



2020-2021

Return to Learn Plan

Adopted 7/27/2020

Revised 8/1/20

Revised 9/1/20

Revised 9/30/20

Letter to Families and Staff:

This year we have all been challenged in ways that we never would have imagined we would a year ago. This past spring when everything shut down and we were all working from home and doing our best to learn how to work together remotely we all learned more than we thought we would in a very short time. The lessons we learned weren't necessarily tied to IEP goals and curriculum; rather, we learned how much we need one another and the value and preciousness of being able to be together in a shared space. We learned how important it is to connect to one another and that hugs, high fives and fist bumps should never be taken for granted.

As we move into the 2020-2021 school year we again are faced with new challenges and again I am confident that with our amazing and dedicated staff and families we will be able to work together to overcome the obstacles and challenges this school year will be certain to bring.

The following document outlines our initial plans for starting the school year. We know and fully expect that this plan will be a living and breathing document that changes as rules, guidelines, and recommendations are changed and evolve. My promise and commitment to you is that we will do our best and everything in our power to ensure the safety of your children and our staff. The procedures and protocols that we put in place will be based on science and information provided to us by the federal, state and local governments and public health agencies. If you have questions about something, don't understand something, need assistance, or have suggestions for ways we can improve please reach out to an administrator and we will be happy to discuss this with you.

In the following pages you will find information about requirements placed on schools by the Illinois State Board of Education (ISBE), the Governor's Office, the Illinois Department of Public Health (IDPH) as well as the Centers for Disease Control (CDC). As we are still working to ensure all staff are trained and the buildings are prepared to welcome our students back either in person or remotely we will be using days at the beginning of the school year to do Remote Planning for staff. The first day of student attendance for remote and in-person learning will be August 20th. Additionally, in an effort to ensure our students who are learning remotely have access to their teachers and so we can clean and disinfect our building, we are shortening our school day this year.

We fully anticipate that at one point or another we will be back in a full remote learning situation for all students and staff. Therefore, as this school year starts we will be focusing on building staff and student capacity to use technology to access educational materials. We also know how important relationships and personal connections are for our students so we will be focusing on building relationships and connecting with our students and their families to ensure they have social emotional supports and services in place.

As we work through the next few weeks, months, and throughout this school year it is reasonable to expect that protocols will change as local conditions change. We will do our best to keep you informed along the way.

Sincerely,
Christan Schrader,
BHASED Director

Planning Committee Members

The Black Hawk Area Special Education District has established three planning committees: a school-based committee, itinerant educator committee, and occupation/physical therapy committee. Three committees were needed as each of these different groups have unique roles and needs relative to planning, scheduling, and administration of services. All of the committee members are focused on maintaining the health, safety, and well-being of our students and staff members. The committee members are:

Christan Schrader, Director
Michelle Hammond, Principal
Brooke Emmerson, Principal
Amy Skinner, Assistant Principal
Carole Allert, Special Education Coordinator
Jodi DeKeyrel, Special Education Coordinator
Allison Wilhelm, Special Education Coordinator
Megan VerStraete, BHAEC Teacher
BreeAnna Stegall, BHAEC School Social Worker
Tina Eygabroad, Phoenix Program School Social Worker
Carole Behr, Phoenix Program Teacher
Christy Janeliunas, CBA President
Jeff Morrissey, CBA Co-president
Randy Newburg, Phoenix Program Paraprofessional
America Bunker, School Nurse
Tara Schmeink, Phoenix Program Administrative Assistant
Kathy Kaschke, DHH Teacher
Emily Grooms, School Psychologist
Lisa Nordstrom, Teacher of the Orthopedically Impaired
Jenny Winn, Birth to 3 SLP
Jill Reynolds, Birth to 3 SLP
Erinn Scurr, SLP
Summer Smith, School Social Worker
The BHASED OT/PT Staff

Summary

Since the onset of the pandemic, the Black Hawk Area Special Education District (BHASED) has been working in collaboration with our member districts to ensure the safety and well-being of our staff and students. I have worked closely with our member district superintendents, their special education administrators, the BHASED administrative team, and committees of BHASED staff to develop this plan for the 2020-21 school year. It is understood and anticipated that this plan will develop and change as the school year progresses. We know and expect guidance will change and we will adapt the plan accordingly. BHASED’s plan was prepared based on guidance from the Illinois State Board of Education (ISBE), the Illinois Department of Public Health (IDPH), the state’s five-phase reopening plan, [Restore Illinois](#), and our 14 member district’s plans.

In addition, over the summer the district administered a survey to all BHASED program parents and staff, in which they could provide feedback about the reopening of school. District leaders also held a town hall meeting in order to gain additional feedback from families.

This guide outlines the educational plans and protocols in place, based on which phase the state of Illinois is in at any given time. Due to the uncertainty of the pandemic, it is possible the district will be in several of these phases over the course of the school year. It is important that during any phase in which students and staff are on campus, no one will be penalized for missing school and we encourage those who are not feeling well to stay home. While school will look very different, the districts’ commitment to providing a quality individualized education to our students remains the same.

Note: protocols outlined in this guide are subject to change as guidelines evolve.

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Phase 1: Rapid Spread

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines and expectations, based on feedback from the Spring 2020 experience.

Phase 2: Flattening

During this phase, strict stay at home and social distancing guidelines are in place. Only essential workers remain on school sites as necessary. All students and staff engage in Remote Learning, which includes more rigorous guidelines and expectations, based on feedback from the Spring 2020 experience.

Phase 3: Recovery

During this phase, social distancing guidelines are in place. Gatherings of 10 people or less in a space are permitted. This means:

- Most students and staff engage in Remote Learning, which includes more rigorous guidelines and expectations, based on feedback from the Spring 2020 experience.
- Students in some special education programs may return to campus for learning.
- Staff is on site as required.

Phase 4: Revitalization

During this phase, social distancing guidelines are in place. Gatherings of 50 people or more in a space are permitted. This means:

- All students and staff are on site, with the option of Remote Learning.

Phase 5: Restored

During this phase, school resumes as “normal” with new public health guidelines in place.

Phase 4: Revitalization - GUIDELINES FOR RE-OPENING SCHOOLS

IDPH guidelines for Phase 4 Re-Opening of School:

- Require use of appropriate personal protective equipment (PPE), including face coverings (ISBE clarified that face shields cannot be used);
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in school-wide cleaning and disinfection.

All public and nonpublic schools in Illinois serving prekindergarten through 12th grade students must follow these guidelines. It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions. School districts have also been told to prepare for a return to remote instruction in the event of a resurgence of the virus or a second wave in the fall.

The State Superintendent has determined that Remote and Blended Remote Learning Plans must ensure at least five (5) clock hours per day of a combination of instruction and school work for each student who would normally receive a full day of instruction any time remote or blended remote learning days occur. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the five clock hour expectation. Nevertheless, ISBE strongly recommends that on any Remote learning day that at least 2.5 hours per day of synchronous learning with real-time instruction and live interaction between students and their teachers take place.

PA 101-0643 6 allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days, in addition to normal Teacher Institute Days.

Surveys

Parent Feedback

Parents from BHASED's three programs (BHAEC, Phoenix, and DHH Program) were surveyed regarding how comfortable they felt sending their child(ren) back to in-person school. Most of the results were received from parents of students enrolled in the BHAEC program. A majority of the families indicated that they were feeling somewhat comfortable sending their child back to in-person school in August (52%) although they did have a few concerns and questions. 25% of the families indicated that they were not comfortable at all sending their child back to school and 22% noted they were very comfortable and had no concerns.

A majority of the concerns noted by families were regarding the following:

- Making sure things were being cleaned and disinfected regularly.
- Exposure to COVID-19
- Other parents sending their children to school when they are sick
- Wearing a mask all day (50% of respondents shared this concern)

Employee Feedback

According to staff survey results, there was a range of concern about their own health upon returning to work. 48% of staff have little to no concerns returning while 52% have some concerns to significant concerns returning. Staff expressed concern in the following areas:

- Having cleaning supplies, hand sanitizer, and proper PPE
- Concerns about student mask use
- Making sure there are guidelines and procedures for building use
- Proper cleaning of the buildings
- Training and written guidelines on safeguards and PPE use

Health and Wellness

Social and Physical Distancing

BHASED has developed procedures to ensure six feet of physical distance from other persons as much as possible. This expectation pertains to students and staff members in all areas and settings to the greatest extent possible. Visual reminders will be posted throughout school buildings and visuals will be designated (signs, tape, etc.) as indicators of safe distances in areas where students congregate or line up (e.g., arrival and departure, lunchroom lines, hallways, recess lines). Students will remain with their class as much as possible to reduce mixing students within the building. BHASED will stagger bus loading and unloading, recesses, bathroom breaks, mealtimes, etc. to ensure student and staff safety. Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

Classrooms shall be arranged in an effort to provide 6 feet distance between students to the greatest extent possible.

Staff break areas will be closed until further notice. Staff shall be encouraged to remain in their assigned classroom/area as much as possible. Schedules will be developed for copying and teacher workroom access to ensure social distancing can be maintained.

PPE and Face Coverings

Per ISBE and IDPH guidelines, all individuals in school buildings **must** wear face coverings **at all times**, unless they are younger than two years of age, have trouble breathing, or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance. 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 distance is maintained.

Families may request a Face Covering Accommodation for their child if they have concerns about the ability of the child to be able to wear a face covering. The Accommodation request must be completed in its entirety, signed by a medical provider, and submitted to the school for consideration. Submitting a Face Covering Accommodation will most likely initiate an IEP meeting.

BHASED will maintain a supply of disposable face coverings in the event that a staff member, student, or visitor does not have one for use. After use, the front of the face covering is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face covering.

Gloves or other PPE must be used, as needed, when assisting students who require close contact. BHASED will provide at least one (1) reusable mask and (1) face shield to employees. Students shall all be provided with at least one (1) reusable mask. Employees and students may use their own face coverings. Personal face coverings shall be clean and shall not be offensive or vulgar.

Per the Rock Island Department of Public Health, parents need to ensure that masks are cleaned every day or have 5 masks, one for each day of the school week. Masks should not be interchangeable or shared by students.

Hygiene

Frequent hand washing and hand sanitizing are key to help prevent the spread of COVID-19. All staff, students, and visitors shall wash their hands with soap and water or hand sanitizer upon entering the building.

Staff members must clean 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 placed in common areas and classrooms throughout each school building. 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.

It is recommended that hand hygiene is performed upon arrival to and departure from school; after blowing one's nose, coughing, or sneezing; following restroom use; before food preparation or before and after eating; before/after routine care for another person, such as a child; after contact with a person who is sick; upon return from the playground/physical education; and following glove removal. Schools will post handwashing posters in the bathrooms, hallways, and all common areas.

Training

Each staff member will be required to complete safety training related to BHASED's physical distancing, face covering, and hand hygiene procedures. Each building will provide training to staff that is specific to their unique circumstances. Hand hygiene and physical distancing will be included in the curriculum to help educate students on the importance of proper hand hygiene and personal safety. Employees will also be trained on the proper way to disinfect their individual workstations.

All employees shall be provided the following training:

- Health and safety guidelines
- Symptom Screenings and temperature checks
- Procedures to follow if a student or staff member becomes ill
- PPE requirements, guidelines, and usage
- Cleaning and disinfecting procedures for school buildings and equipment
- Processes and procedures for student arrival/dismissal, social distancing, bathrooming, drinking fountains, playgrounds, copy rooms
- Allowable visitors to the school
- Mask usage and requirements
- School building office and district office procedures/protocols

Health Screenings

Only students and staff who are healthy should report for in-person learning. It is important to note, **students and staff will not be penalized for missing school and are encouraged to stay home when not feeling well.** Students and staff with any one or more of the following symptoms of COVID-19 that are *new and unusual* must remain home:

- Cough
- Fatigue
- Fever or chills
- Headache
- Known close contact with a person who has been diagnosed with COVID-19
- Measured temperature of 100.4 degrees Fahrenheit or greater
- Nausea or vomiting
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Sore throat
- Vomiting/Diarrhea
- Congested & runny nose

Any student or staff member who begins to exhibit a high fever associated with COVID-19 like symptoms must report to the designated area on campus, following the building procedure. Please inform the school nurse or designee.

Students 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 have had contact with someone who is positive for COVID-19 must notify their building principal or supervisor immediately. Students who have had contact with someone who is positive for COVID-19 must follow the IDPH guidelines for self-monitoring and self-quarantine.

Visitors

Visitors shall be restricted to authorized personnel only (eg. DCFS, SASS, law enforcement, Emergency Service Personnel, Social Services Personnel, Mental Health Services Personnel Etc.). Visitors to any BHASED 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 outside 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. Volunteers will not be utilized at this time.

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

1. Has the individual washed their hands or used alcohol-based hand sanitizer on entry?
 - a. Yes - proceed to question #2

- b. No – please ask them to do so and then proceed to question #2
2. Ask the individual if they have any of the following symptoms
 - a. Cough
 - b. Shortness of breath
 - c. **OR** at least ONE of these symptoms
 - i. Fever
 - ii. Shaking with chills
 - iii. Headache
 - iv. New loss of taste or smell
 - v. Muscle Pain
 - vi. Sore Throat
 - vii. Vomiting/Diarrhea
 - viii. Congested and runny nose

If YES, **restrict them from entering the building**
 If NO to all, continue to step #3
3. Check temperature, looking for a fever of 100.4 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:
 - a. Wear their mask for the duration of their visit
 - b. Wash their hands or use hand sanitizer throughout their time in the building
 - c. DO NOT shake hands with, touch or hug individuals during their visit

At this time parents and family members will not be allowed in the school buildings. If a child is to be dropped off or picked up from school parents should remain in their vehicle and call the school and notify the office that they are there. A staff member will come out to meet the parent/guardian outside of the building and then escort the student into the building after the student successfully completes their health certification. To pick-up a child from school, parents/guardians shall call the office and indicate they have arrived. A staff member will escort the student from the building to the appropriate parent/caregiver. Proper identification shall be presented before a child is released from the building.

Classroom Guidance

- Arrange seating six feet apart, if possible, and face the same direction or away from each other as feasible. It is recommended teachers provide assigned seating for students and require students to remain in these seats to the greatest extent possible.
- Clearly mark common areas and tables to show where to sit, stand or line-up for six feet spacing, if possible
- Stagger transition times and review schedules
- Encourage hand washing throughout the day.
- Schedule/coordinate activities by grade level to minimize student mixing
- Sanitize hands upon entering the classroom
- Do not share school supplies between students or staff
- Clean classrooms daily

Common Areas

- Maintain six feet physical distancing when possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Perform health screenings for staff and visitors
- Display visible signage reminding everyone of physical distancing and face covering usage at entryways, hallways, classrooms, and common areas
- Provide access to school buildings to authorized personnel only.
- Restrict students to specific areas as identified by the building principal
- Clean high touch areas throughout the day

Cafeteria

- Maintain six feet physical distancing when possible
- Develop a meal procedure plan
- Clean cafeteria in between uses
- Clearly mark areas to indicate safe distancing for students
- Require staff and student face coverings (if not eating)

Restrooms

- Maintain six feet physical distancing to every extent possible
- Require face coverings for staff and students
- Clearly mark areas to indicate safe distancing for students
- Display clearly visible signage reminding everyone of physical distancing and face coverings
- Schedule/coordinate restroom and handwashing breaks when possible
- Clean high touch areas throughout the day
- Assign restrooms to student groups when possible

Drinking Fountains

- Fountains will be blocked off.
- Students shall be allowed to bring their own reusable water bottle that is labeled with their name which can be refilled.

Shared Objects

Students and employees are restricted from borrowing or sharing of 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, iPads, touchscreens, keyboards, remote controls, door entry systems, etc., should be cleaned before and after use. Items that must be shared or communally used, must be cleaned after each use and individuals must perform hand hygiene between use. 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 child use. Machine-washable cloth toys should be used by one individual at a time and cleaned in between uses or not be used at all.

Preparing for When a Student or Staff Member Becomes Sick

BHASED will communicate with families and staff that any individual who tests positive for COVID-19, or who shows any signs or symptoms of illness, should stay home. Families and staff should also report possible cases to the school where the individual attends school or works, to initiate contact tracing. Currently known symptoms of COVID-19 are fever, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Attendance personnel should request specific symptom reporting when absences are reported, along with COVID-19 diagnoses and COVID-19 exposure. Information will be documented and shared with the health staff or other appropriate personnel and the local health department. In accordance with state and federal guidance, school community members who are sick should not return to school until they have met the criteria to return.

BHASED will require the completion of a daily symptom checklist for families and staff to determine if they are well enough to attend that day. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state for them to stay home at least 10 days from the onset of symptoms **and** for 24 hours with no fever (without taking fever-reducing medications) **and** improvement of other symptoms - **whichever is longer**. And testing for COVID-19 is recommended. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Students or staff returning from illness related to COVID-19 should call to check in with the Director and/or Human Resource Specialist following quarantine. Any individual within the school environment who shows symptoms will be immediately separated from the rest of the school population. Individuals who are sick will be sent home. If emergency services are necessary, call 911.

When interacting with students or staff who may be sick, school nurses and personnel should follow CDC guidance on standard and transmission based precautions. **Students should never be left alone and must always be supervised while maintaining necessary precautions.**

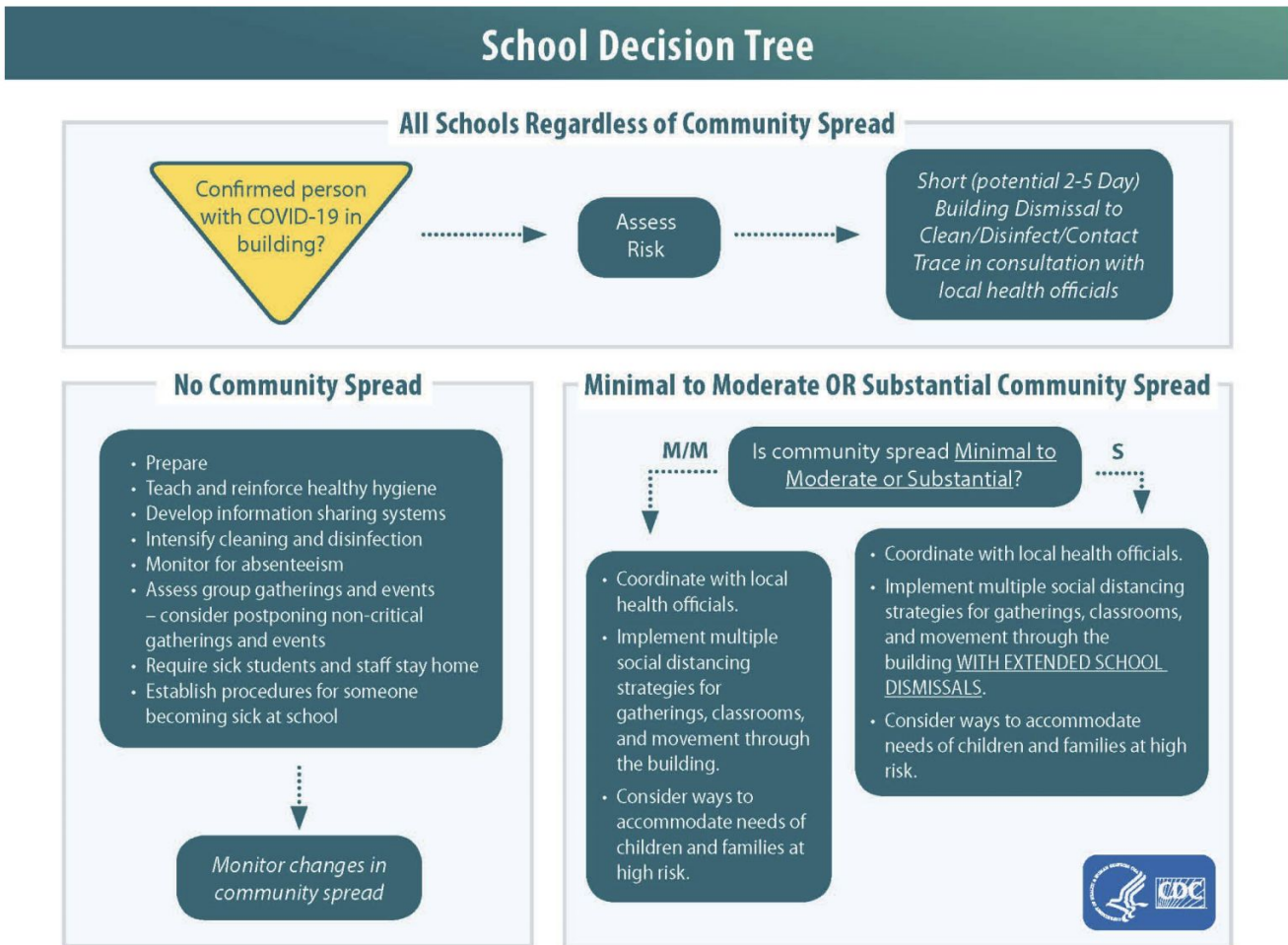
Close off any areas of the school used by a sick person and do not use these areas until after proper cleaning and disinfection procedures have been completed. Open windows to increase air circulation in the area. It is advised by the CDC to wait at least 24 hours before cleaning and disinfecting; if 24 hours are not possible, wait as long as possible. Clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, etc., used by the person who is sick. Ensure cleaning products are stored and used a safe distance away from children and staff.

Individuals who did not have close contact with the person who is sick can return to work immediately after disinfection. Those who had close contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection shall isolate at home and monitor symptoms for 14 days. Close contact means the individual was within six feet of the individual with symptoms for more than 15 minutes. The period of close contact begins 2 calendar days before the onset of symptoms (for a symptomatic person) or 2 calendar days before the positive sample was obtained (for an asymptomatic person). Additional cleaning and disinfection is not necessary if more than seven days have elapsed since the person who is sick visited or used the school. Continue routine cleaning and disinfection. This includes everyday practices that schools normally use to maintain a healthy environment.

Prior to returning to school, a parent/guardian must contact the school nurse/administrator/designee. If a student is sent home sick with suspected COVID-19 symptoms the rest of the household must be quarantined until an alternative diagnosis is made or a negative result is received. If the sick student becomes a confirmed case (i.e., tests positive for COVID-19) or a probable case (i.e., has COVID-like symptoms and is epidemiologically linked to known case), the local health department (LHD) conducting contact tracing will place household contacts, including siblings, in quarantine for 14 calendar days. The health department also will provide guidance on how to safely quarantine and isolate within the household.

School Closure Plan (guidance from CDC)

BHASED must be prepared for a possible 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.



Instruction

BHASED has developed a plan to allow for a return to in person learning for students, while focusing on the health and safety of our students and community.

Required Physicals

Due to the effects of the recent physical distancing and shelter in place mandates, for the 2020-2021 school year, many member districts have changed the compliance requirement date for physicals and immunizations to October 15, 2020. Although BHASED will follow the dates set by the State of Illinois, the district encourages families to obtain these requirements as soon as possible. Clerical staff and nurses will keep track of families who are not in compliance by October 15, as is normal procedure.

Safety Education for Students

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

Students Who are Medically Fragile or at Higher Risk

The administration will work closely with our nurses and parents, as well as the student's medical provider, to determine the safest ways to provide in-person instruction. Alternatively, BHASED will be offering a full Remote Learning option for medically fragile students, students at a higher risk of severe illness, students who live with individuals at higher risk of severe illness for the duration of Phase 4, and any other family that requests this option.

Appropriate consents must be obtained for communication with outside providers. BHASED will be reviewing IEPs, asthma action plans, or Individualized Health Plans to determine if these plans will need to be amended or modified.

Teams should consider the following:

- Whether the student's medical condition is conducive to in-person attendance or if needs would best be met remotely.
- The student's behavior and capacities, including ability to control secretions, cover mouth/nose when sneezing and coughing, ability to maintain distance from other classmates, ability to tolerate wearing a face covering, ability to wash hands with/without assistance, and ability/safety of use of hand sanitizer.
- The number of students per classroom and ability to maintain six-foot distance, when possible.
- Consult with individual student health care providers, if applicable, and IEP teams to determine the best modality to meet the student's needs on an individualized basis.

For staff working with students who are present for in person learning, BHASED will provide appropriate PPE for continuous wear and during procedures such as feeding (e.g., gowns, gloves, and face shields). Maintaining strict social distancing will not likely be feasible due to the personal nature of

common care and services, including feeding, toileting, suctioning, position changes, diaper changing, hand-over-hand assistance, physical therapy, and occupational therapy. Appropriate PPE should be used in conjunction with appropriate hand hygiene.

Social and Emotional Learning (SEL)

SEL curricula and additional supplementary services will continue to be provided for students and staff. Teachers will continue to implement the SEL curriculum with supplementary resources with an intentional focus on student's emotional health who may have been or continue to be impacted by COVID-19. Students will also have continued support from social workers and psychologists. Students with IEPs for SEL will continue to receive services based on their identified IEP minutes.

Physical Education, Gymnasiums, and Playgrounds

Physical activity can support students' overall health and help reduce stress and anxiety. Whenever feasible and weather permitting, outdoor PE activities that allow physical distancing will be offered. If physical education must be taught in the classroom masks shall be worn and social distancing maintained to every extent possible. If the gymnasium is to be used it is recommended to utilize 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. Playgrounds will be sanitized after use. 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.

IEP Meetings

BHASED must adhere to timelines for annual IEP meetings and required evaluations. There continues to be limited flexibility from complying with federal and state laws. All Individuals with Disabilities Education Act (IDEA) timelines remain in effect. IEP teams should meet to determine whether any amendments to students' IEPs are necessary to address students' current levels of performance. IEP teams should update remote learning plans as needed for students based on the learning experiences during the 2019-2020 school year. IEP meetings will be conducted remotely to the greatest extent possible.

Remote Learning

We understand some families may not feel comfortable sending their children to school. All families will have the opportunity to indicate if they would like to opt out of in person learning and choose to remain home for full Remote Learning. Any family that chooses to enroll in the full Remote Learning option will do so for the entire quarter. Please keep in mind, if a student opts out of in person learning, the student's Remote Learning teacher may be a different teacher. Families will have until **Friday, July 31st** to opt out of in person learning.

Remote Learning Systems

Students/Families who enroll in remote learning will receive daily communications and check-ins with updates on deadlines, and important announcements. Attendance will be taken daily. Students and families should plan to have five (5) hours per day of academic activities to complete including but not limited to online activities and paper/pencil tasks.

In an effort to support families, some teachers will maintain office hours in the evening in order to be available to connect with parents and students who are working remotely.

Transportation

BHASED is working closely with our member districts to ensure procedures are in compliance with all applicable expectations under state and federal guidelines. All individuals on a bus must wear a face covering, no more than 50 individuals will be on a bus at one time, and social distancing will be maintained to the greatest extent possible. Students and families should be aware of procedures and expectations regarding transportation. Drivers and monitors will wear approved and appropriate PPE and perform regular hand hygiene.

Field Trips and Vocational Job and Work Sites

- There will be no field trips allowed during the first half of the school year.
- There will be no off-site vocational job and work sites until further notice.

Operations

Food Services

Meals will be delivered and served to classrooms, at least initially. If 6 ft. distancing can be maintained, classrooms may eventually have the option of eating in the cafeteria.

Meals will be individually plated or packaged as grab and go items. Non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Areas where students consume meals will be thoroughly cleaned and disinfected. Food service personnel will use appropriate PPE, including gloves and face coverings, while preparing and distributing food.

Hand hygiene will be promoted prior to and after eating a meal or consuming any food items, and hand sanitizer will be available at food service locations. Mealtime expectations will be shared with students and staff.

Facilities

Sanitation, hygiene, and PPE supplies will be ordered and stockpiled for employee access. 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:

- Countertops
- Desktops
- Door handles
- Light switches
- 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 on a regular basis. Restrooms, hallways, cafeterias, and high touch common areas will be cleaned throughout the day. Soft surfaces such as carpets and rugs will be cleaned daily. Items such as cloth toys or other cloth material items that cannot be disinfected must not be used.

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.

Ventilation systems will be maintained regularly. Staff will be encouraged to open classroom windows as much as possible at the Center, given the weather conditions. The Phoenix building is not air conditioned so windows will be opened as much as possible. Teachers will also be encouraged to take their classes outdoors as much as possible for outdoor learning activities and mask breaks.

Health Offices

All school health offices will:

- Allow for six feet of distance between students, separation area for sick students, sink for hygiene, appropriate lighting, and proper ventilation.
- Limit the number of individuals allowed in at one time.
- Use plastic barriers around staff desks and between student care areas or curtains and the implementation of two separate entrances to the health office space to allow one to be used by students without illness symptoms and one to be used by students with illness symptoms, in offices that have two doors.
- Provide a supervised quarantine space for students/staff who are experiencing COVID-19-like symptoms and may be awaiting evaluation and/or pickup. Students must never be left alone and must be supervised at all times while maintaining necessary precautions within the quarantine space.
- Disinfect a space after it is occupied by a student and deep clean daily.
- Require students exhibiting COVID-19-like symptoms to wear a face covering unless medically contraindicated.
- Per CDC guidance, close off areas used by a sick person; do not use these areas until after cleaning and disinfecting. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- Supply school nurses and/or the administrator/designee working with individuals with illness symptoms with appropriate PPE. School nurses should use PPE, including gloves and face coverings, when interacting with students and staff. Appropriate PPE should be used in conjunction with appropriate hand hygiene and standard precautions.
- Require paraprofessionals working with medically fragile students to wear PPE (e.g., face shields, face masks, and gloves).
- Implement strategies to reduce unnecessary visits from students, staff, and visitors; reduce health office congestion; reduce exposure to infection, and allow for separation.
- Supply staff with first aid supplies, such as bandages and gauze, in the classrooms. In certain situations, students may need to stay in place for an in-person evaluation by the school nurse.
- Treat healthy students reporting to the health office for medical management, such as medications, tube feeding, assessment of injury, or first aid, in a separate clean designated area inside or outside the health office to prevent contact with potentially ill children.
- Perform daily cleaning of high-touch surfaces in the health office with a disinfectant noted to kill the coronavirus.

*Persons with common health conditions or those who need basic first aid should not report to the health office but may be managed in the classroom/alternate setting.

*Parents, guardians, or other authorized individuals should pick up ill students within a reasonable amount of time; students should not be allowed to utilize the school bus or public transportation for the return home.

*In the absence of a nurse, each school district's administrators must determine who will be responsible for meeting the health-related needs of students and staff.

Recommendations for Families

- State of Illinois mandated health examination and vaccine requirements will be due by October 15th, not September 1st.
- Please make sure all emergency contact information is up to date.
- All students should stay home if they are sick, with any illness symptoms.
- The CDC recommends everyone 6 months of age and older get vaccinated every flu season with rare exceptions. Flu symptoms overlap with coronavirus symptoms. Please vaccinate your children for influenza this fall.
- When reporting illness absences, be sure to report if your child:
 - Has been in close contact of someone with a positive COVID 19 test
 - Has signs of coronavirus
 - Has been diagnosed with coronavirus
 - Has been diagnosed with influenza (respiratory flu).
- For students with asthma, **no nebulizer treatments will be given at school during the pandemic.** Asthma action plans should reflect the use of asthma inhalers and spacers.
- BHASED schools will not provide undesignated albuterol until further notice.
- Please send your child with extra clothing in case a change is necessary.

What to expect if there is a confirmed case in school

- We will immediately notify local health officials. They will help administrators better determine a course of action for the school.
- Persons identified as being in close contact with the individual will be asked to stay home and isolate and be alert for symptoms for Covid-19.

Returning to school after having had coronavirus:

- Please call the school nurse prior to returning to school.
- Students will stay home for at least 10 days **and** must be fever free for 24 hours and improvement of other symptoms - whichever is longer.
- **It is not possible to 'test' out of quarantine or isolation.**
- As new guidance emerges, guidelines may change.

Human Resources

The contents of the BHASED Return to Learn plan are subject to change when formal guidance or mandates are issued by the proper authorities (ISBE, IDPH, etc.). All employees will need to be flexible and agile during this pandemic which will require cooperative, collaborative, flexible, and creative problem solving. BHASED will generate guidelines and protocols which will be required for all employees. BHASED will continue to monitor recommendations from the PRESS Policy Organization, as well as from professional organizations such as IASA, IASB, IPA, and others about educational expectations for student learning.

Staff Return Plan

All return to work expectations will be dictated by executive and legislative guidance from the state and federal government. An employee's request for a special accommodation(s) should be submitted to the Director or BHASED's Payroll/Human Resource Specialist for review and consideration.

Absences that are related 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.).

If the District determines that it is both necessary and appropriate, the employee will be informed about the accommodation(s) verbally and in writing. The District will make every effort to follow all CDC and IDPH guidelines regarding district employees.

Staffing Level

The district will monitor staffing levels within each building to ensure optimal operations for teaching and learning. In the event that staffing levels drop below the ability for the building to maintain optimal operations, the district will consider all options to support student learning.

Every effort shall be made to ensure substitute teachers 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.

Itinerant Teachers and OT/PT Staff

Itinerant teachers and OT/PT staff should work to develop a schedule that limits the number of buildings and districts they visit and enter daily. Member districts will treat you as a member of their staff and require you to self certify or complete their district/building level health certification upon entering their buildings. It is recommended that you have your BHASED ID badge with you at all times in order to certify your role/position.

If you are providing remote instruction during the day you are being offered the flexibility to do that from your own home.

Itinerant teachers and OT/PT staff shall be trained on how to properly sanitize equipment prior to and after student use. Staff are encouraged to develop work/tasks that can remain in a school/classroom and/or with the student. Push-in services are also recommended in order to limit exposure of staff/students to different areas of the building. It is advised that you work with building level administrators to develop a plan that works for all parties.

Teacher Evaluation

The PERA Joint Committee, BHASED Administration, and Collective Bargaining unit developed a plan and agreed to a Memorandum of Understanding (MOU) for Certified Staff evaluations for the 2020-21 school year. The BHASED Superintendent's Advisory Committee and Governing Board have approved the MOU as well.

Illness and Diagnoses Monitoring

A tracking process will be instituted to maintain ongoing monitoring of individuals excluded from school because they have COVID-19-like symptoms, have been diagnosed with COVID-19, or have been exposed to someone with COVID-19 and are in quarantine. Tracking ensures CDC and local health authority criteria for discontinuing home isolation or quarantine are met before a student or staff member returns to school. Tracking methods include checking in with the school nurse/designee upon return to school to verify resolution of symptoms and that any other criteria for discontinuation of quarantine have been met. Tracking will take place prior to a return to the classroom.

Continual communicable disease diagnosis monitoring and the monitoring of student and staff absenteeism should occur through collaboration of those taking absence reports and school nurses/school health staff. Employees and families must be encouraged to report specific symptoms, COVID-19 diagnoses, and COVID-19 exposures when reporting absences.

The district will maintain a current list of community testing sites to share with staff, families, and students. Confirmed cases of COVID-19 should be reported to the local health department by the school nurse or designee as required by the Illinois Infectious Disease Reporting requirements issued by IDPH.

Districts should inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights. Please refer to the linked document COVID Operating Procedures for more details.

Mental Health

Considerations will be given to the impact that COVID-19 has on the mental health of faculty, staff, students, and their families. The mental and emotional well-being of students and staff members will be closely monitored. Training will be provided to staff to increase awareness of the impact of COVID-19. Access to school social workers and supports are readily available and communicated to students.

Communications

BHASED will utilize the following communication methods to keep staff and families up to date on changes regarding all protocols:

- BHASED Website
- Phone and text alerts
- BHASED social media
- Email

All parents/guardians who wish to receive communication should make sure email addresses and phone numbers are up to date.

QUICK CONTACTS:

Who do I contact if...

- I have questions/concerns about Remote Learning:
 - BHAEC: First point of contact is the teacher, second point of contact is the Assistant Principal, then the Principal.
 - Phoenix: First point of contact is the teacher, second point of contact is the Principal.
 - BHASED DHH Program: First point of contact is the teacher, second point of contact is the BHASED Coordinator.
- My student tests positive for COVID-19: BHAEC School Nurse, America Bunker or Kelly Hoppman
- I am a staff member who tests positive for COVID-19: Christan Schrader, America Bunker or Kelly Hoppman
- I have questions/concerns about transportation: Contact your Home School District Office

School Calendar and Schedule

ISBE encourages structuring the school day and school year to add necessary instructional time for students with learning loss and the largest academic gaps, if resources are available. State guidelines for calendar include:

- Once declared, Remote Learning Days or Blended Remote Learning Days will be implemented in any of the grades prekindergarten through 12 as days of attendance.
- Four Teacher Institute Days are available to support the transition from remote learning at the beginning of the year.
- PA 101-0643 allows every school and district to utilize up to five total Remote and Blended Remote Learning Planning Days.
- A return to full Remote Learning Days may be necessary in a region if the region returns to a lower phase by declaration of the Governor due to public health indicators.
- Integrating periodic School Improvement Days may provide the necessary time to “review and amend the Remote and Blended Remote Learning Day Plan, as needed, to ensure the plan meets the needs of all students.”

BHASED’s calendar was amended to incorporate two remote learning planning days. The remaining Remote Learning Planning days will be planned and utilized later in the school year.

A holiday was added on November 3, 2020, in order to comply with new Illinois law requiring that school not be in session on election day.

The first day back to school for all staff is August 12th. Upon returning to school all staff will need to participate in required safety training and work to develop procedures for students and staff to safely move throughout the buildings while maintaining social distancing guidelines. In an effort to ensure that our buildings and staff are prepared for students to return to school the following calendar and schedules are recommended:

August 12 - 14	Teacher Institute Days
August 17 - 19	Remote Planning Days for Center/Phoenix Program Staff
August 20	First Day of School - Remote and In-person
October 16	End of Quarter 1
November 3	Holiday - No School

Administration will closely monitor all cases of COVID-19, probable cases of COVID-19, close contacts, as well as student and staff quarantines. It may be necessary for individual classrooms to move to full remote learning for a portion of time or for the entire school to move to full remote learning in order to ensure the safety of all staff and students. Families will be notified as soon as possible if this decision is made.

Knowing that guidelines and recommendations are continually changing, the following schedule is being recommended for the first quarter of school (August 19 - October 16). Families will have the opportunity to send their child to school for in-person learning four days a week and have one full day of remote instruction OR they can choose a full remote learning option. Families may opt for a full remote learning option at any time during the quarter.

August 20 - October 16th Center and Phoenix Program Schedule:

Weekly Schedule:

Monday, Tuesday	In-Person Learning Days
Wednesday	Remote Learning Day for all students
Thursday - Friday	In-Person Learning Days

School Day

Monday, Tuesday	8:00 a.m. - 1:30 p.m
Wednesday	Check in with teachers online so attendance can be taken
Thursday - Friday	8:00 a.m. - 1:30 p.m

Certified Staff Hours:

Monday - Friday	7:45 a.m. - 3:15 p.m.
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Non-Certified Staff Hours:

BHAEC

7:45 am - 3:15 pm	Monday, Tuesday, Thursday, Friday **Off Wednesday**
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Phoenix

7:45 am - 3:15 pm	Monday, Tuesday, Thursday, Friday
8:00 am - 10:30 am	Wednesday

BHASED DHH Program Schedule:

PreK in Sherrard	First day of Student Attendance August 17th Monday thru Friday 9:45 a.m. - 3:15 p.m.
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K - 12 in Moline	First day of Student Attendance August 24th Monday thru Thursday - In person Friday - Remote Learning
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K-5	7:55 a.m. - 12:10 p.m.
6-8	8:05 a.m. - 12:15 p.m.
HS	8:10 a.m. - 12:25 p.m.

Knowing that guidelines and recommendations can change at any time, the following schedule will be in place for the second quarter of school (October 19 - December 18). Families will have the opportunity to send their child to school for in-person learning four days a week and have one full day of remote instruction OR they can choose a full remote learning option. Families may opt for a full remote learning option at any time during the quarter. Families will have the opportunity at the end of each quarter to change to in-person instruction. The deadline for notifying the school of your intent to have your child move to in-person learning for the second quarter is September 25th. The deadline for the third quarter is December 18th.

October 19th - December 18th Center and Phoenix Program Schedule:

Weekly Schedule:

Monday, Tuesday	In-Person Learning Days
Wednesday	Remote Learning Day for all students
Thursday - Friday	In-Person Learning Days

School Day

Monday, Tuesday	8:00 a.m. - 1:30 p.m
Wednesday	Check in with teachers online so attendance can be taken
Thursday - Friday	8:00 a.m. - 1:30 p.m

Certified Staff Hours:

Monday - Friday	7:45 a.m. - 3:15 p.m.
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Non-Certified Staff Hours:

BHAEC

8:00 am - 2:30 pm	Monday, Tuesday, Wednesday, Thursday, Friday
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Phoenix

8:00 am - 3:00 pm	Monday, Tuesday, Wednesday, Thursday, Friday
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BHASED DHH Program Schedule:

PreK in Sherrard	Monday thru Friday 9:45 a.m. - 3:15 p.m.
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K - 12 in Moline	Monday thru Thursday - In person Friday - Remote Learning
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K-5	7:55 a.m. - 12:10 p.m.
6-8	8:05 a.m. - 12:15 p.m.
HS	8:10 a.m. - 12:25 p.m.