

Hartsburg-Emden CUSD #21

400 West Front Street
Hartsburg, IL 62643

Terry Wisniewski, Superintendent
Jon Leslie, District Principal

217-642-5244
217-642-5333 (Fax)

Dear Students and Parents/Guardians,

On June 23rd, the State of Illinois came out with its guidelines for reopening school this fall; Starting the 2020-21 School Year, Part 3 – Transition Joint Guidance. It was a 63 page document giving guidance on what was to be expected of schools in order to start school. Since that point, there have been a few updates to that plan. On July 23rd, the State of Illinois came out with its guidelines for learning for this fall; Fall 2020 Learning Recommendations. It was a 102 page document giving guidance on what is to occur for learning.

Hartsburg-Emden formed a committee to get input from various groups (Parents, Teachers, Support Staff, Administration, and Board Members). A survey was also conducted. This gave me valuable information in the development of our district re-opening plan. I thank all who volunteered their time.

Educating our children takes on a completely new meaning with the requirements and expectations being asked of our students, parents, and staff. Our students, families, and communities are looking to the school to provide some consistency and stability in uncertainty times. Hartsburg-Emden's aim is what it has always been: to do what is best for our students. We continue to strive to help develop our students, so that, they can become the best possible version of themselves as possible. We not only educate our students, we also support them.

We are constantly looking for ways to develop and innovate instructional practices that will reduce future learning loss and anxiety brought on by this pandemic and other uncertainty that 2020 has given us. We will be using three (3) days of Teacher Institutes to begin our school year in this endeavor. Students will begin on Thursday, August 20th. We are bringing in experts from around the State for workshops on Remote Learning and Best Practices with Remote Learning. It is important we work together for the wellbeing and safety of our children. I ask that you review this document, to understand how Hartsburg-Emden will be providing the best education possible during the 2020-2021 school year.

Some key definitions

In-Person Learning

These are instructional days where the student is present at school under State Guidelines and the district's Re-Opening Plan.

Remote Learning

These are instructional days where the student is not present at the school. We will continue with instruction, assessment, and learning while students stay at home. A combination of virtual and independent learning materials will be provided to continue with the Illinois Learning Standards.

Blended Learning Days

These are instructional days for academic purposes. They can be a combination of both In-Person and Remote Learning.

The educational mission of Hartsburg-Emden C.U.S.D. #21 is to provide an empowering and collaborative environment allowing students to reach their full potential. We want to support, and inspire all students to learn and achieve to their highest potential in order to become productive citizens and lifelong learners.

Hartsburg-Emden's Re-Opening Plan was developed with the following considerations:

- Doing what is best for Hartsburg-Emden
- Maintaining positive relationships
- Continuity of learning for growth and development
- Students social and emotional wellbeing
- Giving flexibility and autonomy to our teaching staff to develop, modify or choose learning activities that fits the essential content of their class
- Acknowledging that each student will have unique learning environments that may be fluid and need flexibility in accomplishing goals set
- Adopting the recommendations given by the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH)

In General

- Masks will be worn when in schools
- Social distancing will be maintained as much as possible
- A choice will be given to caregivers of the In-Person/Blended Learning or 100% Remote Learning Options
 - We are asking our staff to provide both forms of instruction to our students
- Many additional safety measures put in place to guard against the spread of COVID-19 for In-Person Learning
- Provide the best education possible for our students
- Continue to provide meal opportunities for all students in the district

The Re-Opening Plan goes into detail as to what we will be offering this school year (under the guidelines required). We are planning a shortened day (as to allow our teachers time to service students who will be on the Remote Learning option). Please see plan for schedules for In-Person Learning. The plan also discussed what we have done to prepare for In-Person Learning, safety measures put in place, and routines for In-Person Learning.

Additional Comments

Now more than ever, it is important for students, caregivers, and the school to work together. I encourage you to facetime, text, snap chat, etc. with each other as much as possible. It is important that we all communicate, communicate, communicate so we stay successful through this time. Work together, build relationships, and be each other's support during this time. Many are living with a lot of anxiety and we must be able to lean on each other for support. We need a collaborative environment. The expectations for this academic school year are high. I believe Hartsburg-Emden staff is willing and ready to meet that challenge. Our staff has proven that they are dedicated and care very much for our students. I have no doubt this trend will continue. I am optimistic that we will be successful.

Please review the Re-Opening Plan. As the school year begins, check your email and our school website regularly. We will push out updates regularly throughout the school year.

If you have questions, please send me an email or call the school.

Sincerely,



Terry L. Wisniewski, *Superintendent*

Hartsburg - Emden C.U.S.D. #21

400 West Front St.

Hartsburg, IL 62643

Phone (217) 642-5244 (HS)

Phone (217) 376-3151 (GS)

twisniewski@hartem.org

Hartsburg-Emden CUSD #21

400 West Front Street

Hartsburg, IL 62643

TERRY WISNIEWSKI, SUPERINTENDENT

217 642-5244

JON LESLIE, District PRINCIPAL

217 642-5333 (Fax)

Re-Opening Plan

Hartsburg-Emden C.U.S.D. #21

The following plan and contained information reflects guidance from the Illinois State Board of Education (ISBE) as well as the Illinois Department of Public Health (IDPH).

According to the Center for Disease Control (CDC), COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is also thought that the virus may spread to hands from contaminated surfaces and then to the nose or mouth, causing infection.

The instructional day protocols and procedures that will take place for students during Phase IV of Restore Illinois are outlined in this plan. As guidance or restrictions change, we will plan to adjust our protocols and procedures. If the State moves to another phase, we will adjust our educational opportunities to match those phases.

Hartsburg-Emden C.U.S.D. #21 will be providing In-person (Blended) Learning and Remote Learning options to begin the school year. We understand that the risk factors for each home are different and we wish to be sensitive to those needs. If a caregiver is uncomfortable sending their child to school during this pandemic, you will have a Remote Learning option. Both In-person Learning and Remote Learning are described in further detail below.

Note I:

If a caregiver chooses the Remote Learning option, this will be a semester commitment. You may reassess your situation in January, to see if you would like to begin with an In-Person (Blended) Learning option or remain with a Remote Learning option for the second semester. This will help us maintain a certain level of consistency within our In-Person (Blended) Learning option, as we have to maintain State required numbers within buildings and buses.

If a caregiver chooses the In-Person (Blended) Learning option and it does not seem to be working, you may go to the Remote Learning at any point for the remainder of the semester.

Note II:

As data and knowledge of COVID-19 progresses and the State updates its response to the pandemic, Hartsburg-Emden will adjust accordingly. Our plan is to be prepared to switch to a Remote Learning option on a moment's notice and back to our In-Person (Blended) Learning option just as quickly. We anticipate no loss of instructional days to our calendar. Communication is important. At any point, if you have questions or concerns, please contact the Main Office and ask to speak to the Superintendent.

In-person Learning:

- Masks need to be worn at all times in the building except when eating lunch (see Student Lunch Plans below)
 - This is a State requirement
- Masks may be removed when outside when 6 feet is maintained between students
 - We are going to paint circles on the sidewalk outside the Grade School at 6 feet intervals . . . on weather permitting days . . . students will be asked to go to designated areas for a 15 minute mask break time
 - We will play music and ask students to sing/dance inside their circle as they remove their masks
- We are allowed up to 50 individuals in one area at a time
 - This includes teachers, aides, and students
 - 6 feet social distancing is recommended
 - Students will be spread out as far as possible within the classroom
 - Teachers will provide instruction and lessons at age-appropriate levels regarding the rudiments we have in place
- Teachers may bring classes outside for class (weather permitting)
 - Students will be allowed to remove their masks as long as they are socially distanced
 - Chairs will be available for outside instruction
 - If multiple classes go out at the same time, they will be 30 feet from another class
- Water fountains may only be used to fill water bottles (see Water Fountains below)
 - No drinking directly from the water fountain
 - One Hydration Station has been installed at each building
 - We do ask that each child bring a full water bottle (just a standard 16-20oz bottle of water) to start the day
 - Students will not be allowed to share water bottles
- Restrooms have a maximum capacity sign outside them and students will need to wait at 6 feet intervals outside the bathroom to use the facilities (see Restrooms below)
 - The school has installed automatic water faucets and paper towel dispensers in all bathrooms
- We ask each student to have a small container of hand sanitizer they keep On their desk or in their backpack
 - We will provide refills to that bottle as needed
 - Students should not share hand sanitizer bottles
- Signage and instructions for students on social-distancing, hand-washing, monitoring their health, etc. will be placed throughout the building
- We will have staggered bell times at the Jr./Sr. High School to maintain State required numbers (see Traffic Flow and Hallways below)

- No more than 50 students will be in the hallway at any given time
- We are planning to use the gym as short-term stop as students transition from one class to the next
- Students who do not ride the bus will have a set time to arrive and depart from school (see Phase IV Schedule below)
 - We ask that the schedule be followed to maintain less than 50 students in one area at a time
- Students who ride the bus (see Transportation below) will need to wear a mask while on the bus and have a temperature/symptom check before getting on the bus (see Temperature/Symptom Check below).
- Students will arrive to school and go directly to their classroom
 - Jr./Sr. High School students may go to their lockers then to class
 - Jr./Sr. High School students will need a backpack and carry all their materials for the day with them
 - Lockers will be used to store coats and other items not needed for that day
 - Lockers will not be used during the school day
 - Jr./Sr. High School students will be allowed to go to their locker as they depart school for the day to gather materials to take home
- Students are asked not to share any personal belongings including supplies
 - If a student needs to borrow an item, they need to ask the teacher
 - Grade School students are asked to have an extra container to keep items that will be only for their use
- Hartsburg-Emden will make every effort will be made to maintain social distancing and eliminate the sharing of personal objects

Instructional Requirements:

- We are required to do at least 5 hours (300 minutes) of instruction per day. Hartsburg-Emden C.U.S.D. #21 is planning a blended approach (see Phase IV Schedule below)
 - Regular Start with a dismissal around 1:30pm
 - All subjects will be taught by In-Person Learning with PE done remotely (at home)
 - PE will be remotely (at home)
- Teachers will concentrate on key concepts (State Standard) in subject areas
 - Grade School will focus mostly on Math and Reading concepts
 - Grade School will use library time to cover some history/science concepts
- Teachers will spend the beginning of the year focusing on building relationships with students and instructing students on Remote Learning
 - We wish to be prepared . . . if the need arises to transition to Remote Learning

- K-7th grade students will be assigned to a specific room
 - We will do as much instruction as possible without students moving rooms
 - Teachers will move rooms as much as possible
- 8th – 12th grade students will move to the content area teachers room
 - Students will receive supplies to sanitize surfaces as they come into the classroom and before they leave the classroom
 - Paper towel dispensers will be in every room . . . the teacher will spray disinfectant on the desk and the student will wipe the desk down
 - After a student throws away the paper towel . . . he/she should use their hand sanitizer to disinfect their hands
- At the Grade School, Music, Art, and Library will still be one of the daily specials your child will go to
 - Library will come to the classroom
 - Art and Music will be in the Gym
 - Music may focus on humming or other music concept that doesn't require playing an instrument or singing
 - Singing and playing an instrument may be done outside at 6 feet distancing
- Remote Learning PE for everyone . . . students are asked to do the physical education at home where they don't need to wear a mask
 - Activities will be tailored to align to healthy lifestyle choices and the State Standards
- High School students who have a Study Hall 1st, 2nd, or 7th Period may arrive late or depart early with proper transportation and a caregivers written approval to do so

Remote Learning:

- Remote Learning will have a class schedule that mirrors In-person Learning as much as possible.
 - They will share the same teachers as well
- Our teachers will have the afternoon to prep and service students who are on the Remote Learning option
- Teachers may always be emailed at any time for Remote Learning, but their availability to assist will be in the afternoons
 - Communication with the teachers is critical
 - The teachers day ends at 3:30
- Remote Learning will require students to meet the same State Standards as In-person
 - Students will be responsible for completing all work within a set timeframe
 - This will be a larger commitment on the caregiver to oversee this work
- If you are interested in using our Food Service (see Remote Learners Breakfast/Lunch Plan below)

Phase IV Schedule (In-Person)

Shortened Schedule - 1:28 pm Dismissal (Required 300 minutes to count as a day)
-- COVID-19 Schedule

2020-2021 Jr./Sr. High School Bell Schedule

Regular Schedule

8:00 – 8:17	Arrival to Classroom
8:17 – 9:31	1 st / 2 nd Hour
9:34 – 10:45	3 rd / 4 th Hour
10:48 – 12:48	5 th / 6 th Hour
10:48 – 11:18	7 th /8 th Lunch
11:33 – 12:03	9 th / 10 th Lunch
12:18 – 12:48	11 th /12 th Lunch
12:51 – 1:28	7 th Hour
1:28 – 1:44	Departure

45 minutes of Remote PE
 -- at home in the afternoon

17
74
74
90
-- 30
-- 30
-- 30
37 (*2 =74)
16
45 -
Remote

320 - Total

Blocked/Rotating Schedule

First Day

- Period 1,3,5, & 7

Second Day

- Periods 2,4, 6 & 7
- keep rotating between the two days

10:40 – 11:10	6 th Lunch
10:50 – 11:20	7 th /8 th Lunch
11:35 – 12:05	9 th / 10 th Lunch
12:20 – 12:50	11 th /12 th Lunch

Lunch
-- 30 minutes
Passing Periods
-- 3 minutes

Note . . .

The School Calendar has been amended so that we have three (3) days of Teacher Institute. We are working on strategies to improve our overall delivery of services for the remainder of this pandemic (see Calendar below).

Lunches . . .

6th Grade will get their lunch and go back to their classroom for lunch.
 -- on nice days . . . they may go outside to eat
 -- will be served in disposable containers

The other lunches will be in the cafeteria . . . around 40 students (2 grade levels).
 -- 15 minutes between lunches . . . will give time to disinfect between each use
 -- 9th/10th will go to 5th / 6th Hour . . . then to Lunch . . . then back to 5th / 6th Hour

The Cafeteria will not be open in the morning for breakfast . . . we will have a take-home breakfast (grab-and-go) . . . it will be provided before students leave school for the day . . . and is intended to be their breakfast the next morning.

2020-2021 Grade School Schedule

Regular Schedule

8:00 – 8:16 Arrival to Classroom
8:17 – 1:28 Class Time
- - 30 Staggered Lunches
1:28 – 1:44 Departure

17
281
- - 30
16

10:45 – 11:15 K&1st Lunch
11:30 – 12:00 2nd&3rd Lunch
12:15 – 12:45 4th&5th Lunch

30 minutes of Remote PE

- - at home in the afternoon

30 -
Remote
- - - -
311 - Total

Arrival Times:

We are scheduling times for students to arrive and depart the school. This will ensure we don't have more than 50 students in the hallway at one time.

Students need to go to their lockers, put away what they don't need, get what they will need for the day, and head directly to 1st / 2nd Hour or their classroom teacher. Students are not to arrive during any time-slot other than their own. If students are not going to make their time-slot, they need to arrive to school after 8:17am, check in the office, and go to 1st / 2nd Hour or classroom teacher.

8:00 – 8:04 A – H
8:04 – 8:08 I – N
8:08 – 8:12 O – T
8:12 – 8:16 U – Z

Departure Times:

Students need to go to their lockers, put away what they don't need, get what they will need to take home, and head directly out to their vehicles. Students need to depart the building right away. Those receiving a breakfast need to exit through the cafeteria and pick up a meal.

1:28 – 1:32 A – H
1:32 – 1:36 I – N
1:36 – 1:40 O – T
1:40 – 1:44 U – Z

** Bus riders will be dismissed at 1:24

Teacher Prep/Remote Learning Times

Teachers will have (need) time to prepare and address the students who will be on the Remote Learning option.

1:45pm – 3:30pm Monday – Friday

Additional Details:

- Teachers will maintain the same contractual day (7 hours 30 minutes)
 - Teachers are being asked to provide In-Person/Blended Learning option and Remote Learning options at the caregivers choice
 - Teachers are being asked to enforce all safety protocols/procedures, educate students on those protocols/procedures
 - The teachers are asked to do a lot in a little amount of time . . . we ask that everyone make efforts to communicate and stay up on their work
- Students needing additional assistance may be invited to stay after school with additional academic support/intervention provided . . . to prevent any learning loss
 - We ask that caregivers make arrangements for these times when offered
- Students with individualized education plans (IEPs) that are interested in Remote Learning will need to work with their case managers so that an IEP meeting can be planned to discuss change in placement/services
 - We will still be utilizing Chester East Lincoln and District 27 as our two main sources for placement of K-8 students (if needed)
 - We will still be utilizing Lincoln Community High School as our main sources for placement of 9-12 students (if needed)
- L-Tech/CEO will still be provided
 - We will still be utilizing Lincoln Community High School for these services
 - Lincoln Community High School has assured us that they will be taking every precaution possible to keep our students safe
- High School students who need online courses due to scheduling conflicts will be provided those classes through Edgenuity or the Illinois Virtual High School at no cost to the student
- If a High School class size is too large for us to maintain proper social distancing, we may request students in the class to do an online course through Edgenuity or the Illinois Virtual High School at no cost to the student
 - Students may turn down the request . . . and we'd ask a different solution
 - We will try to keep class size at the Jr./Sr. High to around 20 or fewer
 - Only a few classes get over 20 . . . those classes will be our focus

Student Lunch Plan:

- Elementary School will utilize the cafeteria
 - 3 lunches . . . Kindergarten/1st grade – then 2nd-3rd grades – then 4th-5th grades
 - This should keep our number under 38 per lunch
 - We will spread students throughout the cafeteria as much as possible . . . adhering to social distancing guidelines
 - X's will be placed on seats

- Students will keep their mask on until they have their lunch, are seated, and ready to begin eating
 - Tables will be wiped/disinfected between each lunch
 - Students will use disposable trays
- Jr./Sr. High School will utilize the cafeteria
 - 6th grade students will go get their lunch and report back to their classroom
 - Disposable trays and utensils will be provide
 - The cafeteria line will have X's on the floor for best social distancing practices as students wait in line to get their lunch
 - They may go outside on nice days
 - 3 lunch periods for 7th-8th grades – then 9th-10th grades – then 11th-12th grades
 - Two classes at once to keep the lunch numbers under 40
 - The cafeteria line will have X's on the floor for best social distancing practices as students wait in line to get their lunch
 - Students will keep their face mask on until they are seated and ready to begin eating
 - We will spread students throughout the cafeteria as much as possible . . . adhering to social distancing guidelines
 - X's will be placed on the tables
 - Tables will be disinfected between each lunch
- If necessary, students may be assigned to eat in their classrooms instead of the cafeteria
 - This is to give us some flexibility as we see how things unfold

Student Breakfast Plan:

- The Cafeteria will not be open for breakfast
- Students wishing to receive a breakfast will receive a grab-and-go breakfast for the following morning
 - At the Grade School . . . these breakfasts will be brought to the classrooms
 - At the Jr./Sr. High School . . . a station will be set up for students to grab as they leave the building

Remote Learners Breakfast/Lunch Plan:

- Food Service is available for Remote Learners
- For Emden pick-up call Cleola at the Grade School at (217) 376-3151 each morning to request a Breakfast and Lunch
 - A Grab-and-Go meal will be provided between 11:45 – 12:15 for all ordered meals
 - We ask that you maintain social distancing when you come get your meals
- For Hartsburg pick-up call Erika at the Jr./Sr. High School at (217) 642-5244 each morning to request a Breakfast and Lunch

- A Grab-and-Go meal will be provided between 11:45 – 12:15 for all ordered meals
- We ask that you maintain social distancing when you come get your meals

Food Service Personnel:

- Food Service staff must self-certify and verify that they are free of symptoms before the start of each day. Staff who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 may not work
 - Contact the Superintendent immediately if you have symptoms
- Meals will be individually plated
 - Buffets, salad bars, and the sharing of food and utensils shall be prohibited
 - We will still provide these items at the Jr./Sr. High School . . . but they will be prepared by the cafeteria staff
- Items that are handled by food service staff that are not disposable must be handled with gloves and washed with dish soap and hot water or in the dish machine daily
- Food service staff should wash their hands immediately after removing their gloves.
- Frequent hand hygiene will be required
- Food service staff will wear masks
 - Gloves are required during food preparation, serving, and disinfecting
- Appropriate methods for cleaning work spaces and surfaces will be used
- Techniques for minimizing exposure
 - Using gloves when handling and disposing of trash
 - Avoiding touching surfaces often touched by students without gloves
 - Use universal precautions when handling bodily fluids

Transportation:

- Our daily routes will work similar to past practice
 - Drivers will call you and set up a time for pickup
 - Drop off times may vary . . . depending on the afternoon numbers
- We are to observe best social distancing practices on the bus
 - Only students from the same family (same pick-up/drop-off points) may ride in the same seat
 - Each bus has 24 seats . . . therefore we can only have 24 households on a bus
 - We are also not allowed to have more than 50 individuals on the bus at a time
 - This includes Bus Driver and Bus Monitor
- Because of our bus limitations, I am asking all caregivers who are able for assistance

- If you are able to bring your child to and from school each day, please let us know . . . this would be a tremendous help
- Assigned seats are required
- Masks are required to be worn on the School Bus at all times
- No eating or drinking on the School Bus
- Disinfecting of buses between each route is required
- We are looking for a few Bus Monitors to help us with social distances, disinfecting, and potential Temperature/Symptom Checks (see Temperature/Symptom Checks below) . . . assisting us in getting our students to school safe
 - Contact the Superintendent/Director of Transportation (Terry Wisniewski, (217) 642-5244) if you are interested
 - This will be a paid position

Bus Drivers and Monitors:

- Drivers and Monitors must self-certify and verify that they are free of symptoms before the start of each route. Drivers and monitors who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 may not work
 - Contact the Superintendent immediately if you have symptoms
- Each School Bus will be cleaned and disinfected between each bus routes
 - Seats used (and the area within the seats used) need to be wiped down and disinfected
 - The school district purchased a positive/negative charged ionized fogger to sterilize the school and buses between uses
 - This fogger is said to kill the COVID-19 virus in less than 7 minutes . . . it also kills other bacteria and viruses
 - Work with the Head of Maintenance (Fred Wagner) for assistance with cleaning and disinfecting
- Superintendent/Director of Transportation will inventory, collect, and purchase enough cleaning equipment and hygiene supplies for the buses to ensure the ability to thoroughly clean the vehicle after each route
 - Bus Drivers will communicate when in need of supplies
- Techniques for minimizing exposure
 - Using gloves when handling and disposing of trash
 - Avoiding touching surfaces often touched by passengers without gloves
 - Use universal precautions when handling bodily fluids

- If we have a positive COVID-19 tests result for a person who has been on a school bus . . . we will thoroughly cleaned and disinfected the bus. Buses that have been thoroughly cleaned and disinfected can be used immediately after cleaning and disinfection.
 - keep cleaning supplies in an area that students do not have access to them
- Drivers and bus aides will wear masks at all times while on the bus
- No eating or drinking should be taking place on the bus
- Make hand sanitizer available on the inside of buses to allow people to disinfect their hands
- Seating Charts are required on the bus for all routes
 - Students should sit in the same seats for afternoon routes as morning routes . . . if on the same bus

Building:

- The Maintenance Staff will continually be cleaning/disinfecting throughout this pandemic
- The school district purchased a positive/negative charged ionized fogger to sterilize both schools every evening
 - This fogger is said to kill the COVID-19 virus in less than 7 minutes . . . it also kills other bacteria and viruses
- We have suspended all recycling efforts
 - Materials all need to be disposed of in a trash can
 - We will empty all trash cans nightly and place new trash liners in them
- We are looking for one (maybe two) part-time custodian to help us with disinfecting and cleaning . . . assisting us in keeping the school safe
 - Contact the Superintendent (Terry Wisniewski, (217) 642-5244) if you are interested
 - This will be a paid position

Maintenance Staff:

- Maintenance staff must self-certify and verify that they are free of symptoms before the start of each route. Staff who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 may not work
 - Contact the Superintendent immediately if you have symptoms
- Shared items that are handled by maintenance staff should be handled with gloves and disinfected after each use
- Maintenance staff should wash their hands immediately after removing their gloves

- frequent hand hygiene will be required
- Maintenance staff will wear masks at all times
- Techniques for minimizing exposure
 - Using gloves when handling and disposing of trash
 - Avoiding touching surfaces often touched by passengers without gloves
 - Use universal precautions when handling bodily fluids
- All buildings will be inspected to determine readiness for re-entry by the Head of Maintenance (Fred Wagner) each day
 - Clean and disinfect all buildings, desks, equipment, and other surfaces prior to students returning, adhering to CDC and IDPH guidelines
- Increased attention will be given to all work areas, counters, restrooms, and doorknobs
 - frequency of cleaning will be increased and more 'deep cleaning' will occur to ensure clean surfaces
- Ensure adequate number of hand sanitizer stations positioned throughout the building
- Ensure adequate disinfecting supplies
 - Work with Superintendent to make sure orders placed
- No contact trash receptacles will be located throughout both building
 - Empty all trash cans every evening
 - Empty trash in the cafeteria between each lunch

Office Staff:

- Office staff must self-certify and verify that they are free of symptoms before the start of each route. Staff who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 may not work
 - Contact the Superintendent immediately if you have symptoms
- Administrative staff will wear masks at all times
- All building secretaries must keep an accurate record of visitors, including the individual's reason for visit, contact information, and all locations visited within the building
 - Keep a Hartsburg-Emden log of all visitors
- Cleaning supplies will be made readily available in all workspaces that are shared
 - Places that are frequently touched (copy machines, table surfaces, refrigerator door handles, microwaves, coffee makers, etc.) will have an ample supply of cleaning materials near them so staff members can clean them frequently
- Develop and implement COVID training for all staff members in all areas of the organization (certified teachers and support staff substitutes)

- Provide information about COVID-19 . . . how it spreads, symptoms, and risk of exposure
 - Appropriate protocols for coughs and sneezes for employees and students . . . so employees can model appropriate behavior and correct students
 - Who to contact if an employee or student exhibits symptoms of COVID-19
 - District Principal (Jon Leslie) should be contacted . . . if he is unavailable, contact the Superintendent (Terry Wisniewski)
 - Remote Learning . . . best practices
 - Signs of mental health stress in co-workers, students and protocols
 - Signs of suicide prevention and anti-bullying policies
- Techniques for minimizing exposure
 - Using gloves when handling and disposing of trash
 - Avoiding touching surfaces often touched by passengers without gloves
 - Use universal precautions when handling bodily fluids

Certified Staff:

- Certified staff must self-certify and verify that they are free of symptoms before the start of each route. Staff who have a temperature greater than 100.4° Fahrenheit/38° Celsius or symptoms of COVID-19 may not work
 - Contact the Superintendent immediately if you have symptoms
- Certified staff will wear masks at all times
- Engage in training on an in-service day on the following topics
 - Correct information about COVID-19 . . . how it spreads, symptoms, and risk of exposure
 - Appropriate protocols for coughs and sneezes for employees and students . . . so employees can model appropriate behavior and correct students
 - Who to contact if an employee or student exhibits symptoms of COVID-19
 - Remote Learning
 - Signs of mental health stress in co-workers, students and protocols
 - Signs of suicide prevention and anti-bullying policies
- Techniques for minimizing exposure
 - Using gloves when handling and disposing of trash
 - Avoiding touching surfaces often touched by passengers without gloves
 - Use universal precautions when handling bodily fluids
- Help us maintain a safe and clean environment
- Provide our students with the best education possible

- Bring all concerns to the District Principal (Jon Leslie) or the Superintendent (Terry Wisniewski)
- Casual dress (jeans allowed) will be the dress throughout this pandemic

Remote Learning Planning Days:

- The State has given us 5 (five) Remote Learning Planning Days to prepare (or modify/improve) our strategies/approach
- Hartsburg-Emden therefore will be using three (3) of these days this fall
 - On August 19, September 30, and November 18th
 - These three (3) days will have no student attendance
 - An amended calendar has been posted (see Calendar below)
 - The other two (2) days will be determined in second semester

At-Risk Staff:

- All district staff who have a medical condition that puts them in a high-risk category and wish to not return to work need contact the Superintendent
 - A written recommendation to restrict you from work, along with an explanation of those medical conditions, will be needed from your doctor in order to qualify
 - There are benefits you will qualify for if you don't return to work
 - The Superintendent will meet with you to discuss these benefits upon conformation of you qualifying

Visiting the School:

- Nonessential visitors, volunteers, and activities will be limited to the greatest extent possible
 - A Plexiglas barrier will be placed between visitors and the office staff at the points of check-in
 - A limit will be placed on the number of individuals in the Main Office at each building . . . that limit will be posted outside the office door
 - X's will be placed to maintain social distancing
- Hand sanitizer will be available for visitors to use upon entry
- If you need to come to the school, it is highly recommended that you call ahead of time to make arrangements
 - We may be able to have materials ready for you
 - We can be prepared to handle your request

Lockers/Storage of Coats & Personal Items:

- Jr./Sr. High School Students should only go to their lockers at the beginning and end of each day to put coats and personal items in the lockers
 - Lockers will not be utilized during the school day
 - Students should have a backpack and keep all the material they will need for the day in the backpack
- Students will be allowed to have their backpacks in classrooms with them
- Students involved in activities may be assigned an activity locker (in the locker room)
 - Locker rooms will be locked and off limits during the school day

Traffic Flow and Hallways:

- Limit number of persons within hallways at any given time
 - We will use the Jr./Sr. High School gym as a staging area for students as we allow the hallway to clear out
- Limit required movement of students between classes
 - We are going to have K-7 with as little movement as possible
 - Other than a special or two, they should be in one classroom all day
- We will provide scheduled bathroom times for classes
- Hallways will have marked one-way paths and certain staircases may have up and down sides to designate one-way
- We will place floor markings to delineate 6-foot distance between students in locations where they line up
- Place visual reminders within hallways depicting 6-foot distancing
- Remove furniture or other items that may encourage congregating in certain areas
- Suspend the use of lockers during the school day
 - Book bags allowed

Restrooms:

- Hartsburg-Emden will implement means to maintain social distance in restroom areas
- Automatic faucets will be installed
- Automatic paper towel dispensers will be installed in all restrooms

- Open (non-touch) trash cans will be in the restrooms
- Appropriate sanitation of restrooms will be completed as scheduled
- Signs encouraging hand washing procedures will be posted in several areas around each school

Water Fountains:

- Do not place your mouth on the spout of the fountain or allow your water bottle to come into contact with the nozzle when refilling
 - Use hydration station touchless refill when possible
- It is recommended that the water flow for 10 seconds (to allow for fresh) before filling water bottle
- If the fountain requires you to push a button or lever, clean the surface before and after, or use your elbow
 - Clean your hands afterwards with hand sanitizer or wash them with soap and water
- Procedures to maintain social distancing during water fountain use will be established by placing X's on the floor and signage around the fountains

Grade School Back to School Event:

- Details will be sent as school approaches to these events
 - We are looking at some kind of virtual format
 - We are planning scheduled times for supply drop-off

Jr./Sr. High School Locker Decoration:

- This event will likely be scheduled differently
 - Will attempt in a staggered/scheduled way . . . to do in a safe way

Fall Parent Teacher Conferences:

- This event will likely look differently
 - We may have some remote options for parents to communicate with teachers
 - More will come as we get closer to this event

Having Symptoms:

- Students and staff will be excluded from school if they exhibit one or more of the following symptoms of COVID-19 based on CDC and IDPH Guidance

- 100.4° Fahrenheit/38° Celsius fever or greater
 - Persistent Cough without known origin
 - New symptoms of shortness of breath or difficulty breathing
 - Repeated shaking with chills
 - Muscle pain of unknown origin
 - Headache without known origin
 - Sore throat without known origin
 - New loss of taste or smell
 - Nausea or vomiting
 - Diarrhea of unknown origin
- If you have temperature, nausea, vomiting or any of the other symptoms of unknown origin, a doctor's note will be required to return to work or school
 - Although symptoms that have a known origin don't require a doctor's note . . . they should still be monitored closely . . . when in doubt error on the side of caution
 - If a student has 2 or more of any symptoms . . . even of known origin . . . should stay home until symptoms are past
 - Unknown origins (1 or more) need a doctor's note to return
 - Known origins (2 or more) . . . until symptoms are past
 - Temperature, nausea, or vomiting need a doctor's note to return
- If you believe your child has been exposed to the COVID-19 virus, please see your family doctor and get medical advice immediately

After Having Symptoms:

- Once a student or employee is excluded from the school environment for having the symptoms above, they may return if they satisfy the following
 - he/she has been approved to do so (in writing) by his/her doctor
 - a doctor is satisfied that the symptoms were not COVID-19
 - after 14 calendar days (2 weeks) of home quarantine

Temperature/Symptom Checks:

- The State is requiring that all students and staff be checked daily
- Caregivers will have the opportunity to self-certify that their children are free of symptoms before the start of each day
 - If caregivers are unable to do so, the school will do it
 - The school has purchased several touchless thermometers and will check your child each day (before entering the building or getting on the bus)
- Self-certify process (thankful to any caregiver who can help with this process)
 - We will have a form for you to fill out at registration . . . agreeing to do so daily
 - We will ask you to keep a daily log of your checks to provide to the school at the end of each month

- We will provide a sickers to put on your child shirt
 - If we don't see that you checked your child that morning, we will check upon your child entering the school (or getting on the bus)
- If your child has symptoms . . . do not send him/her to school
 - Call the school and let us know why your child won't be in school
 - If your child meets the criteria above . . . requiring a doctor's note, please schedule an appointment right away
- The school has the right to check all students and staff
 - Students or staff exhibiting symptoms of COVID-19 will be sent home immediately
 - Each building will have an area to quarantine students until they are able to leave

Confirmed case of COVID-19:

- The test site will inform you
- The test site will ask about contact (for tracing) . . . who you came in contact with (see Definition of Contact below)
 - They will ask you to provide a list of everyone the positive individual may have come in contact with over the previous several days

Definition of Contact:

- The definition of contact is . . . coming within 6 feet of a person who tested positive of COVID-19 . . . without a mask on . . . for more than 15 minutes
- Contacts must be direct . . . of the first degree
 - Coming in contact with a person . . . who was in contact with . . . a person who tested positive for COVID-19 does not put you in with COVID-19 (you must have direct contact with a positive person)
- This is why masks and distancing are very important to the school setting . . . it prevents us from having contact during the school day
 - It is important that we encourage all our students and staff to follow that safety guidelines set forth

Quarantine Requirements:

- Tested individuals who had experienced symptoms and have been tested positive for COVID-19 may return to school/work after the following
 - After 10 calendar days of home quarantine since the positive test
- Individuals who have come in contact (by the definition above) with a person who has tested positive for COVID-19 may return to school/work after the following
 - After 14 calendar days from the time you had contact with the positive tested person

- If you choose to get tested and it is negative . . . it does not matter . . . you are still required to quarantine for the full 14 days

Confirmed Case of COVID-19 in School:

- When we hear of a confirmed case of COVID-19 case (and/or individuals who had contact with a person who tested positive for COVID-19) . . . we will immediately place all areas of those individuals (classrooms, buses, etc.) off limits until we can go a deep cleaning and disinfecting of all areas those individuals were in
- Caregivers are asked to call the school immediately upon hearing of a positive case
 - The test site will call you directly . . . they do not call schools
 - It can be days for a for a test site outside Logan County to get those results to the Logan County Health Department . . . so, please let us know as soon as possible
- The Superintendent will contact the Logan County Public Health Department Liaison to get guidance upon each new known case (or contact) of COVID-19
- If necessary, we will close school until we know it to be a safe time to reopen
 - The School is required to contact our ROE (Regional Office of Educations) . . . located in Bloomington
 - The determination of . . . if the school needs to be closed . . . and/or how long the school building will need to be closed . . . will also be determined by the Superintendent, ROE, and Logan County Health Department
 - If we have a need to close school, that day will be shifted to our Remote Learning (see Remote Learning Plan below)
 - We are expecting learning to be continuous
- Caregivers will be notified that there was an individual (or individuals) exposed to COVID-19
 - No names will be given . . . as we cannot share confidential/medical information of any individuals
 - We will also notify you that we are taking all necessary steps to disinfect and clean all areas
- If the school building is closed, all school activities will be cancelled or rescheduled, regardless of whether the activity was to take place in the building or another location (unless the activity was planned to be done remotely)
- Hartsburg-Emden will institute a tracking process 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.
 - The ROE and Logan County Health Department will assist us with this process and monitoring

Siblings or Other Students in the Household of a Confirmed Case of COVID-19:

- If a student is excluded from school due to COVID-19 symptoms or has a positive COVID-19 test, his or her siblings or other students living in the same household will be assumed to have had contact with the sibling.
 - We ask that you follow the Quarantine Requirements above

Confirmed Case of COVID-19 Procedure:

- When a confirmed positive case surfaces, the following pattern of communication should happen
 - The person that is notified of the confirmed case of COVID-19 must notify the District Principal (Jon Leslie) or Superintendent (Terry Wisniewski) at (217) 642-5244 . . . as soon as it is reasonably possible
 - If a parent contacts the teacher with information about a confirmed case of COVID-19, the teacher must communicate with the District Principal or Superintendent as soon as reasonably possible
 - We will get a confirmation on the case
 - The Administration Team will communicate with one another as soon as it is reasonably possible
 - Information on the classrooms that the student has been in will be shared with the Head of Maintenance as soon as is reasonably practicable
 - The Superintendent will communicate with transportation if they need to be involved
 - The Superintendent will reach out to the Logan County Health Department
 - The Superintendent will reach out to the Regional Office of Education to communicate the confirmed case

Face Covering:

- Hartsburg-Emden is required to follow the guidance of the CDC, ISBE, and IDPH on the usage of face coverings for staff, students, and visitors. All individuals in school buildings must wear face coverings at all times, unless they meet one of the following conditions
 - They are younger than 2 years of age; have trouble breathing; or are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
 - Face coverings do not need to be worn outside if proper social distancing is maintained
- If an individual cannot wear a mask
 - A physician's note will be required to excuse a student or staff member from wearing a face covering
 - Approval from the Logan County Public Health Department will be needed
 - A face shield may be required and a waiver signed by the caregiver
 - Noting that this substitute device has reduces protection
- Face coverings must cover the mouth and nose and fit against the sides of the face with no gaps.

- Reusable face coverings should be machine washed or washed by hand and allowed to dry after each use . . . nightly
 - The school will be providing 2 masks to every student
- All people that enter the school building must be wearing a face covering
 - The school will provide disposable masks . . . as needed

Social Distancing:

- Under every condition that it is possible, the school will provide a 6 feet physical distance from other individuals in the building
- If social distance rules need to be broken, students and staff must be utilizing appropriate Personal Protective Equipment (PPE)
 - The close proximity to other individuals must be minimized

Activities:

- Hartsburg-Emden will follow the Illinois High School Association (IHSA) Return to Play Protocols
 - We've been using those guidelines already
- Hartsburg-Emden will follow the Illinois Elementary School Association (IESA) protocols and procedures
 - The IESA canceled all fall sports, but has now reversed that decision
 - Will follow the guidelines as they update them

Awareness:

- Ensure information on the COVID-19 is posted in all buildings and on website
 - Will have posted signs with reminders
- Hartsburg-Emden will look for ways to keep our community informed of the COVID-19 pandemic and assist our community in any way possible

Social Emotional:

- All concerns for mental health for students or staff should be reported to the District Principal or Superintendent immediately . . . so that counseling for students or staff may be arranged
 - We are aware of the increase in anxiety at the present time . . . and our students and staff may need additional supports for their well-being

Flu Shots:

- The school will offer flu shot for all staff members as they have always done
 - To keep our staff healthy

Attendance Calls:

- Contact the secretary (at the appropriate building) in the morning to notify us of your child's absence
 - They will ask for specific symptom and known causes
 - If COVID-19 symptoms are given, the District Principal or Superintendent will be notified
 - The secretary will complete a log of students and symptoms/reasons

General Health and Wellness:

- Hartsburg-Emden will establish an inventory
 - Gloves, masks
 - We will be providing at least 2 face mask to each students
 - We will have paper face masks to provide as needed
 - Touch-free thermometers
 - Hand sanitizers, hand soap, and tissues
 - Disinfectant
 - Etc.

General Hygiene and Health Protocols:

- Students and staff should engage in frequent hand washing
- Students and staff should use hand sanitizer regularly
- It is recommended that hand hygiene is performed upon arrival to and departure from school . . . before they leave home and upon getting home
- Hand washing or use of hand sanitizer after blowing one's nose, coughing, sneezing, following restroom use, before and after eating, after contact with a person who is sick
- Changing of clothes as soon as one gets home
- Wash masks daily

Remote Learning Plan for School Closure:

- We are going to use a similar format to the Remote Learning Plan as we used in the Spring of 2020

- This will not be the same expectations as Spring of 2020 . . . as we are expecting learning to be continuous and meet State Standards
- We anticipate the learning of material to go forward close to the same level as to In-Person Learning
- If we resume school . . . we will be back to our Phase IV Re-Opening Plan
 - We will transition between Remote Learning and In-Person Learning as needed
 - It is possible that a shutdown may only be for a day
 - We will communicate all shutdowns as quickly as possible
- Hours of Operations
 - Hours of availability will be 8:00am – 1:00pm remotely or by phone
 - If you need to come to the Main Office for something, we ask that call us at (217)-642-5244 and arrange to do so
 - The Building will likely be closed to all visitors
 - Please do not arrive without letting us know
 - Only essential employees will be allowed in the buildings
- Teachers will be providing instruction and assignments with expected due dates
 - The Remote Learning will be different than in the Spring
 - There will be an expectation of completing work in a timely manner
 - Grading/Assessment will be held to the same standard as our In-Person Learning Plan
 - Student’s accountability will be the same as the In-Person Learning Plan
- Teachers will continue working from home
 - They will be available for students via online formats (e-mail, google classroom, and/or social media – depending on the teacher) from 8:00am – 1:00pm
 - Caregivers and students are asked to contact their teachers with questions
 - Please keep open lines of communication with the classroom teacher
 - The special needs teachers are available during this time as well (8:00am – 1:00pm)
 - Our Teacher Aides will also be available during this time (8:00am – 1:00pm)
 - You may e-mail your teachers anytime, but they will only be monitoring it during that time frame, 8:00am – 1:00pm. Please communicate with teachers often
 - Teachers are considered essential employees and may choose to come work from school unless otherwise informed
- Breakfast/Lunch Program will be available on all Remote Learning Days
 - Please call in your orders by 8:30am to the Main Office at (217) 642-5244
 - You can also e-mail Erika at esanders@hartem.org
 - We will be providing these meals two different ways, “Grab-and-Go” & “Meals-on-Wheels”
 - Grab-and-Go for in-town students (may be picked up in the town you reside . . . not the school you attend)
 - Meals-on-Wheels for all rural route students
 - Delivered by our Bus Drivers and Monitors

- If we have a prolonged period of Remote Learning . . . you may request meals in weekly increments
 - The School will provide a Breakfast/Lunch for all “Grab-and-Go” & “Meals-on-Wheels” during Remote Learning . . . so you will receive both
 - The cafeteria is not open
 - We will post an updated menu on our website . . . if meals change
 - Meals will be available from 11:30am to 12:30pm
- If there is a prolonged Remote Learning Period . . . we will use our Grab-and-Go & Meals-on-Wheels for that purpose of exchanging learning materials
 - Tuesdays will be our day for material exchange
 - Again . . . keep lines of communication open with your teacher to know if there are materials to be exchanged

Resources:

Testing Sites Near the Hartsburg-Emden School District:

- Drive thru testing site at Interstate Center/McLean County Fairgrounds- Bloomington
- Abraham Lincoln Memorial Hospital- Lincoln
- ICPR Family Practice- Pekin
- Unity Point Health Clinic- Pekin
- OSF Saint Francis- Peoria
- Peoria Civic Center- Drive thru testing site

Phone Numbers people can contact with COVID related questions:

- McLean County Health Department- 309-888-5450
- Tazewell County Health Department- 309-925-5511
- Logan County Health Department- 217-735-2317
- DeWitt County Health Department- 217-935-3427

Calendar:

Modified 8-03
2020-2021

Hartsburg-Emden C.U.S.D. #21

2020 – 2021 Calendar

AUGUST 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	Tl ₁₇	Tl ₁₈	Tl ₁₉	20	21	22
23	24	25	26	27	28	29
30	31					

11

SEPTEMBER 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	≠	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	Tl ₃₀			

21/32

OCTOBER 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	PT ₇	PT ₈	NA PT ₁	10
11	≠	13	14	15	16	17
18	19	20	* ₂₁	22	23	24
25	26	27	28	29	30	31

21/53

NOVEMBER 2020						
Su	M	Tu	W	Th	F	S
1	2	≠	4	5	6	7
8	9	10	≠	12	13	14
15	16	17	Tl ₁₈	19	20	21
22	23	24	NA	≠	NA	28
29	30					

18/69

DECEMBER 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	y ₁₇	y ₁₈	19
20	NA	NA	NA	NA	≠	26
27	NA	NA	NA	NA		

14/83

JANUARY 2021						
Su	M	Tu	W	Th	F	S
					≠	2
3	Tl	5	6	7	8	9
10	11	12	13	14	15	16
17	≠	19	20	21	22	23
24	25	26	SIP	28	29	30
31						

19/100

FEBRUARY 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	SIP	13
14	≠	16	17	18	19	20
21	22	23	24	25	26	27
28						

19/121

MARCH 2021						
Su	M	Tu	W	Th	F	S
	≠	2	3	4	5	6
7	8	9	* ₁₀	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	y ₃₁			

22/143

APRIL 2021						
Su	M	Tu	W	Th	F	S
				NA	NA	3
4	NA	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	SIP	29	30	

19/162

MAY 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	y ₂₆	y ₂₇	Tl	29
30	≠					

18/180 & 2/182

JUNE 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

3/185

JULY 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	≠	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

≠ – Legal School Holidays

Tl – 4 Teacher Institute days

SIP – School Improvement
11:30am dismissal

NA – Non-Attendance days

* 2:00pm dismissal (Faculty Meeting 2:30pm – 3:30pm)

y 2:00pm dismissal

PT – 1 Parent Teacher conferences

5 Snow Days – Makeup:

May 14, 21, June 1, 2, & 3

High School Graduation: 5/15/21

8th Grade Promotion:

5/20/21 or 5/27/21

(Subject to change based on Snow days used)
(5/20/21 if we use 5 or more snow days)