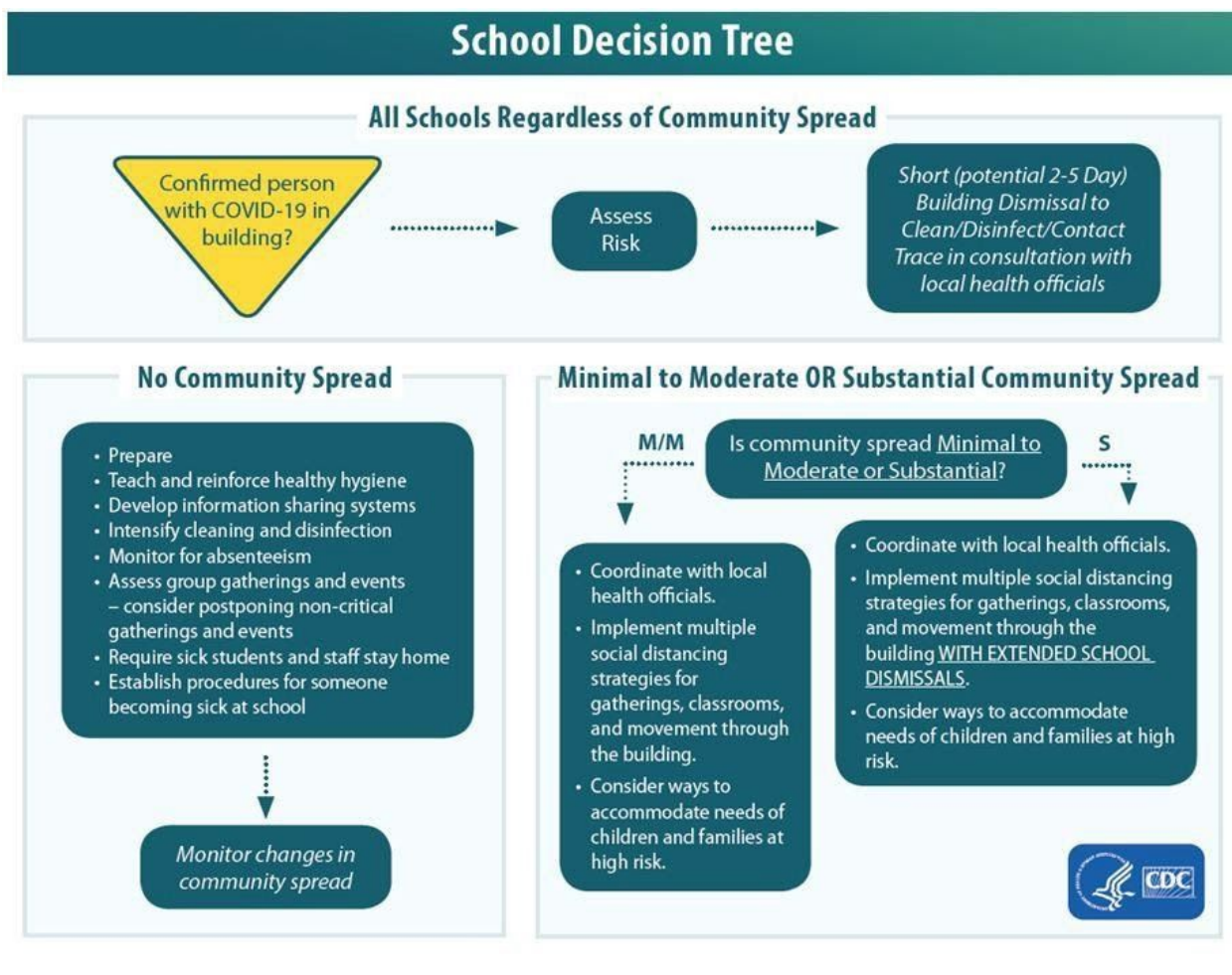
Beardstown CUSD 15 must be prepared for a short-term closure, regardless of community spread, if an infected person has been in a school building. If this happens, the CDC recommends the following procedures regardless of the level of community spread.

Coordinate with Local Health Officials

Once learning of a COVID-19 case in someone who has been in a school, Beardstown CUSD 15 will immediately notify local health officials. These officials will help administrators determine a course of action for the school and programs.

The Beardstown CUSD 15 will notify the Cass County Health Department of the positive case of COVID-19

The two entities will collaborate to confirm the positive COVID-19 case and to what degree the Beardstown CUSD 15 Positive Case Plan will be implemented.



School Dismissal

The school, grade level, or classroom will be dismissed for 2-5 days. This initial short-term dismissal allows time for Beardstown CUSD 15 and the local health officials to gain a better understanding of the COVID- 19 situation impacting the school. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow the further spread of COVID-19.

Schools are not expected to make decisions about dismissal or canceling events on their own. Beardstown CUSD 15 along with the Cass County Health Department recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

During any school dismissal, all extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be canceled.

During any school dismissal staff, students, and their families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

During any school dismissal, full virtual learning will continue for all students M-F as scheduled.

Meals will be offered as “grab-and-go” bagged lunches from a location to be determined for families affected by the school closure.

Communication Plan

- Beardstown CUSD 15 will coordinate with local health officials to communicate dismissal decisions and possible COVID-19 exposure.
 - This communication with the school community will align with the communication plan in the school's emergency operations plan.
 - In such a circumstance, Beardstown CUSD 15 will maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
1. Families will be notified of the planned duration of the closure and the anticipated return to in-person learning.

Cleaning and Disinfection

Beardstown CUSD 15 custodial staff will follow the established cleaning procedures for building cleaning and disinfection.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they must be cleaned using a detergent or soap and water before disinfection.
- Cleaning schedules will be posted throughout the buildings (specific to high traffic areas like bathrooms, cafeterias, teacher workroom, etc.)

Extending School Closure due to COVID

Temporarily dismissing PK-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities. The need to extend school closures will be made in collaboration with the Cass County Health Department.

- School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- During school dismissals (after cleaning and disinfection), Beardstown Public Schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning, and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff must be allowed in the school will be made in collaboration with the Cass County Health Department.
- Administrators must seek guidance from local health officials to determine when students and staff will return to schools and what additional steps are needed for the school community. Besides, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 must follow instructions from local health officials to determine when to return to school.

Human Resources

This set of guidelines and protocols is being developed at this time with the Phase 3 Guidelines and IDPH . This is strictly a proactive attempt by Beardstown CUSD 15 to anticipate and plan for all eventualities in the fall of 2020 by outlining some viable options. Therefore, the contents of the Return-to-School document must be viewed as preliminary, and as such are subject to change when formal guidance or mandates are issued by the proper authorities.

Labor unions will be instrumental in developing any semblance of a workable in-person instruction in the fall. Both parties (i.e. District & labor unions) will need to be cooperative, collaborative, flexible, and creative in finding solutions. The District will operate by mostly developing guidelines and protocols for employees. The District will continue to monitor input from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, and others as it surveys the landscape about returning to school in the fall of 2020.

Staff Return Plan

The way and manner employees would be expected to conduct district business in the fall of 2020 will be dictated by executive and legislative guidance from the government. It must be noted that with regards to the summer of 2020, ISBE has just issued its guidance with latitude for districts to be able to provide in-person instruction. However, this guidance only applies to the summer. In the absence of formal guidance or mandates from government agencies for the fall of 2020, the current Phase 3 guidance appears to be permissive of either in-person and/or virtual operation. The District will make that decision, including a decision regarding a hybrid operation of an (A)Black/(B)Orange/(C)White Day Schedule, as more information becomes available or based on experience. It is entirely possible that teachers and staff may be asked to continue to operate in the Virtual Learning mode as it was implemented during the spring 2020 shutdown of schools, especially given a recent update that incidences of COVID-19 resurgence are becoming evident across the nation. And, if RLDs are continued in response to the resurgence, the Administrative Leadership team would continue to guide learning content as it relates to engagement, standards, and assessments. The District's non-teaching staff would continue to function in their roles either as essential employees or functioning fully upon resumption of normal work hours. The District will make every effort to follow all CDC, IDPH, and CCHD guidelines regarding district employees who fall under one or more of the "High-Risk" categories for susceptibility to COVID-19 as displayed in the table below:

- People 65 years and older
- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
- People with liver disease
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)

An employee's request for special accommodation (i.e. to request to stay home, work from home, or be granted modified hours) has to be sent to the HR Office for review and consideration, in the same way, that time off requests are made in writing. Absences that are tied to COVID-19 concerns must be accompanied by a physician's note or official notice from a health agency containing relevant information/direction regarding the claimed condition. Eligible employees would be entitled to any COVID-19 related federal, state, and locally mandated leaves or accommodations. Otherwise, employees would be expected to use their accrued time bank for their absence from work (Sick time, vacation time, personal, etc.).

Work from Home

If the District determines that it is both necessary and appropriate for an employee to work from home, the employee will be informed about the accommodation in writing. The employee and his/her supervisor will take steps to plan the scope of work that can be performed from home, including ensuring that technology or other devices necessary for telecommuting are provided. If a decision is made to continue RLDs in the fall 2020 or beyond, the following Student Privacy Policy guidelines must be observed by teachers regarding instructing students virtually.

- It is permissible for a teacher to take student records home, including students' personally identifiable information or Personal Identification Information (PII), for the purpose of preparing and instructing students online. However, the teacher MUST take great care to protect the information from being disclosed to unauthorized individuals.
- It is permissible for non-students in an enrolled student's home to observe virtual lessons provided students' PII is NOT disclosed during the lesson. However, as a precaution, letting non-students observe must be discouraged given the likelihood that PII may be disclosed deliberately or inadvertently during virtual instruction.
- Teachers are strongly advised to warn their students against sharing PII of themselves or their fellow students during online instruction, unless they have obtained prior written consent that permits such disclosure.
- It is permissible for a teacher to record virtual classes and share it with students who are unable to attend the session provided the recording does not contain PII.
- It is permissible for a teacher to conduct a "Parent-student" conference virtually while the teacher's significant other is in the same room provided no PII is disclosed. If PII must be discussed during the virtual conference, then the teacher MUST either
 - (a) Move away from his/her spouse to hold such discussion, or
 - (b) Obtain prior consent from the parent/guardian in writing before holding the conference.

Liability Exposure for COVID-19 Related Issues

The District will consult extensively with its Legal Counsel regarding all potential claims about the pandemic. Liability claims are currently estimated to be low because the COVID-19 contagion is not easily attributable to any one environment or source. The average person interacts with the general public in their personal, social, family, and work lives and which means it would be difficult to isolate any one location as the source of the contagion.

Staffing Levels

The staffing pattern in the schools in the fall of 2020 will depend on whether the State government and/or ISBE permits in-person instruction to occur. Furthermore, if permitted to occur, it will also depend on the guidelines that are provided or the requirements that are imposed including physical distancing and personal protective equipment.

If the government permits in-person instruction to take place, then this will dictate student-teacher ratios. This will involve conversations with the teachers' union regarding (1) class size at the primary grades and (2) course scheduling at the secondary levels. This also could potentially exacerbate the teacher shortage and vacancy problems that Beardstown and other districts had been grappling with for several years now.

Every effort shall be made to ensure subs are available in all employee categories to fill vacancies and/or absences that could be a result of the COVID-19 health precautions. In the event of any unforeseen

circumstances, the district will comply with Federal, State, IDPH, ISBE, and CDC guidelines.

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. If staffing levels drop below the ability for the building to maintain optimal operations, the district will review options and make a decision.

Travel Requests

District-sponsored travel may be limited. All travel will align with current IDPH, ISBE, and CDC guidelines.

II. Instruction and Learning



Technology

We believe that device availability along with access to the internet is key to student virtual learning. Therefore, Technology will play a vital role in student success. Under phases 3 and 4 of the Restore Illinois plan, student virtual learning will be an integral part of the return to school for our students. Restricted in-person learning will be allowed during phase 3 and as a result, most learning would be through remote means. As the State of Illinois enters phase 4, more in-person learning will be allowed. We understand that families may elect to complete virtual learning rather than return to in-person learning. Each student grades kindergarten through second grade will be issued a Samsung Galaxy tablet and grades 3-12 will be issued a Chromebook.

Devices & Web Access

Beginning on August 3, 2020, parents will be allowed to register students online. Parents will indicate whether they have internet access in their homes. A device and web access will be required for both blended and all virtual learning options. Parents will need to maintain this device and web access in their homes for student access to lessons, personalized learning, and assignment retrieval. In the event of a COVID-19 related closure, ***paper packets will be made available as needed.*** We realize internet options and connectivity can be questionable within some areas of our district boundaries.



Device Distribution Plan

Devices will be distributed approximately two weeks before school starts (MS/HS). These devices will be prepared and sanitized by the building principal or designee before parent pick-up. Any parents signing out a student device must follow the building visitor policy and wear a face covering. These devices will be the responsibility of the parent until returned to school. The parent will be financially responsible for any lost, damaged, or stolen devices, including the power cords. Devices will remain at home with the student. Devices are intended to be taken back and forth between home and school. Beardstown CUSD 15 Schools will communicate the device return date to parents at the close of the current school year. If a family leaves the district, the all-district property must be returned to the home school. Technical support will be provided by the home school. Parents can contact their home school with any questions regarding their device.

Instruction and Learning

During Phase 4 of the Governor's Restore Illinois Plan, school districts could begin in-person learning following guidelines from the IDPH, ISBE, and the local Health Department. Beardstown Public Schools has developed an instruction plan to allow for a return to in-person learning for our students. This plan includes options for school schedules, in-person learning along with options for parents to enroll in all virtual learning. Online Student registration begins on August 3, 2020. The first day of school is **August 24, 2020**, for Beardstown CUSD 15. **Required Physicals** These are required as outlined in the student handbook. Clerical staff and nurses will be keeping track of families who are not in compliance as is normal procedure.

Safety Education for Students

Students will be receiving grade-level appropriate education and guidance for proper physical distancing, the use of PPE, and proper hand hygiene during the first two (2) weeks of school. Each school will develop a plan for providing our students with building-specific safety measures to follow and why these measures are important.

Social and Emotional Learning

SEL supports will be provided for our students and staff. A process to identify students and staff who may be experiencing stress or trauma related to COVID-19 will be developed. We will continue to implement the SEL curriculum with the addition of an intentional focus on student's emotional health which may be impacted by COVID-19. Another SEL support will be developed to add supports to our students as needed. Consistent surveys will be conducted with our students to identify those in need of support.

The Beardstown CUSD 15 will continue to provide communications with staff to encourage health, wellness, and self-care. PPS matters are a means for staff members to ask for help if they are struggling with the effects of COVID-19. The team will also establish district-wide approaches to addressing compassion, fatigue, and secondary traumatic stress.

Music-Related Courses

There is documented evidence of substantial spreading of the coronavirus during musical events caused by the possibility of droplet and fomite (objects or materials likely to carry infections) transmission. Indoor rehearsals are discouraged. Consider moving music and band-related courses outside. It is recommended that music and band classes be organized into smaller classes, minimizing the number of students for sectional or group rehearsal to provide for social distancing. Where possible, use separate partitions in open spaces; utilize markings on the classroom floor/wall/practice field. Students should wear face coverings while singing and avoid touching, choreography, and singing/playing in circles. Students should sanitize hands prior to handling instruments. Instruments should not be shared at any time. Sanitize hands after using instruments. It is permissible for band members to remove their masks during the time they are playing, but only if necessary. Students should provide their own equipment for the class; sharing of equipment between students should be prohibited. Long-term rentals are permitted; however, instruments

should be properly cleaned and sanitized between rentals. Students should disinfect musical instruments between classes, if possible. Instruments should be cleaned using approved disinfectant and recommended cleaning guidelines (National Federation of State High School Associations, National Association of Music Merchants, National Association for Music Education instrument cleaning). Special care shall be taken with instrument mouthpieces; it is recommended that reed players use plastic instead of cane reeds. Conductors should face students from more than 10 feet away from the first row of singers/band members. Where possible, conductors are encouraged to wear glasses/goggles or install a plexiglass shield.

Driver's Education Behind-the-Wheel

o provide behind-the-wheel training to students in driver's education in compliance with all Secretary of State and IDPH safety requirements, the following procedures must be followed:

- Only two students and one instructor per vehicle
- Face coverings must be worn
- Eating and drink are prohibited in the vehicle
- Windows must be open whenever possible
- Do not make any unnecessary stops during the training
- Complete hand hygiene with soap & water or hand sanitizer, before and after driving
- Clean and disinfect the steering wheel, door handles, seat belt fastener, controls/dials, keys, etc. in between each behind-the-wheel session
- Conduct regular routine cleaning and disinfecting of the seats

Physical Education, Gymnasiums, and Locker Rooms

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, schools should select outdoor PE activities that allow physical distancing. If physical education must be taught inside, consider using separate partitions in open spaces, utilizing markings on the gymnasium floor/wall/field to maintain distance between participants. Handshaking, high fives, or other physical contact is prohibited. It is recommended that PE teachers use a megaphone or microphone to maximize physical distancing.

The use of shared equipment is not recommended. Any shared equipment must be cleaned between each use and disinfected at the end of each class. Fitness centers with equipment such as treadmills, elliptical, stationary bicycles, weights, etc., must be cleaned and sanitized before and after each class. Focus on frequently touched surfaces such as keypads, hand weights, handles, etc. Students and staff must wash their hands or use hand sanitizer at the start and end of each class period or when hands are visibly dirty. Students must perform hand hygiene after the use of each piece of equipment.

Schools must consider eliminating the need for use of locker rooms, as well as allowing students to participate in activities without changing clothing.

Special Needs

The Beardstown CUSD 15 Special Education Staff understands the impact that COVID-19 has had on our most vulnerable student population. As a result, our staff is developing plans and procedures to address the various unique challenges the blended model creates. Our team will remain in contact with our special needs families throughout the summer and will be ready for the 2020 – 2021 school year.

Virtual Learning (To Be Determined)

Beginning on August 3, 2020 parents will be allowed to register students online. Parents will indicate whether they will be attending in-person learning or remain home for all virtual learning. Any family that chooses to enroll in the all virtual learning option will do so for the entire grading period (semester). Families will be allowed to change to in-person learning at the end of the first semester only. For a family to enroll in all virtual learning option, they will need to have an internet-capability. The family must confirm that an appropriate internet connection is available for students to access with their district devices. Families who have enrolled in all virtual learning will be entered into a separate building entity. The students will remain a part of this virtual learning entity during a 1-semester option the entire time their students are enrolled in all virtual learning. Families will have until August 5 and 6th, 2020 to enroll in full virtual learning.

Virtual Learning Assessment

A district-approved online program will be used to provide student assessment and grading. Students will use this platform for learning, grading, and for attendance purposes while enrolled in all virtual learning.

Students/Families who enroll in virtual learning will receive daily communications and check-ins with updates on deadlines, important announcements, and the Restore Illinois phase status. Virtual learning families will also have access to meals as per our meal distribution plan.

In-Person Learning

During phases 3 & 4 of the Restore Illinois plan, school districts will be allowed to return to in-person learning following approved IDPH guidelines. The Beardstown CUSD 15 has adopted a three (3) stage plan for reopening schools for in-person learning. These stages take into consideration our two (2) balanced calendar schools along with the need for planning and communication with families. Having an additional stage at the end of the first semester allows Beardstown CUSD 15 to assess our current COVID-19 strategies.

The Beardstown CUSD 15 Return to School Committee has developed two (2) options to return to in-person learning for consideration. Option 1) A Blended Learning Model and Option 2) Remote Learning with a 1-semester commitment. This must be decided at registration.

Learning Options 1 and 2

Option 1) Blended Learning Model - in-person Learning

Option 2) Remote Learning - This decision must be made at registration and will last the entire semester.

Learning Option 1

Beardstown CUSD 15 has developed a blended learning model that places student and staff safety as a priority. The blended model intends to allow students in person while maintaining CDC and IDPH guidelines for physical distancing through a reduced number of students in each building. By reducing student numbers, physical distancing will have the best opportunity for success. This can reduce the risk of an increase in the spread of COVID-19 to students and adults throughout the community. Each school would be responsible for developing their own unique physical distancing plans for their building. Face coverings for all staff would be required as specified by the Return to School Wellness Subcommittee. This requirement is subject to change as these guidelines evolve. Classrooms will be cleaned and disinfected daily. Emphasis will be placed on high touch surfaces and common areas. Restrooms, cafeterias, and other common areas will be cleaned throughout the day.

PLEASE NOTE: Any parent wanting to opt their child out of the hybrid schedule and go remote learning may do so. This decision must be made at registration on either August 5 or 6, 2020. Full remote learning students are expected to complete 5 hours of learning activities each day in accordance with State Law. Your decision to go remote only learning will stand until the semester is over. Operations such as transportation and food services would be provided consistent with the traditional Education Model. The

windows will remain open for increased ventilation throughout the school year. The capacity of the school bus would be restricted under phase 4 and this would impact ridership eligibility (example: increased ineligibility area from 1.5 miles to 2.0 miles). Students with transportation as a related service and McKinney-Vento students would take priority. All other students would be routed based on the updated eligibility thresholds. The school buses will be disinfected each evening at the end of the day. Meals will be made available for students enrolled in all virtual learning based on USDA approval.

Athletics will follow the guidelines provided by the IHSA and the IESA.

Grand Avenue PK School

AM Session 8:00 am - 10:30 am

PM Session 11:30 am - 2:00 pm

No Daycare will be provided at this time.

Hybrid Schedule

The PK building will only be serving returning PK students and 4 year olds.

Schedule: Monday through Thursday All classrooms as assigned..

All Students: Friday Remote Learning & Teacher Planning Day.

In-Person Guidelines:

- Temperature checks will be performed for everyone upon entering the building each day.
- Temperature checks will be performed on students at drop off before the child leaves the vehicle.
- Any student (or staff as well) who exhibits a high fever associated with COVID-19-like symptoms will be placed in a quarantined area of the building. Caregivers will be contacted for the students to be picked up. Students will remain in the quarantine area until they are taken from the building.
- All individuals in school buildings must wear face coverings at all times. Face coverings must be worn at all times in school buildings even when social distancing is maintained.
- Face coverings do not need to be worn *outside* if social distancing is maintained.
- Students will not be allowed to carry a backpack to school.
- No personal items will be allowed from home: toys, blankets, books, etc.
- Classrooms will be set up prior to students arriving and should not be altered in any manner-students will be assigned seating.
- students and employees are restricted from borrowing or sharing of any items.
- A staggered dismissal area will be given.

Gard Elementary School 8:00 am to 2:00 pm

- Staggered start and dismissal times will allow for smaller bus capacity in order to meet the IDPH Guidelines.
- This will allow for transportation to deliver in the morning and take the Gard/Grand Avenue students home in the evening. The Transportation Department can then do the same with Middle/School High School students.

Hybrid Schedule

A-Schedule:	<u>Monday & Wednesday:</u>	All grades as assigned by Homeroom.
B-Schedule:	<u>Tuesday & Thursday:</u>	All grades as assigned by Homeroom.
All Students:	<u>Friday:</u>	Remote Learning & Teacher Planning Day.

In-Person Guidelines

- All individuals in school buildings must wear face coverings at all times. Face coverings must be worn at all times in school buildings even when social distancing is maintained.
- Face coverings do not need to be worn outside if social distancing is maintained.
- If a student refuses to wear a “Face Covering” they will be sent home and assigned Remote Learning for the remainder of their attendance day. Continued violations may require disciplinary action.
- Temperature checks will be performed for students riding the bus upon pick up. If the student has an elevated temperature, they will be placed in an isolated area of the bus and caregivers will be called to pick up their child at the school.
- Temperature checks will be performed for everyone upon entering the building each day.
- Any student (or staff member) who exhibits a high fever associated with COVID-19-like symptoms will be placed in a quarantined area of the building. Caregivers will be contacted for the students to be picked up. Students will remain in the quarantine area until they are taken from the building.
- No Lockers will be allowed to be used.
- Students will not be allowed to carry a backpack to school.
- Classrooms will be set up prior to students arriving and should not be altered in any manner, students will be assigned seating.
- Bathrooms will be marked inside and areas for students to line up outside will be marked for social distancing.
- Cafeteria and inside school areas will be marked for social distancing and high traffic areas will be mapped to allow for one way travel.
- All outside sidewalks leading into the school will be marked for social distancing with painted tiger paws on the sidewalks.
- Students and employees are restricted from borrowing or sharing of any items.

Middle/High School:

Arrival/Dismissal Times-Staggered

Middle School/High School:

8:15am to 2:15pm

- Staggered start and dismissal times will allow for smaller bus capacity in order to meet the IDPH Guidelines.
- This will allow for transportation to deliver in the morning and take the Gard/Grand Avenue students home in the evening. The Transportation Department can then do the same with Middle/School High School students.

Hybrid Schedule

Middle School

A-Schedule:	<u>Black Group:</u>	<u>Monday & Wednesday:</u>	All grades A-K
B-Schedule:	<u>Orange Group:</u>	<u>Tuesday & Thursday:</u>	All grades L-Z
C-Schedule:	<u>White Group:</u>	<u>Monday thru Thursday:</u>	Special Ed Students & Selected EL Students

ISBE: We strongly encourage prioritizing in-person learning for students with Individualized Education Programs (IEPs), English Learners (ELs), and students under the age of 13.

All Students: All Groups: Friday: Remote Learning & Teacher Planning Day.

Classroom Assignments

A-Schedule:	<u>Black Group:</u>	Homeroom Classroom to start the day (1st Hour Class).
B-Schedule:	<u>Orange Group:</u>	Homeroom Classroom to start the day (1st Hour Class).
C-Schedule:	<u>White Group:</u>	Classrooms will be “Self Contained”

High School

A-Schedule:	<u>Black Group:</u>	<u>Monday & Wednesday:</u>	All grades A-K
B-Schedule:	<u>Orange Group:</u>	<u>Tuesday & Thursday:</u>	All grades L-Z
C-Schedule:	<u>White Group:</u>	<u>Monday thru Thursday:</u>	Special Ed Students & Selected EL Students

ISBE: We strongly encourage prioritizing in-person learning for students with Individualized Education Programs (IEPs), English Learners (ELs), and students under the age of 13.

All Students: All Groups: Friday: Remote Learning & Teacher Planning Day.

Classroom Assignments

A-Schedule: Black Group: Homeroom Classroom to start the day (1st Hour Class).

B-Schedule: Orange Group: Homeroom Classroom to start the day (1st Hour Class).

C-Schedule: White Group: Classrooms will be “Self Contained”

- Passing periods, breakfast and lunch, bathroom breaks will be scheduled and staggered to allow for social distancing.
- There will be no AER assignments during the “Hybrid Schedule.”
- If a student misbehaves to the level that an AER would be assigned that student will be assigned an Out of School Suspension and the student’s parents will be called and asked to come and pick the student up at the school. If the misbehavior continues that student(s) will be assigned remote learning.
- EL students selected in group C have met the 2020 ACCESS score criteria and are placed in ESL classes.

Middle School Schedule

Period	Times	Core Subject/Electives
Homeroom	8:15-8:30	Breakfast/Pledge/Announcement
Class Period 1	8:30-9:05	Scheduled Class
Class Period 2	9:10-9:45	Scheduled Class
Class Period 3	9:50-10:25	Scheduled Class
Schedule A & B & C	10:30-10:55	Lunch
Cleaning/Sanitizing Lunch Area	10:55-11:10	Recess/10:55-11:10
Class Period 4	11:10-11:45	Scheduled Class
Class Period 5	11:50-12:25	Scheduled Class
Class Period 6	12:30-1:05	Scheduled Class
Class Period 7	1:10-1:45	Scheduled Class
Class Period 7	1:45-2:15	Meal Pickup/Dismissal

HS Schedule

Period	Times	Core Subject/Electives
Homeroom	8:15-8:30	Breakfast/Pledge/Announcement
Class Period 1	8:30-9:05	Scheduled Class
Class Period 2	9:10-9:45	Scheduled Class
Class Period 3	9:50-10:25	Scheduled Class
Class Period 4	10:30-11:05	Scheduled Class
Schedule A & B & C	11:10-11:45	Lunch
Class Period 5	11:50-12:25	Scheduled Class
Class Period 6	12:30-1:05	Scheduled Class
Class Period 7	1:10-1:45	Scheduled Class
Class Period 7	1:45-2:15	Meal Pickup/Dismissal

Miscellaneous

- All individuals in school buildings must wear face coverings at all times. *Face coverings must be worn at all times in school buildings even when social distancing is maintained.*
- Face coverings do not need to be worn outside if social distancing is maintained.
- If a student is refusing to wear a face mask and/or follow social distancing guidelines they will be sent home for remote learning for the remainder of that attendance day and will require disciplinary consequences if the behavior is repetitive.
- Temperature checks will be performed on everyone entering the building.
- Any student (or staff as well) who exhibits a high fever associated with COVID-19 like symptoms must report to the designated area (AER Room) and be quarantined until the transportation is arranged.
- No Lockers will be allowed to be used. No PE Lockers will be assigned.
- Students will be allowed to carry a backpack to school and to their classroom-students may be wanded at arrival to school during temperature check.
- Classrooms will be set up prior to students arriving and should not be altered in any manner-students will be assigned seating.
- Bathrooms will be marked inside and areas for students to line up outside will be marked for Social Distancing.
- Cafeteria, and inside school areas will be marked for Social Distancing and High traffic areas will be mapped to allow for one way travel.
- All outside sidewalks leading into the school will be marked for social distancing with painted tiger paws on the sidewalks.
- Students and employees are restricted from borrowing or sharing of any items.

High Enrollment Buildings (*Every effort will be made to include all students in Black/Orange/White Schedule*)

The Black/Orange/White schedule has been developed to provide a reduction in the number of students in our buildings to allow physical distancing and other safety systems an opportunity to be successful while still offering in-person learning to occur. The district does understand that at several high enrollment buildings, the Black/Orange/White schedule in combination with parent options for virtual learning may not be adequate to reduce the daily attendance numbers to a safe level. This may be especially prevalent at some of our high school buildings. As a result, the administration will continue to find creative ways to include all students for in-person learning. The district will be monitoring enrollment levels at our buildings.

- Seniors (who choose remote only learning) will have the option to enroll in only the necessary classes to receive their 24 credits for graduation. Every effort will be made to ensure all students have an on-campus opportunity with teachers. Students who need to receive/turn in anything from a teacher, such as a novel, will do so during meal time pickup.

Other Programs

All other programs will be reviewed for feasibility under the Hybrid schedule. These programs will be adjusted as needed to apply protection measures while fulfilling any Gant or educational requirements. All extra-curricular activities will follow the most current IDPH/ISBE guidelines. Athletics will follow the guidelines provided by the IHSA and the IESA.

III Operations

Food Services:

The following plan outlines meal distribution for option Model #3 blended learning model. This distribution plan is dependent on approval from the U.S Department of Agriculture or USDA. Currently, the USDA is allowing non-congregate meals during the summer months. We are anticipating that the USDA will allow us to provide meals to students for the days they will be in attendance.

- Students attending **Black** schedule (attend Monday & Wednesday) will take home Tuesday meals on Monday, Thursday & Friday meals on Wednesday.
- Students attending **Orange** schedule (attend Tuesday & Thursday) take home Wednesday meals on Tuesday, Friday & Monday meals on Thursday.
- Gard Elementary & Grand Avenue PK will be served a Grab & Go breakfast and a hot lunch when students are in attendance at school. Students will take home a Grab & Go breakfast & lunch when they are at home for remote learning.
- Grab & Go meals will be served for both breakfast & lunch at the MS/HS.

Each building will design their own unique meal distribution plan for their location in conjunction with the Food Services Team and according to USDA standards.

Grand Avenue PK

- A Grab & Go breakfast will be delivered to each classroom in a sack for the morning PK session.
- A hot lunch will be delivered to each classroom in a to-go container for the afternoon PK session.

Gard Elementary

- A Grab & Go breakfast will set up in each hallway: Hall A, B, & C. Grade levels will be assigned for each hall. Hall A: 1st grade & self-contained sped. classroom. Hall B: kindergarten & 2nd grade. Hall C: 3rd & 4th grade.
- Cafeteria staff will be present in each area to hand out breakfast. Students will then eat in their classrooms.
- Hot lunch will be served in the cafeterias with social distancing (no more than 40 students) on to-go containers with prepackaged plastic silverware/ napkin/ straw.
- There will be three lunch shifts with a 15-minute sanitation/ clean up time between each shift.
- Shift #1 (10:45 - 11:15) Kindergarten (Cafeteria A) & 1st grade (Cafeteria B). Lunch will be set out on tables prior to student arrival by the cafeteria staff. Cafeteria staff will also remove disposable trays after students leave.
- 11:15 - 11:30 Lunchroom sanitation.
- Shift #2 (11:30 - 12:00) 2nd grade (Cafeteria B) & 3rd grade (Cafeteria A). Students will come through a cafeteria line and pick up a to-go container of food and prepackaged plastic silverware. Social distancing spaces will be identified on the floor. Cafeteria staff will remove disposable trays after students leave.
- 12:00 - 12:15 Lunchroom sanitation.
- Shift #3 (12:15 - 12:45) 4th grade (Cafeteria A). Students will come through a cafeteria line and pick up a to-go container of food and prepackaged plastic silverware. Social distancing spaces will be identified on the floor. Cafeteria staff will remove disposable trays after students leave.
- 12:45 - 1:00 Lunchroom sanitation.

Sack Breakfast & Lunch Distribution

- A Grab & Go breakfast & lunch will be set up in each hallway at the end of each day (prior to dismissal): Hall A, B, & C. Grade levels will be assigned for each hall. Hall A: 1st grade & self-contained sped. classroom. Hall B: kindergarten & 2nd grade. Hall C: 3rd & 4th grade.
- Cafeteria staff will be present in each area to hand out sacks. Students will then take a sack breakfast & lunch home with them.

MS/HS:

Cafeteria Services

Breakfast

- **Students will pick up their Breakfast after they do their Temperature/mask check and their Backpack could be inspected. Only essential items will be allowed in students' backpacks. Students will then move to their homeroom.**
- **If a student registers a temperature of greater than 100.4 they will be escorted to the AER for self-isolation and their parents will be called to arrange transportation for the student to be sent home.**
- **Students will eat during a short homeroom period and say the pledge of allegiance, listen to announcements, etc..**
 - **Trash Cans will be provided for food waste and set in the hallways for students to throw their trash away after eating breakfast. Teachers will make sure that the dispensing of trash will be done per classroom in a staggered manner to allow for social distancing.**

Lunch

- Classes will be escorted on a staggered schedule to the cafeteria by their teacher to pick up their lunch and take to their assigned lunchroom area.
- The Cafeteria/Middle School & High School Gyms will be set up to allow 50 students for Lunch.
- 15 minutes will be scheduled for cleaning and sanitizing of the lunchroom between MS & HS Lunch.

Hybrid Schedule Meal Distribution

- Students attending A schedule (**Black Group**) will take home Tuesday meals on Monday, Thursday & Friday meals on Wednesday before dismissal from school.
- Students attending B schedule (**Orange Group**) will take home Wednesday meals on Tuesday, Monday & Friday meals on Thursday.
- Students attending C schedule (**White Group**) will take home Friday's meal on Thursday before dismissal from school.
- Grab and Go meals will be served for both breakfast and lunch.
- **FULL-TIME REMOTE LEARNERS:** Must sign up at registration for Friday meal distribution for the week.



Transportation

The Beardstown CUSD Transportation Department has played a critical role in the operations for many aspects of our student's education. Transportation has developed several safety protocols (including having temperatures taken as students enter the bus) to keep our staff and students safe during the COVID-19 pandemic.

School Bus Sanitation

The transportation sanitation plan will include the daily disinfection of our facilities and the school bus fleet. Our facilities will be cleaned daily with an emphasis on high touch surfaces and restrooms. A physical distancing and PPE plan have been developed for our staff when they are at the bus garage. Schools buses will be disinfected daily at the end of routes and allowed to sit overnight for maximum disinfectant dwell time.

Physical Distancing During Transport – Phase 3 All Options

Following the CDC guidelines, school buses must modify seating layouts and create distance between children on school buses (g., seat children one child per row, skip rows) when possible. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses has been greatly reduced. We will be prioritizing students who have transportation written into their IEP and students classified under the McKinney-Vento law. These students will be routed for the beginning of the school year. Beginning on September 8, 2020, we will gather headcount data from our bus routes and allow other students to be added to routes as long as the CDC guidelines are met.

Physical Distancing During Transport – Phase 4 Blended Model

Following the CDC guidelines, school buses must be allowed to have no more than 50* students on board. As a result of these guidelines designed to protect students and staff from the spread of COVID-19, the capacity on our school buses may be reduced. We will be prioritizing students who have transportation written into their IEP and students classified under the McKinney-Vento law. These students will be routed first, and all other students will be routed on a first come first serve basis until the capacity of the vehicle has been reached. With the blended model, the number of students attending school each day will be reduced. Therefore, we anticipate being able to accommodate most all student transportation requests.

Communications

The purpose of our communication plan is to keep families and stakeholders informed of the current phase of the Restore Illinois Plan and how that relates to the return to school in the fall. Parent guide and complete RTS plan is on our website.

Lumens – Online Registration

Beginning on August 3, 2020 families will have the ability to update their address using online registration. Families who do not have the appropriate internet access or a device to update their address using online registration can come to the administration building to update their address. With either method, families will need to provide proof of address by **providing any two (2)** of the following:

- Bank Statement*
- Credit Report (Within 90 days)
- Deed, Title, or Mortgage
- Active Insurance Policy
- Medical Claim*
- FOID Card
- Official mail received from State, County, City, or Village*
- Pay Stub or Electronic Deposit Receipt*
- Pension or Retirement Statement*
- Tuition Invoice (Within 90 days)
- Utility Bill*

**Items must be dated within 30 days of enrollment*

We will be communicating the importance of updating addresses with families throughout the summer. The link for address updates will be provided on our website along with the school websites. Additional communications will be made to families.

When assigning the A/B schedule, family ID and address will be used to ensure students at the same address will be scheduled on the same days across the district. This process will make sure that families are not divided on the A/B schedule.

Facilities

All custodial/maintenance staff will be trained on the return to school guidelines, where applicable. These procedures will include extra sanitation efforts using certified EPA products in both low/high contact areas including:

- Desktops
- Door handles
- Countertops
- Handrails
- Light switches
- Drinking fountains (if left on)
- Restroom fixtures

Building custodians and cleaning personnel will conduct daily cleaning and disinfection. An EPA approved cleaner will be used for disinfection along with our standard cleaning protocols. All frequently touched surfaces (e.g., door handles/knobs, desktops/tabletops, countertops, light switches, pencil sharpeners, computer keyboards, hands-on learning items, phones, toys, cubbies/coat and backpack areas, sinks, and faucets) will be cleaned regularly. Restrooms, hallways, cafeterias, and common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be disinfected daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

Building and Grounds may be adjusting custodian schedules to meet the return to school needs. Cleaning schedules will be created and implemented for all facilities and equipment. Extra sanitation efforts will occur during in-class learning which will address high traffic/common areas.

High Traffic Areas		Low Traffic Areas	
• Hallways	• Entryways	• Gym	• Cafeteria
• Stairwells	• Restrooms	• Locker-Rooms	• Auditorium
• Foyers	• Main offices	• Weight Rooms	• Playground equipment

On Fridays, detailed sanitation will occur throughout the facility with an extensive deep cleaning of restrooms and other common areas. Cleaning and buffing of areas, ground operations and ROE compliance duties will be occurring on those all virtual learning days. Fridays create an opportunity for staff training and updates. Our custodial staff will support foodservice operations with trash collecting and cleaning after in-classroom meal consumption.

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. All supply requests will use the requisition procedure to order masks, sanitizers, gloves, and thermometers from the warehouse inventory.

Signage for handwashing, physical distancing, and face coverings will be made available through a request from the print shop. Physical distancing markings within classrooms will be done by designated building personnel.

Finance

This transition team will continue to play a vital role as plans develop. Because of their role, the transition team will be involved in any future discussions or negotiations.

Development of this plan has resulted in the following additional expenses:

(To be determined)

- 2 Face coverings for each employee
- Hand sanitizer for each classroom, main office, and entryways. Touchless hand sanitizers will be located in hallways
- Signage for physical distancing, hand hygiene and face coverings for each building
- Visitor specific signage on the front door
- Gloves and other specialized PPE for special needs applications
- Disinfectant and cleaning supplies
- Disinfectant Wipes
- Painters tape for area markings
- Face coverings for building visitors
- Temperature kiosks for fever checks

NOTES:

