

# Bryan Station Middle School

This plan provides information for families and our school community around structures, protocols and opportunities for students. This plan will be implemented when the Fayette County Board of Education makes the decision for students to return to school in an in-person and remote learning model(s).



## **General Health Procedures and Protocols**

**Masks:** All students and staff are required to wear a mask at all times while in the building or on the bus, with the exception of those who have a medical exemption. Students and staff should only lower their masks while actively eating or drinking. Masks will be provided for students or staff members who do not have one.

**Clean Hands:** Frequent hand-washing will be encouraged, and hand-cleaning supplies including hand soap, paper towels, and hand sanitizer containing at least 60% alcohol will be readily available on buses, in classrooms and throughout the school grounds.

**Temperature Check:** Temperatures will be taken as students enter school busses for those that have a monitor. If a bus does not have a monitor a red sign will be placed in the window to alert school staff. These students will be screened upon entry to the building by school staff. Walkers and car finders will also be screened upon entry.

**Healthy Habits:** Students and staff will be encouraged to avoid touching their eyes, nose and mouth, stay home when sick and cover coughs or sneezes with a tissue, then throw the tissue in the trash.

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### **Family Assurance of Student Health**

- Families who send their child to school will be asked to attest that their child does not have a fever and has not exhibited any of the symptoms of COVID-19 within the past 48 hours.

### **Transportation**

- All families who can transport their children to school are strongly encouraged to do so to help reduce the number of students on each bus.
- Buses that have monitors will screen student temperatures as they board the bus. Students with a fever will sit in a designated section and upon verification of fever at school, family will be called to pick up the child. If there is not a bus monitor, then students will have their temperature taken by school staff upon arrival.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.

### **Arrival**

#### **Staff Arrival**

Staff members will arrive at the building by 8:30 a.m. and will be at his/her designated post by that time. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations.

If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the Faculty Handbook. Additionally, he or she should contact one of the substitutes identified on Bryan Station Middle's preferred list.

## **Supervision Duty**

Staff will perform specific duties to facilitate the implementation of the arrival plan. Please see the linked document for a listing of assignments and duty responsibilities. [Supervision Assignment](#)

## **Student Bus Arrival**

Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever will exit first and be taken to the isolation area to await a family member to take them home.

If students on the bus have not had a temperature check conducted, they will proceed to the far right rear double doors to pass in front of the thermal camera. If a student has a high temperature, the student will be placed near the adjacent wall to have temperature taken again with a hand-held thermometer. If the student has a temperature, the student will be escorted to an isolation area to remain until the parent arrives to pick up the student from school.

If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (stage area) via the outside steps.

Students will be reminded to keep their masks on as they enter the building.

## **Walker/Car Arrival**

- Walkers should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken.
- Car riders are asked to remain in their car and follow the car line to the front door of the school. Students are to remain in the vehicle until their temperature is taken.
- Families are to arrive no earlier than 8:35am to drop off their student.
- Families are to not walk their student(s) into the building.



## Visitors

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible.
  - Special programs or activities that invite visitors into the building will not be permitted.
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## Health Screenings

- Staff will continue using the self-check guidance and protocols from the FCPS Health Screening Form.
  - We will monitor the protocols and Guidance of the District Health and Safety Team around parent expectations for screening their children and attestation submission.
  - All students and staff will have their temperature checked upon arrival. Students or staff with temperatures over 100.4 will be required to return home.
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## Sick Room

- The counseling office will be the location for dispensing medication.

- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office.
  - Families will be contacted to come pick-up their children as soon as possible.
  - Protocol for Picking Up Student
    - Parent/Guardian will be contacted via contact information in IC (make sure to have contact information up-to-date)
    - Upon coming to the building, come to the front entrance and buzz the intercom.
    - Parents/guardians are required to wear a mask before entering the building.
    - Bring a valid ID to check out your student.
    - Use the iPad at the front desk to scan your ID to check out your student.
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### **Meal Service**

- Students will wash their hands before and after meal service.
  - Surfaces will be disinfected regularly.
  - Child nutrition staff follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, plexiglass barriers, and additional disinfecting of surface and high contact areas).
  - Breakfast will be served “grab and go” style: students will pick up breakfast on the way to the classroom.
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## **Hallway Protocols**

School hallways have been marked with floor stickers to designate social distancing requirements.

- School schedules will be adjusted to reduce hallway traffic.
- Hallways and stairwells will be designated one way to lessen the number of people traveling the same pathway.

Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.

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## **Instruction - TBD**

### **Classroom**

*Classroom set-ups* will rearrange seating to maximize space between students to be 6 feet or greater. If the physical space in the classroom does not allow for spacing students' desks 6 feet apart, seating will be spaced as far away as possible. All desks/tables should be arranged so students' seats face the same directions. The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived.

**Materials** - Students will maintain their own set of supplies (glue, scissors, etc.) and take all materials home with them at the conclusion of their daily instruction. If there are any materials that need to be shared will be kept on top of the desks/tables to be sanitized. Backpacks will be placed under the students' workspaces.

**Transitioning** - When lining up in the classroom to leave for a common area, students will line up in the same order each time and space themselves to maintain a social distance.



## Lunch

- Lunches will be single serve meals, with disposable containers and plastic ware.
  - Self-service food stations and condiment stations will be removed.
  - We will eliminate share tables and discourage students from sharing food.
  - Walkers/Car riders entering the building from the front, will utilize the breakfast station in the foyer and go to the classroom. Bus riders will enter the building and utilize the breakfast station in the back foyer of the building and report to the classroom. Lunch: Students will have assigned seating in the designated areas facing one direction, students will sit six feet apart. Students will go through the lunch line and receive lunch and report to the assigned seat. Remain in the designated area for the duration of lunch and be escorted back to the classroom by the assigned teacher in a line six feet apart. Tables and seats will be sanitized between lunch groups in the designated areas.
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## Library

- Print materials may be ordered by placing items on hold through the Library Online Catalog or by emailing Mrs. Brewer.
  - Students have access to e-books online through the Media Center Website Virtual Library and the Library Online Catalog.
  - Materials will be delivered to classrooms or available through curbside service.
  - Materials will be held out of circulation to allow for disinfection per American Library Association guidelines.
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## Common Area Procedures



### Restrooms

- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed.

Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls. Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance. Staff members will follow proper cleaning and disinfecting procedures and document completion.

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### **Water Breaks**

- Water fountains will not be used. Water bottle filling stations will be available.
  - Students will be allowed to bring individual water bottles from home.
  - Water bottles will be provided for students who do not have one. Students or school will provide reusable water bottles to be refilled with water throughout the day. Water bottles will be labeled with each student's name. This will reduce the number of students drinking directly from the water fountains.
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### **Afternoon Dismissal/Student Pick-up**

#### **Bus Dismissal**

- All families who can transport their children from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.

Buses will be sanitized between routes and at the end of the day.



### **Dismissal Procedures Parent Pick-up/Car Dismissal/Walker**

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in
- Call for grade level & bus individually
- Manifest can be ordered by stop and grade level
- Use silent dismissal with a google sheet that will be projected into the classroom



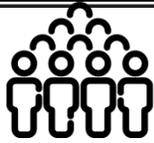
### **Visitors/Student Pick-up**

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible
  - Parents will wait in the vestibule
  - Students will wait until they are called before coming to the office for parent pick up



### **Cleaning Protocols**

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses.
- High-touch surfaces will be cleaned frequently.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability.
- Time for deep cleaning will be built into the school schedule.



### **Large Group Gatherings**

Assemblies, pep rallies, field trips and other group gatherings will not be permitted at this time.

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### **Extra-curricular and Co-curricular Activities**

- Extra-curricular and co-curricular activities will be held in accordance with guidelines from the Kentucky High School Athletic Association, Kentucky Music Education Association, and other governing bodies or state health guidance.
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### **Communication and Notification Procedures- 902 KAR 2:220E Emergency Administrative Regulation**

- Families are required to notify FCPS if their student tests positive for COVID-19. To report a positive case, families should call 859-381-FCPS (3277), email [covid19@fayette.kyschools.us](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://www.fcps.net/covid19).
- The Lexington-Fayette County Health Department will conduct contact tracing, a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community.
- The Lexington-Fayette County Health Department will identify individuals who need to quarantine as a result of interactions with someone who tested positive for COVID-19.
- Anyone identified as a close contact of a staff or student who tests positive for COVID-19 will be notified by phone and instructed to quarantine for 14 days from the time they last interacted with the individual.
- After close contacts have been personally notified, all families at our

school will receive an email via Infinite Campus making them aware of the case.

- School-specific communication tools: Remind.com
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.

### **Appendices (Examples)**

Faculty and Staff Informational Meetings Agenda and Opportunities for Feedback

Committee, Team and/or Grade Level Agenda and Input

Special Area and Special Program/ Input

Family Surveys

Staff Survey

SBDM Committee Work and SBDM Consultation

Family/Community Communications