



FAYETTE COUNTY PUBLIC SCHOOLS

Fayette County Public Schools is preparing to offer in-person instruction for students whose families choose to send their children back to campus and remote instruction for families who choose to keep their children at home. While plans are being made with an eye toward January, students will only return to campus if it is safe to do so.

In collaboration with families and employees, each school will develop a school-specific plan in consultation with its School-Based Decision Making Council, aligned to the state’s [“Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\), \(Appendix A\)”](#) and Fayette County Public Schools procedures.

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General Health Procedures and Protocols



Masks:

Detailed mask guidance and protocols are provided in [Appendix B](#), but in general, everyone – employees, students K-12, contractors and visitors – is 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 or ARC-determined exemption. All families need to be aware that there could be students in their children’s classroom or on the bus who have a mask exemption. Medical exemptions must be submitted to the school or department head in writing on the official letterhead of the physician, pediatrician or psychologist’s office, and signed by a medical professional. 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. Staff members who work with students that have a medical waiver for wearing a mask will be provided with a protective face shield in addition to their cloth mask. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\) found in Appendix B](#) outlines role-specific recommendations for additional PPE employees should be using.

CGWA- Masks: All scholars and staff are required to wear a mask at all times while in the building, on school property or on the bus, with the exception of those who have a medical exemption. Scholars and staff should only lower their masks while actively eating or drinking. Masks will be provided for scholars or staff members who do not have one or forget to wear it to school. Wearing masks will become a part of a scholar’s dress code attire and not wearing it will result in a school consequence. Scholars that forget to wear a mask will be given one-up to 3 times. After the 3rd time, a scholar will be required to pay \$1.00 for a mask. Failure to wear a mask when on school property will result in the scholar not being allowed to enter the building or transition to classes and the parent will be contacted. If a scholar removes or refuses to wear his mask once in the building, he will be asked to exit to the CGWA annex area, the parent will be contacted, and he will not be allowed to transition to classes.



Clean Hands:

Frequent hand washing will be expected and 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.

CGWA- Clean Hands: Frequent hand-washing protocols will be in place and encouraged. 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.



Health Screenings:

All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures. Prior to sending their children back to campus for the first time, families will sign and return a [“Family Assurance of Student Health Agreement” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19. Students and staff should not be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19, or if they have travelled out of the country or to one of the states on the governor’s travel advisory list at <https://govstatus.egov.com/ky-travel-advisory>. Students and staff who have a member of their household test positive for COVID-19 should not be on any FCPS property until they have been released from quarantine by the health department.

CGWA- Health Screenings

- All students and staff are required to complete a daily health screening at home in accordance with district procedures as outlined above.
- All scholars and staff will have their temperature checked upon arrival by a thermal imaging camera located in the CGWA hallway.
- If a scholar is determined to have a fever or COVID-19 like symptoms during the morning arrival time, he must remain outside of the CGWA entrance until all other scholars have proceeded through the safety and security measures. After which, the scholar will go through the doors to the right of the annex to the “sick” area while the parent is contacted for pickup.
- If a scholar becomes sick once the school day has started, he will exit through the doors to the left of the annex to the sick area and wait for a parent to be contacted for pick up.
- Sick scholars will not be allowed to transition to classes.

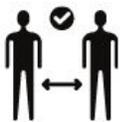


Temperature Check:

Everyone – employees, students, contractors and visitors – who enters a Fayette County Public Schools facility will have a temperature check in accordance with district protocols and individual procedures determined by each building. Student temperatures will be taken as they board the school bus if that bus has a monitor. If a bus does not have a monitor, a red sign will be placed in the bus window to alert school staff and those students will need to be screened upon entry to the building by school staff. Walkers and car riders will also be screened upon entry. A temperature of 100.4°F or greater will be considered a fever.

CGWA- Temperature Check: Temperatures will be taken as scholars load 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. All scholars will be screened upon entry to the building by a thermal imaging camera in the CGWA annex area. Walkers and car riders will also be screened upon entry into the building.

- All scholars and staff will have their temperature checked upon arrival to school by the thermal imaging camera.
- If a scholar is determined to have a fever, the thermal imaging camera will sound an alarm and the scholar will have to exit the CGWA annex if during the morning arrival time, remain outside of the CGWA Entrance until all other scholars have proceeded through the safety and security measures. After which, the scholar will remain in the CGWA annex “sick” area while the parent is contacted for pickup. Sick scholars, (those exhibiting a fever, any cold or covid-19 like symptoms), will not be allowed to transition to classes.



Social Distancing:

Everyone – employees, students, contractors and visitors – should attempt to maintain at least six feet of space between themselves and others whenever possible. This mitigation measure is known as social distancing and will be supported by modifications in hallway traffic patterns and furniture placement. If the physical space in the school does not allow for spacing students’ desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students’ seats face the same direction. Hallway traffic patterns for class changes, arrival and dismissal will be modified to maximize physical distancing. Floors will be marked to indicate safe distancing. Students will remain six feet apart or as much as possible in line, in the hallways, in common areas, in classrooms and on school buses.

CGWA- Social Distancing: Everyone- employees, students, contractors and visitors- will be expected to maintain at least six feet of space between themselves and others at all times. This mitigation measure is known as social distancing and will be accomplished by ensuring increased spacing throughout the building and in classrooms.

- Scholars and staff will be required to social distance as much as possible within the building and classrooms. Labels/stickers will designate where scholars are to stand and sit. Seating charts will be used to assign seats and all tables/chairs will face the same direction in classrooms and cafeteria for contact tracing purposes. Scholars nor staff will be allowed to congregate at any time in the hallways or classrooms. CGWA main entrance doors will be labeled for entry and exit. One-way hallway traffic will be labeled in an effort to prevent cross contamination.
- Classroom layouts and arrival and dismissal processes will be modified to maintain physical distancing.
- Floors will be marked to indicate safe distancing.
- Scholars will remain six feet apart in line, in the hallways, in common areas and as much as possible in classrooms and on the school buses.



Healthy Habits:

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

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

CGWA Dress Code

TEMPORARY COVID-19 DRESS CODE

Option 1

This is the Friday dress down attire (minus the option of the purple polo) ▪ Plain, All White Polo Shirt (Short or Long Sleeve) – NO COLOR EMBLEMS – PLAIN WHITE ▪ Tan Khaki Pants with Belt Loops (no joggers, no shorts, no sweats, no cargo pants, no jeans) ▪ Dark Color Leather Belt ▪ Closed-Toe, Closed-Back Shoes(no slides, no house shoes)

OR

Option 2

This is the standard dress attire without the blazer and without the tie ▪ White Button Down, Collared Dress Shirt (Short or Long Sleeve) ▪ White plain undershirt (no letters, no logos) PLAIN WHITE ▪ Grey Dress Pants (no khaki's, no jeans) ▪ Dark Color Leather Belt ▪ Burgundy Penny Loafers Please plan to Wash Clothes Nightly to help prevent the spread of COVID-19. If you have any questions or concerns, please contact Mrs. Cozart at Nekesha.cozart@fayette.kyschools.us **Mandatory Regular Dress Code will resume once we have a better idea on how the school schedule progresses throughout the year.



Health Agreements and Daily Assurances



Family Assurance of Student Health

- Prior to sending their children back to campus for the first time, families will be asked to submit a signed [“Fayette County Public Schools Family Assurance of Student Health Agreement.” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to send their child to school for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the governor’s travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Students who have a member of their household test positive for COVID-19 should not return to school until they have been released from quarantine by the health department.
- The agreement also advises families that if their child is tested for COVID-19, they cannot return to school until the test results come back negative.
- Before sending their children to school each day, families are expected to attest that their child does not have a fever (defined as a temperature of 100.4°F or greater) and has not exhibited symptoms of COVID-19 within the past 48 hours. A [“Daily Home Screening for Students” \(Appendix E\)](#) should be sent home with each family.

CGWA- Health Screenings

- All students and staff are required to complete a daily health screening at home in accordance with district procedures as outlined above.
- All scholars and staff will have their temperature checked upon arrival by a thermal imaging camera located in the CGWA hallway.
- If a scholar is determined to have a fever or COVID-19 like symptoms during the morning arrival time, he must remain outside of the CGWA entrance until all other scholars have proceeded through the safety and security measures. After which, the scholar will go through the doors to the right of the annex to the “sick” area while the parent is contacted for pickup.
- If a scholar becomes sick once the school day has started, he will exit through the doors to the left of the annex to the sick area and wait for a parent to be contacted for pick up.
- Sick scholars will not be allowed to transition to classes.



Employee Assurance of Personal Health

- All staff will be asked to submit a signed [“Fayette County Public Schools Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) attesting that they will monitor their health each day and not come to work if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
 - They will also agree not to be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the governor’s travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Employees who have a member of their household test positive for COVID-19 should not return to work until they have been released from quarantine by the health department.
 - The agreement also advises families that if their child is tested for COVID-19, they cannot return to school until the test results come back negative.
 - Before coming to work each day, employees are expected to attest that they do not have a fever (defined as a temperature of 100.4°F or greater) and have not exhibited symptoms of COVID-19 within the past 48 hours. Staff can use the [“Daily Home Screening for Employees” document for reference. \(Appendix F\)](#)
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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.
- Families are encouraged to monitor bus stops to encourage students to maintain social distancing and mask wearing.
- Buses that have monitors will screen student temperatures as they board the bus. If there is not a bus monitor, then a red sign will be placed in the bus window to alert school staff and students will have their temperature taken by school staff upon arrival.
- Students with a temperature of 100.4°F or greater will sit in a designated section on the bus and exit the bus first. Upon arrival at school, students' temperature will be taken again. Upon verification of fever at school, family will be called to pick up the child. Students with a fever will wait in the sick room until their family arrives to take them home.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask at all times while on the bus, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Masks will be provided for students or staff members who do not have one.
- Students who have a medical or ARC-directed exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. If a bus does not have a monitor, drivers will record the student seat number as students exit 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.
- See "[Safe on the Bus, Safe at the Garage](#)" ([Appendix G](#)) for additional details and staff expectations.

CGWA- Transportation

- All families who can transport their scholar to school are strongly encouraged to do so to help reduce the number of scholars on each bus.
- Wearing a mask while riding the bus is a safety expectation unless the scholar has a medical waiver from a doctor. Transportation and the school will need an official document containing the office and doctor information.
- Buses that have monitors will screen scholar temperatures as they board the bus. Scholars with a fever will sit in a designated section and upon verification of fever at school, the parent will be called to pick up the scholar. If there is not a bus monitor, then scholars will have their temperature taken by the thermal imaging camera upon arrival.
- If a scholar comes to school sick during the morning arrival time, they will remain outside of the CGWA Entrance until all other scholars have proceeded through the safety and security

measures. After which, the scholar will go through the doors to the right of the annex to the sick area while the parent is contacted for pickup. Sick scholars will not be allowed to transition to classes.

- Scholars cannot be sent home sick on the bus.
 - Bus manifests and seating charts will be used for contact tracing purposes.
 - Hand sanitizer will be provided as students load and exit the bus.
 - Scholars 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.
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Arrival



STAFF

Staff Arrival Procedures:

- *Each work location will develop protocols for staff arrivals in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*
- *School plans for staff arrival procedures must include:*
 - *Expectations for health and temperature checks prior to coming to work.*
 - *Instructions for those unable to report to work.*
 - *Clearly defined work arrival times.*
 - *Procedures for temperature checks at school.*
 - *Directions regarding building entrance restrictions or procedures.*
 - *Procedures for leaving campus should they begin experiencing symptoms of COVID-19.*

CGWA- Staff Arrival

Staff members will arrive at the building **before 7:40 a.m.** and will be at his/her designated morning supervision post by 7:40 a.m. Scholars will start entering the building at 7:40a.m. All staff and scholars will have their temperatures taken upon arrival to school by the thermal imaging camera located in the CGWA hallway.

If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook which includes contacting a preferred sub and entering absence into Aesop after a verbal confirmation from the sub has been received stating they are available to sub for the teacher that particular day.

If a teacher begins experiencing symptoms of COVID-19, he/she will notify the main office and exit the building (once relief staff has arrived, as needed) through the most direct, least populated route. The affected area will be sanitized immediately.



Supervision Duty:

- *Each school will develop protocols for staff performance of morning duties to support the implementation of the student arrival plan in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*

CGWA- Supervision Duty

Staff will perform specific morning supervision duties to facilitate the implementation of the morning arrival and safety and security plan. Staff will also assist with dismissal to ensure all safety protocols and measures are implemented appropriately. Teachers will be expected to be at their classroom doors to greet, monitor and supervise scholars during all transitions to help prevent cross contamination or violations of safety protocols. Please see the linked document for a listing of assignments and duty responsibilities. <https://drive.google.com/drive/folders/1N3T3H6a3DgmSEPWeKPcBD4n2kJgR3WY4>



STUDENT

Student Arrival Procedures:

- *Each school will develop protocols for student arrival procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*
- *School plans for student arrival procedures must include:*
 - *Specific protocols for students arriving by bus, car or on foot, including drop off times, traffic patterns, designated entrances and instructions on where students should report upon arrival.*
 - *Plans should include expectations for students arriving by bus with a temperature of 100.4°F or greater, students who have been screened by a bus monitor and did not have a fever, students arriving by buses without a monitor who require a temperature check, and students arriving by car or on foot who require a temperature check.*
 - *Provisions for visual and verbal reinforcement of General Health Procedures and Protocols, including, but not limited to wearing masks, social distancing and sanitizing hands upon entry.*
 - *Communication plans to ensure families and students are aware of all procedures, and signage clearly reinforces expectations.*

- *At the high school level, plans must include how schools will ensure students go straight from vehicles to their classrooms to avoid congregating*

CGWA- Student Bus Arrival

- Scholars will have a temperature check conducted by the bus monitor at the bus stop prior to arrival to school if there is a monitor on the bus.
- Scholars being dropped off by buses with monitors in the morning will have already had their temperatures taken. Scholars with a fever or COVID-19 like symptoms will exit first and proceed through the entrance doors to the right of the annex to the “sick” area while the parent is contacted for pickup. Sick scholars will not be allowed to enter the building or transition to classes.
- If scholars on the bus have not had a temperature check conducted, they will proceed to the front entrance of CGWA and while socially distancing, wait to go through the safety and security measures for entrance into the building. The main entrance doors will be labeled “Enter” and “Exit” in an effort to prevent cross contamination.
- Scholars will be reminded to keep their masks on as they exit the bus and prepare to enter the building.
- The building will open at 7:40AM, scholars will proceed through the safety and security measures, pick up a “Grab & Go” breakfast located in the CGWA wing, and report to their Advisory classroom.
- Scholars and staff will be expected to adhere to all school guidelines to help with a smooth arrival process.

CGWA- Walker/Car Arrival

- Walkers, car riders and those being dropped off by buses without monitors should proceed to the CGWA main entrance, line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening and security area.
- Scholars who are dropped off in the morning in the CGWA car rider loop should walk down to the CGWA entrance, socially distanced from others as they wait to go through the safety and security measures for entrance into the building. The main entrance doors will be labeled “Enter” and “Exit” in an effort to prevent cross contamination.
- The building will open at 7:40AM. Scholars will proceed through the safety and security measures, pick up a “Grab & Go” breakfast located in the CGWA wing, and report to their Advisory classroom.
- Please be sure to adhere to all school guidelines to help with a smooth arrival process.



Metal Detectors (High School Only)

- All scholars, staff and guests will be expected to go through the safety and security measures established by the school in conjunction with the school district, health officials and the guidance of the Kentucky Department of Education (KDE). Anyone refusing to follow these guidelines or comply with the safety and security measures will not be granted access to enter the building.

- A thermal imaging camera will be located in the CGWA hallway to take temperatures as individuals enter. If a high temperature is detected, the camera will sound an alarm and the individual will be required to exit to the outside. They may press the buzzer or call the school to express their need and our office staff will facilitate getting the need met.
- Scholars with a fever or COVID-19 like symptoms will be required to go through the doors to the left of the annex to the sick area and a parent will be contacted for pick up.
- All scholars and visitors will be required to go through a metal detector and have all bags searched by security ambassadors after their temperature has been taken. Anything not school appropriate will be confiscated by security personnel. If an item violates the FCPS Student Code of Conduct the parent will be notified.
- Social distancing (maintaining 6 ft) while going through the safety and security measures will be expected and required.
- All will continue to wear their masks as they proceed through all safety and security measures.

CGWA-Metal Detectors

- All scholars, staff and guests will be expected to go through the safety and security measures established by the school in conjunction with the school district, health officials and the guidance of the Kentucky Department of Education (KDE). Anyone refusing to follow these guidelines or comply with the safety and security measures will not be granted access to enter the building.
 - A thermal imaging camera will be located in the CGWA annex to take temperatures as individuals enter. If a high temperature is detected, the camera will sound an alarm and the individual will be required to exit to the sick room if space allows or the outside. If outside they may press the buzzer or call the school to express their need and our office staff will facilitate getting the need met.
 - Scholars with a fever or COVID-19 like symptoms will be required to go through the main entrance doors to the annex to the sick area and a parent will be contacted for pick up.
 - All scholars and visitors will be required to go through a metal detector and have all bags searched by security ambassadors after their temperature has been taken. Anything not school appropriate will be confiscated by security personnel. If an item violates the FCPS Student Code of Conduct the parent will be notified.
 - Social distancing (maintaining 6 ft) while going through the safety and security measures will be expected and required.
 - All will continue to wear their masks as they proceed through all safety and security measures.
-



Instructional Plans



Classrooms:

- *Desks* will be arranged to maximize space between students. If the physical space in the school does not allow for spacing students' desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students face the same direction.
- *Tables*: If classroom furniture includes tables designed to be used by multiple students or small groups of students, schools should order desk shields through the [warehouse PPE ordering system](#). Desk shields are also available for preschool, kindergarten and special education classrooms and students who have a mask exemption.
- *Assigned seating and seating charts* will be developed for every classroom and followed at all times. When creating seating charts, teachers are encouraged to strategically place students to support small group instruction for differentiation. Suggested seating plans are included in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning \(Appendix H\)](#)
- *Fabrics and soft surfaces* can remain in classrooms in accordance with [district guidance on sanitization and cleaning requirements](#). Throw rugs, area rugs and beanbags are not allowed, with the exception of area rugs in preschool classrooms or items needed according to individual education programs.
- *Masks*: All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- *Student movement* should be minimized to maintain social distancing. This requires teachers to develop protocols that limit movement of students for distribution of materials, sharpening pencils, and student work collection, as well as other classroom procedures.
- *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 maximize distance.

CGWA- Classroom set-ups

Classrooms will have rearranged seating to maximize space between scholars (to be 6 feet or greater). If the physical space in the classroom does not allow for spacing scholars' desks 6 feet apart, seating will be spaced as far away as possible. All desks/tables will be arranged so scholars' seats face the same direction. The use of cloth face masks is a safety expectation for all scholars and staff at all times, unless medically waived.

- Wearing masks properly covering nose and mouth is a safety expectation for all scholars and staff at all times unless medically waived. If a scholar removes or refuses to wear his mask once in the building, he will be asked to exit to the CGWA annex, his parents will be contacted, and he will not be allowed to transition to classes.
- Scholars will have assigned seats and must sit in their assigned seat every class each time that class meets.
- Tables will be labeled with sticker numbers so Scholars know where to sit each class period.
- Seating charts will be kept by each teacher for all classes for contact tracing purposes.
- The last five minutes of each block will be used to sanitize tables, chairs, and any other items that were touched/used by the scholars during that block in preparation for the next class. Scholars will sanitize their area.
- When reasonable and feasible, teachers will utilize outdoor instructional time.

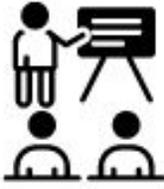


Instructional Materials:

- Students will maintain their own set of school supplies (glue, scissors, etc.).
- Students should not share materials, books, or manipulatives. Individual kits or bags of materials will be assembled for each student.
- Individual whiteboards and markers will be needed for each student.
- In circumstances where students may need to share desks, materials or resources (e.g. texts with limited copies, science equipment), sanitize between student use and have students wash or sanitize hands before and after using the materials.
- Teachers may handle student materials to demonstrate or model instruction. Frequent hand washing or hand sanitizing is expected.
- When students return materials from home, sanitization must happen before and after the materials are used by another student.
- Guidance for preschool classrooms is provided in [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#).

CGWA- Materials- Scholars will maintain their own set of supplies (glue, scissors, etc.) and take all materials home with them at the conclusion of their weekly instruction. Backpacks will be placed on the hook located under the tables.

- All scholars will have access to individual supplies to eliminate sharing of materials. The school purchased supplies for every scholar this year. Scholars will be responsible for keeping up with their supplies and may not share, trade or borrow from another scholar.
 - Scholars will keep their belongings with them at all times. Lockers will not be used.
-



In-Person Instructional Plan

Schools will develop in-person instructional plans incorporating considerations outlined in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#).

Teachers should maintain a safe distance from students and other adults without compromising instructional practices.

Modifications must be made to maximize social distancing in classes or activities that usually involve students working in close proximity, such as science labs, small group instruction, chorus, physical education, art, band, orchestra, drama, etc. These activities should not be cancelled if distance and sanitation needs are met.

While challenging, instructional plans should include intentional efforts to provide students with opportunities to collaborate with others. Student discourse can happen at the partner, group, whole class, or student-to-teacher level. Collaborative projects will occur between in-person and remote learners when possible.

Plans must include contingencies for a return to NTI: 2DL if conditions with the virus warrant, which could happen for a single class, school or districtwide. The [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) includes suggestions.

CGWA In- Person Instructional Plan

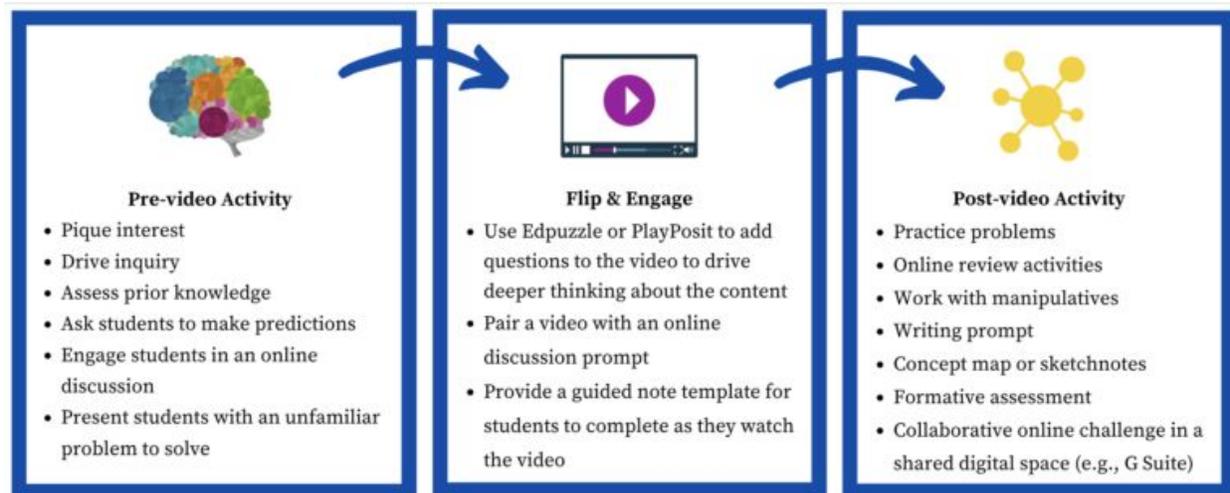
CGWA In- Person and Remote learning instructional plan will be one that will allow us to provide consistent instruction whether in- person or remote. Our instructional plan will consist of chunking our blocks for teachers and scholars by using the work of Caitlin Tucker on the Concurrent Classroom Blended Learning Models. The term “concurrent classroom” refers to some students attending class in- person while others learn remotely from home. Using blended learning models allows teachers to effectively teach both groups simultaneously. The three blended learning models we will utilize are: Station Rotation, Flipped Learning & the Playlist or Individual Rotation.

- 1) Station Rotation Model-** Scholars will rotate through a series of learning activities (not physically) but rather progress through a teacher led session, an online session and an offline or asynchronous session.

Benefits of the station rotation model:

- Create smaller learning communities within the larger class.
- Spend time working directly with small groups of scholars.
- Differentiate learning (e.g., instruction, scaffolds, practice, assignments).
- Balance online and offline work to give scholars a break from the screen.

2) The Flipped Learning Model (Flipped Classroom)- organizing flipped learning lessons into three distinct parts: a) pre-video activity b) video and c) post-video activity. See sample chart below.



Benefits of the flipped learning model:

- Scholars control the pace at which they consume and process information.
- Scholars and families have 24/7 access to video instruction online.
- Teachers do not have to spend time repeating the same information over and over.
- Video provides on-demand instruction and frees the teacher to move around the room working directly with individual scholars or groups of scholars.

3) The Playlist or Individual Rotation- The playlist model presents scholars with a sequence of learning activities that they can self-paced through. Teachers can create this playlist around a unit of study, a formal writing assignment, or a project. Playlists integrate different types of technology tools and learning modalities to keep scholars engaged while freeing the teacher to work with individual scholars. See sample chart below.

Playlist [Title]

This playlist is designed to...[articulate purpose]. Follow the directions for each activity and complete the items in order!

| Activity | Directions | Notes | Date Completed |
|---|---|-------|----------------|
| <i>Example</i> 1. View Requirements of this playlist | <i>Example</i> Watch this screencast that reviews the requirements of this playlist. Post your questions HERE. | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| Check Point | | | |

Benefits of the playlist model:

- Shifts control over the pace of learning to scholars.
- Paths can be differentiated or personalized.
- Creates clarity about the trajectory of work.
- Mixes tech tools and learning modalities.
- Affords the teacher time to conference with scholars.
- Pulls feedback and assessment into the classroom or synchronous virtual sessions.

Instructional Non-negotiables

- Chunking the instructional block by utilizing a blended learning model
- Intentional focus on vocabulary and understanding content concepts
- Intentional use of questioning techniques to cause scholars to think critically
- Accelerate learning by focusing on the priority content and prerequisites outlined in the district's revised pacing guides for what scholars MUST know for the next level
- Starting each class with a bellringer/ scholar start activity that activates prior knowledge, reviews past lessons or preps for future content/concepts/skills.

- Setting a designated time at the beginning of the instructional block when class will begin for those learning remotely at home.



Specials (elementary only)

- *Schools will develop plans for specials. Where will specials take place? What is the instructional setting? How will schools reduce student movement and hallway traffic? (This could include having specials teachers come to the homeroom classroom rather than having multiple groups of students rotate through the specials classroom.) How will the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) be implemented? If specials classrooms will be used, plans must include sanitation of classrooms and materials between groups of students.*



Preschool (elementary only)

- Schools will ensure that preschool classrooms operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#).



Band and Orchestra

- Schools will ensure that band and orchestra instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)

ORCHESTRA

- Entering the Classroom:
 - Enter through the main classroom door; once in the room, you cannot leave the classroom unless you ask permission.
 - Use hand sanitizer upon entrance.
 - Students must wear a mask while in the orchestra room.
 - Go directly to your seat; do not go to the storage room; do not talk to your friends. Wipe down your chair and stand with provided sanitizing wipes.
 - Students will be sent into the storage room in groups of 5 or less to grab their instrument and then to put it back at the end of class.
 - Students will unpack at their seat and not in the storage room in order to not linger in an enclosed space. Cases will be put under your chair.
- The Classroom Environment:
 - Students will be sat in rows and not a semi-circle. Students will also be sat 6 feet apart from the student next to, behind, and in front of them.
 - Students will no longer share stands or have stand partners. Every student will be on their own stand.
 - Binders/Music/Books will no longer be shared. Every student will be provided their own folder and their own music to be used only by them. Extra copies will be kept at the front of the classroom.
 - Students will need to have a tuning app on their phone or chromebook (or bring their own). We will no longer share tuners. Students will also get their own personal rosin to use and pencils.
- Exiting the Classroom:
 - Students must wipe down their chair and stand at the end of class with the providing sanitizing wipes.
 - You will exit the classroom using the door on the “right” marked “exit.”
 - Use hand sanitizer prior to exiting the classroom.
 - Ample time will be given at the end of class to pack up materials and sanitize.

BAND

ALL guidelines from the Fayette County Schools will be followed in the implementation of classroom procedures for a successful return in In-Person Instruction/Rehearsal for the Douglass Band and its performing ensembles.

Fayette County Public Schools In-Person Guidance for Band, Orchestra, and Chorus.

Because Fayette County Public Schools believes music is an important part of our students' educational experience, this guidance document allows for the continuation of band, orchestra, and chorus during the In-Person model of instruction.

Students and directors in all music classes must wear masks, covering the nose and mouth, at all times. Performance masks and bell covers must be used in band classes (provided by the district) during sound production.

Schools should consider:

- ***space requirements for social distancing***
- ***6'x6' distance between students should be used in all music classrooms***
- ***9'x6' distance for trombone players***
- ***rehearsals are limited to 30 minutes of sound production both indoors and outdoors***
- ***students face the same direction, sitting or standing in rows instead of the traditional arch***
- ***sheet music and music stands may not be shared***
- ***instruments may not be shared or the director must properly disinfect between uses***
- ***percussion students must not share mallets or the director must properly disinfect between uses***

(Recommendations are from the "Fall 2020 Guidance for Music Education" document developed by the National Association for Music Education and guidance from the Kentucky Music Educators Association.)

ALL DISTRICT provided PPE that is specific for an instrumental rehearsal will be used during rehearsal times as well. This includes, instrument specific face masks, bell covers, buckets for condensation, and any disinfectant needed.

The classroom will be set up differently to accommodate the recommended space needed to socially distance.

(Please note, that steps were taken in scheduling to allow for this as well. Wind instrument students were spread out over 3 class times, instead of the typical 2. This puts the largest class at 25 students.)

Until continuous playing is allowed past 30 min, the FDHS Band will continue to do music theory, and listening assignments to supplement student learning.

Procedures for Entering and Exiting the Classroom/Rehearsal Space:

Entering the Classroom:

1. Enter through the main classroom door; once in the room, you cannot leave the classroom unless you ask permission.
2. Use hand sanitizer upon entrance.
3. Students must wear a mask while in the orchestra room.
4. Go directly to your seat; do not go to the storage room; do not talk to your friends. Wipe down your chair and stand with provided sanitizing wipes.
5. Students will be sent into the storage room in groups of 5 or less to grab their instrument and then to put it back at the end of class.

6. Students will unpack at their seat and not in the storage room in order to not linger in an enclosed space. Cases will be put under your chair.

The Classroom Environment:

1. Students will be sat in rows and not a semi-circle. Students will also be sat 6 feet apart from the student next to, behind, and in front of them.
2. Students will no longer share stands or have stand partners. Every student will be on their own stand.
3. Binders/Music/Books will no longer be shared. Every student will be provided their own folder and their own music to be used only by them. Extra copies will be kept at the front of the classroom.
4. Students will need to have a tuning app on their phone or chromebook (or bring their own). We will no longer share tuners. Students will also get their own personal pencils.

Exiting the Classroom:

1. Students must wipe down their chair and stand at the end of class with the providing sanitizing wipes.
2. You will exit the classroom using the door on the “right” marked “exit.”
3. Use hand sanitizer prior to exiting the classroom.
4. Ample time will be given at the end of class to pack up materials and sanitize.



Chorus and Vocal Music

- Schools will ensure that vocal music instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)

Fayette County Public Schools believes music is an important part of our students’ educational experience, this guidance document allows for the continuation of band, orchestra, and chorus during the In-Person model of instruction.

Students and directors in all music classes must wear masks, covering the nose and mouth, at all times. Performance masks and bell covers must be used in band classes (provided by the district) during sound production.

Schools should consider:

- *space requirements for social distancing*
- *6’x6’ distance between students should be used in all music classrooms*
- *rehearsals are limited to 30 minutes of sound production both indoors and outdoors*
- *students face the same direction, sitting or standing in rows instead of the traditional arch*
- *sheet music and music stands may not be shared*

(Recommendations are from the “Fall 2020 Guidance for Music Education” document developed by the National Association for Music Education and guidance from the Kentucky Music Educators Association.)

General Guidelines

- Students will be required to wear a cloth face covering at all times.
- Until such time as the 30 minute rehearsal restriction is lifted, students will spend the remainder of class time learning about music theory to continue to build up a strong foundation of musical knowledge.
- Practice room usage will be limited to single students, 1 per room, per class period. Practice rooms will be sanitized in between uses. An online sign up sheet will be provided to organize student usage of these spaces.
- Do not rearrange the classroom chairs
- Do not play the piano in the classroom. This instrument is very fragile and is very difficult to sanitize after each use.

Procedures for Entering the Classroom

- Enter through the main classroom doors
- Sanitize your hands
- Grab an antibacterial wipe and wipe down your chair/desk.
- Be seated. Once a student enters, he/she may not leave the room without permission, regardless of whether or not the bell has rung.
- Students will be released one at a time to retrieve their music binder.

Procedures for Exiting the Classroom

- Students will be dismissed one at a time to put away their music binder and grab an antibacterial wipe.
- Wipe down your chair/desk
- THROW AWAY the wipe that you used
- Use hand sanitizer prior to exiting the room
- Exit through the side door, not the main classroom doors where you entered



Physical Education

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#).
- Gym floor tape will be used to mark areas for students to accommodate social distancing.



Career and Technical Education

- When applicable, schools will ensure that career and technical education follows the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)
- [Biomedical Sciences Protocols](#)
- [Allied Health Core Skills, Emergency Procedures, EMT](#)
- [Technology Labs and Studios](#)



Library/Media Center

- Schools will develop procedures and safety protocols for the usage of the library/media center that answer the following questions and follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):
 - Will the library be open to students outside of class time?
 - Will teachers be able to bring classes to the library?
 - Will library media specialists provide instruction?
 - How will students have access to library books and materials?
 - What specific cleaning and sanitation requirements will be implemented?
- Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- Media centers may, at school discretion, allow students to use computer stations provided they are supervised and sanitized between each user.

CGWA/FDHS- Library

Library Access

- The library will be open and accessible to students on individual hall passes during class time only. It will not be open to students during Breakfast or Lunch.
- Library doors will be marked for entrance and exit. Entrance doors will be the south set of double doors. Exit door will be the north door.
- Library capacity will be capped at **20 persons**. A sign will be placed on the Entrance doors to indicate Open or Closed/At Capacity.
- Extra chairs have been removed and stored appropriately.
- Classroom visits to the library must be scheduled ahead of time with the Librarian using <http://calendly.com/kelli-reno>
- Only one student may come to the library at a time from any given class. Teachers should not issue library passes to multiple students.
- Library passes will be logged using the eOS E-Pass system. Upon entering the library, students will scan their badges at the E-Pass check-in kiosk.

Book Circulation

- Students are strongly encouraged to access ebook and audiobook titles online through the Destiny Discover catalog at bit.ly/FDHSLMC.
- Students should also use the Destiny Discover online catalog at bit.ly/FDHSLMC to place a hold on any physical book they would like to check out. The librarian will receive that request electronically and deliver the book to the student's classroom.
- Alternatively, if a student is in the library, they should use the Destiny Discover online catalog available at bit.ly/FDHSLMC to browse for any book they would like to check out. At that point they may take the book they have identified from the shelf, and only that book.
- Students may use the self-checkout kiosk for circulation (scanning only) or may present their badge to be scanned through the plexiglass barrier at the library circulation desk by the librarian.
- Appropriate distancing in the event of a wait at any checkout station will be marked using tape or carpet-friendly stickers.
- Books that are removed from the shelf but not checked out will be placed in the Book Drop and quarantined per ALA & KDE Library guidelines.
- Students should use the Book Drop located in the alcove in the E-Hallway to return all library books. They do not need to come into the library space if they are just returning a book.
- All returned books will be quarantined per ALA & KDE Library guidelines.
- Books located in the Distributed Media Hubs in each of the Academies will remain locked in their cabinets. Requests for those titles may be made electronically via the Destiny Discover online catalog and delivered to the student's classroom by the librarian.
- Self-checkout kiosks in the Distributed Media Hubs will be placed in storage for until normal instruction resumes.
- Contactless pickup options will remain in effect for students who choose to stay 100% virtual.

Other Library Resources

- The Library Maker Space will be off limits to students. Exceptions may be made via prior communication from a student's classroom teacher to the librarian.
- Teachers may request paper and specific consumables from the Maker Space by emailing the librarian.
- The student print station in the library will be off limits until we return to normal instruction.

- All puzzles, LEGOS, games, and other shared supplies will be stored away from general use for the time being.
- Pencils, pens, and other writing utensils will be provided upon request and will be theirs to keep.
- Materials will be held out of circulation to allow for disinfection per American Library Association guidelines.



Specialized Push-In and/or Pull-Out Services (special education, intervention, gifted and talented, English learners and other support)

- Schools will ensure students receive specialized services in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and additional special education guidance is available in the [Special Education COVID-19 Guidance for In Person Instruction \(Appendix N\)](#).



Input and Communication Plan

- This plan involved admin and department chairs working together on the content. It will be shared with staff during staff & PLC meetings and posted on all social media outlets for scholars, families and community. In addition to being sent home via email and IC Messenger.



Remote Instructional Plan

Describe your school delivery plan for remote instruction, incorporating considerations outlined in the [Office of Academic Services Instructional Guidance for Remote Learning document \(Appendix O\)](#).

CGWA Remote Instructional Plan

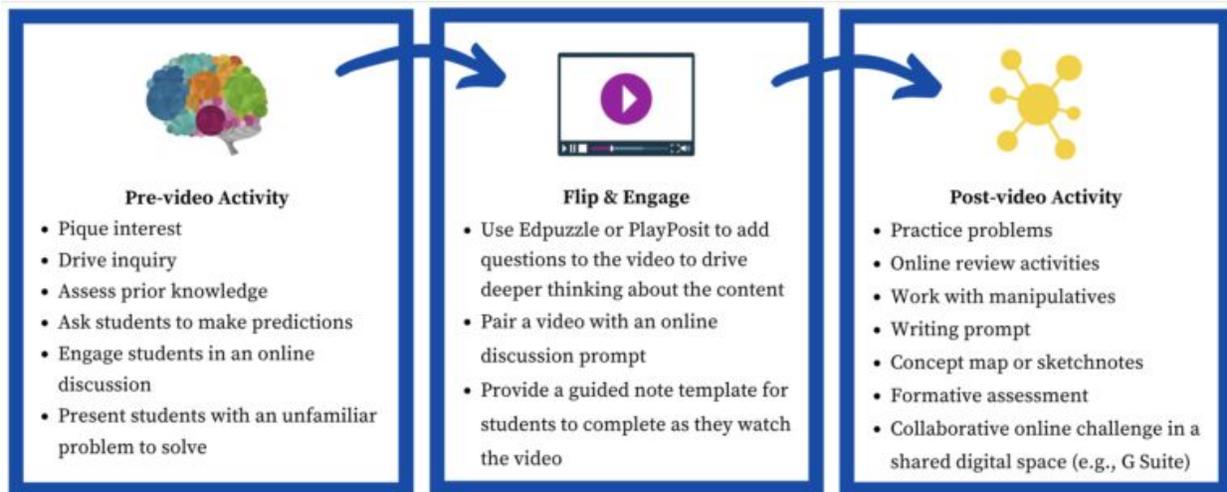
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1) Station Rotation Model- Scholars will rotate through a series of learning activities (not physically) but rather progress through a teacher led session, an online session and an offline or asynchronous session.

Benefits of the station rotation model:

- Create smaller learning communities within the larger class.
- Spend time working directly with small groups of scholars.
- Differentiate learning (e.g., instruction, scaffolds, practice, assignments).
- Balance online and offline work to give scholars a break from the screen.

2)The Flipped Learning Model (Flipped Classroom)- organizing flipped learning lessons into three distinct parts: a) pre-video activity b) video and c) post-video activity. See sample chart below.



Benefits of the flipped learning model:

- Scholars control the pace at which they consume and process information.
- Scholars and families have 24/7 access to video instruction online.
- Teachers do not have to spend time repeating the same information over and over.
- Video provides on-demand instruction and frees the teacher to move around the room working directly with individual scholars or groups of scholars.

3)The Playlist or Individual Rotation- The playlist model presents scholars with a sequence of learning activities that they can self-pace through. Teachers can create this playlist around a unit of study, a formal writing assignment, or a project. Playlists integrate different types of technology tools and learning modalities to keep scholars engaged while freeing the teacher to work with individual scholars. See sample chart below.

Playlist [Title]

This playlist is designed to...[articulate purpose]. Follow the directions for each activity and complete the items in order!

| Activity | Directions | Notes | Date Completed |
|---|---|-------|----------------|
| <i>Example</i> 1. View Requirements of this playlist | <i>Example</i> Watch this screencast that reviews the requirements of this playlist. Post your questions HERE. | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| Check Point | | | |

Benefits of the playlist model:

- Shifts control over the pace of learning to scholars.
- Paths can be differentiated or personalized.
- Creates clarity about the trajectory of work.
- Mixes tech tools and learning modalities.
- Affords the teacher time to conference with scholars.
- Pulls feedback and assessment into the classroom or synchronous virtual sessions.

Instructional Non-negotiables

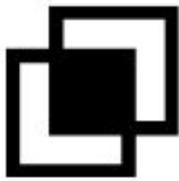
- Chunking the instructional block by utilizing a blended learning model
- Intentional focus on vocabulary and understanding content concepts
- Intentional use of questioning techniques to cause scholars to think critically
- Accelerate learning by focusing on the priority content and prerequisites outlined in the district's revised pacing guides for what scholars MUST know for the next level
- Starting each class with a bellringer/ scholar start activity that activates prior knowledge, reviews past lessons or preps for future content/concepts/skills.

- Setting a designated time at the beginning of the instructional block when class will begin for those learning remotely at home.



Input and Communication Plan

- This plan involved admin and department chairs working together on the content. It will be shared with staff during staff & PLC meetings and posted on all social media outlets for scholars, families and community. In addition to being sent home via email and IC Messenger.
-



Common Area Procedures



Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways should be marked with floor stickers to designate social distancing requirements.
- *Each school will develop hallway protocols to reduce hallway traffic and lessen the number of people traveling the same pathway. These procedures could include:*
 - *Adjusting school schedules.*
 - *Staggering class changes.*
 - *Designating hallways for one-way traffic where possible.*
 - *Having teachers move from class to class rather than having students switch rooms.*
 - *Using signage such as posters, floor decals or arrows to reinforce expectations.*

CGWA- 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 will be designated one way to lessen the number of people traveling the same pathway and to help prevent cross contamination.
- Scholars 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. Scholars and staff traffic flow will follow directions of floor arrows and hallway and floor signage.
- Hallpasses will be restricted to minimize face-to-face interactions, overcrowding in the boy's bathroom, and congregating in the CGWA Main/Admin office area. Our Employability Operating System (EoS) E-Pass will be used to electronically track scholars who are out of the classroom.



Restrooms:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Signage will be placed in bathrooms illustrating proper handwashing techniques and marking appropriate social distancing.
- Facilities will be cleaned and disinfected every 30 minutes. Staff members will follow proper cleaning and disinfecting procedures and document completion.
- *Each school must develop plans to ensure decreased traffic and social distancing in school restrooms. Elementary schools should coordinate bathroom breaks accordingly. Plans must include:*
 - *Age-appropriate supervision/monitoring must be provided to enforce social distancing and proper handwashing.*
 - *Sinks, stalls and urinals will be limited and/or barriers installed to allow for social distancing.*
 - *Individual bathroom breaks will be allowed as needed, with proper precautions and supervision.*

CGWA- Restrooms

- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited, to allow for social distancing.
- Hallpasses for individual bathroom breaks will be restricted due to the maximum number of scholars that can be in the bathroom at one time, in order to adhere to all safety protocols and measures.
- Bathroom hallpasses will be limited, to avoid gathering and cross contamination.
- Maintaining a social distance of 6 feet in bathrooms if possible, wearing a mask and proper handwashing are safety expectations for scholars . Staff members will be used to help monitor restroom breaks when possible.



Water Breaks:

- Water fountains and bottle filling stations will be cleaned and sanitized frequently throughout the school day.
- Students and staff will not be allowed to drink directly from water fountains.

- Students will be allowed to bring individual reusable water bottles from home.
- Students may fill their water bottle at water fountain or bottle filling stations.
- Water bottles will be provided for students and staff who do not have one.
- Water bottles will be labeled with each student's or staff member's name.

CGWA- Water Breaks

- Water fountains will not be used. Water bottle filling stations will be available.
- Scholars will be allowed to bring clear individual water bottles from home.
- Water bottles will be provided for scholars who do not have one (one time only).
- Scholars or the school will provide reusable water bottles to be refilled with water throughout the day. Water bottles will be labeled with each scholar's name. This will reduce the number of students drinking directly from the water fountains.



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).
- Breakfasts and lunches will be single serve meals, with disposable containers and plastic ware.
- Self-service food stations and condiment stations will be removed.
- Share tables will be eliminated and students will be discouraged from sharing food.
- *Each school will work with its cafeteria staff to determine modifications to meal service that will maximize social distancing.*
- *Insert instructions here about school breakfast and lunch procedures. Breakfast will be served "grab and go" style: students will pick up breakfast on the way to the classroom. Be sure to mention assigned seats regardless of lunch location. Edit as appropriate for your school.*

CGWA- Meal Service

- Scholars 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).
- Scholars will be served a "grab and go" breakfast once through the safety and security measures and report to their Advisory class to eat.
- Lunches will be "grab and go" to the scholar's assigned seat in the cafeteria and must sit in this seat every day.
- Seating will be tracked to facilitate contact tracing. One additional lunch period has been scheduled to allow for greater social distancing during each lunch period.
- All scholars will face the same direction at lunch to meet CDC recommendations.

- Lunches will be single serve, pre-packaged hot meals, with disposable containers and plasticware.
- Middle school scholars will eat during 2nd block from 11:00am- 11:22am and must be out of the cafe by 11:30am in order for sanitizing/cleaning to occur prior to high school lunches starting.
- There will be a total of 5 high school lunches during the 3rd block and scholars will be assigned to lunch based on their class schedule.
- Lunch will be “grab and go” and scholars will proceed to their assigned seat to eat.
- Scholars will not be allowed in the serving line area or allowed to get up and walk around during lunch time. Scholars must remain in the assigned seat, in the assigned area until the bell rings for dismissal to the next class.
- Self-service food stations and condiment stations will be removed.
- We will eliminate share tables and discourage scholars from sharing food.



Recess (elementary only)

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used.
- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.
- *Insert your plans here. Develop a recess schedule that limits how many classes are on the playground at one time. If multiple playgrounds are available, utilize them to minimize how many students are mixing.*



Administrative Spaces

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Floors will be marked for social distancing.
- Plexiglass barriers will be installed in the reception area; this does not change the requirement that office staff wear a mask.
- Hand sanitizer will be available in the reception area.
- Work spaces will be at least six feet apart or employees will stagger work times to ensure proper distancing.
- If workstations are shared or individuals relieve co-workers to provide breaks, areas will be sanitized between uses, including keyboards, computer screens, telephones, and writing utensils.

- Meetings should be held virtually if at all possible. If face-to-face meetings must take place, they should be held in large areas with good ventilation where social distancing can be maximized and sharing of materials or supplies is discouraged.



Computer Labs (Not applicable for CGWA)

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Computer labs should only be used for classes that require the use of the lab, such as digital art, computer programming, business applications, Computer-aided design, etc.
- The teacher is responsible for cleaning and sanitizing the computer lab between classes with appropriate cleaning supplies.
- Seating assignments should maximize space between students with students seated at least every other computer.
- Computer labs cannot be used for MAP or Access Testing. Both of those tests should be administered on student Chromebooks, with assurances for cleaning headphones between usage.
- Teachers will not be allowed to schedule the lab for individual class periods.
- High school scholars will be assigned a work station and use that work station for the duration of the semester.
- Scholars will be seated at all times during the class session.
- No food or drinks in the computer lab
- Protocols for [Technology Labs and Studios](#) can be found here.



Gymnasiums

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Masks should be worn by staff at all times and by students except when engaged in strenuous physical activity. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Locker rooms will be closed. Encourage students to come to school dressed in clothes that are appropriate for participation in physical education, whether indoors or outdoors. Keep each student's belongings in a separate, safe and clean space such as individually labeled areas.

- If gyms will be used for physical education instruction, plans should be made to mark off areas (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.
- Each school will inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively sanitized. Cloth or porous materials are more difficult to sanitize than vinyl or plastic materials.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period.
- Teachers will sanitize all equipment between class periods using FCPS approved supplies. Consider cleaning recommendations from manufacturers to ensure equipment is not damaged when cleaning/sanitizing.
- Staff will be properly trained on how to safely apply disinfectant and have access to the appropriate personal protective equipment needed.



Weight Rooms

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
 - *Schools will develop plans for the use of weight rooms in accordance with [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#).*
-



Dismissal/Student Pick-up



Bus Dismissal:

- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Each school will develop dismissal routines to stagger dismissal times, determine hallway traffic patterns and designate specific exit doors to maximize social distancing and reduce the number of students in the same area at any given time.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask on the bus at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. Bus drivers will record student seat numbers as students exit 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.
- See "[Safe on the Bus, Safe at the Garage](#)" ([Appendix G](#)) for additional details and staff expectations.

CGWA- Bus Dismissal

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- FDHS admin will announce, via the intercom system, when it is time for walkers, car and bus riders to be dismissed.
- Upon the arrival of the buses, the bus number will be called and all those riding that particular bus will be dismissed using the labeled hallway directions.
- All families who can transport their scholar(s) from school are strongly encouraged to do so to help reduce the number of scholars on each bus.

- Hand sanitizer will be provided as scholars enter and exit the bus.
- Scholars 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 Family Pick-up/Car Dismissal/Walker:

- Each school will develop protocols for student dismissal procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
- School plans for student dismissal procedures must include:
 - Specific protocols for students going home by bus, car or on foot, including staggered dismissal times, traffic patterns, and designated exits.
 - Provisions for visual and verbal reinforcement of General Health Procedures and Protocols, including, but not limited to wearing masks, social distancing and sanitizing hands before exiting the building.
 - At the high school level, plans must include how school will ensure students go straight from classrooms to their vehicles to avoid congregating.

CGWA-Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- FDHS admin will dismiss all walkers, car and bus riders using the intercom system. Each group will be announced separately and based upon the arrival time of the buses.
- Upon the arrival of the buses, the bus number will be called and all those riding that particular bus will be dismissed using the labeled hallway directions.
- Each fourth block teacher will have bus manifests to help ensure only those scholars on the announced bus leaves the classroom during dismissal.
- All families who can transport their scholar(s) from school are strongly encouraged to do so to help reduce the number of scholars on each bus.
- Bus manifests will be kept by the school for contract tracing purposes.
- Car riders/walkers will be dismissed at 3:20 after busses are dismissed.
- Athletes will report to designated practice areas to be supervised by their coaches at 3:20.



Afterschool



Extra-curricular Activities, Co-curricular Activities and Athletics

- Extra-curricular activities, co-curricular activities and athletics will be held in accordance with the [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#), as well as guidelines from the Kentucky High School Athletic Association, Kentucky Music Educators Association, and other governing bodies or state guidance.



Afterschool Care (elementary only)

- School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix Q\)](#).



ESS or tutoring

- Tutoring for CGWA scholars is currently being offered on Tuesday nights through the BMWA.



Additional Mitigation Measures



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. (Volunteers and guest speakers are not permitted at this time.)
- Individuals representing essential agencies are exempt from access restrictions.
- Families will not be permitted to accompany students into the building or eat with students.
- Any visitor who enters a school building or school-sanctioned event must wear a mask with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Visitors will be subject to temperature checks.
- Visitors must follow all safety and mitigation measures while on campus.
- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.
- *Each school will develop specific plans for student pick-up procedures, which could include:*
 - *Having families call from the car or from outside, prior to buzzing the doorbell.*
 - *Designating certain entrances for different types of student pick-ups.*
 - *Having students wait in the classroom or until they are called to the office.*
 - *Asking families to wait in the vestibule.*

CGWA- Visitors/Student Pick-up

- To ensure the health and safety of scholars 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/guardians and visitors are strongly encouraged to make an appointment by calling 859-381-3933 prior to coming to the building in an effort to limit building access and keep all safe.
- Upon arrival at the building, visitors must use the outside buzzer to notify the front office of their name and need. Our front office staff will determine how best to meet the need and if access into the building is granted, going through the safety and security protocols will be required (wearing mask, temperature check by thermal imaging camera and security and bag check via metal detectors).
- Visitors and parents/guardians will remain in the CGWA annex area until need is met or a scholar is retrieved from class.
- If parents/guardians need to check in or check out a scholar, the attendance kiosk will be located in the CGWA annex for convenience with steps on how to do so safely.



Sick Room:

- Families will be contacted to come pick up any student who has a temperature of 100.4°F or greater, or displays symptoms of COVID-19:
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
- Families are expected to ensure that an adult will be available to pick up any student who has a fever or displays symptoms of COVID-19 during the school day.
- Families must have a “Pick Up” plan in place before they send their child to school.
- Families are responsible for ensuring the phone numbers listed in Infinite Campus are correct and that everyone who could be asked to pick up the child is registered with the office.
- *Each school will work with its Lexington-Fayette County Health Department nurse and Healthy at School Team to determine where students who have a fever or display symptoms of COVID-19 during the day will wait until they can be picked up to go home and follow the “What To Do If a Student Becomes Sick at School” protocol outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).*
- *Each school will develop and communicate procedures that adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):*
 - *A leadership team member contact for the sick room.*
 - *How classroom teachers will report a student illness to the leadership team prior to sending the student to the waiting area.*
 - *How students will be escorted to the waiting area.*
 - *How many students can be in the waiting area.*
 - *How families will be notified.*
 - *Instructions for families picking up a sick child.*
 - *Contingency plans for how students will get home if the family has no transportation.*
 - *Contingency plans if family does not respond to calls.*
- Waiting areas must be supervised by an adult in a designated location, separate from the school health clinic or front office.
- The nurse’s office/health clinic at each school must remain open for routine student needs, such as dispensing medication.

CGWA- Sick Room

- The CGWA main office will remain open for routine scholar needs, such as dispensing medication but scholars will not be allowed to come to the office at leisure. Scholars will be given a throw away medical office visit hall pass by the teacher in an effort to limit hallway traffic and gathering in the main office.
- Teachers will call the CGWA main office or the attendance office first when a scholar is sick. Once the office has been notified of who is sick, the scholar will be allowed to exit the classroom to the sick area located through the doors to the left of the annex where he will be monitored while he waits for a parent pick up.
- Parents must have a pick up plan for when their scholar becomes sick, has a fever and/or is exhibiting covid-19 like symptoms. Scholars should be picked up immediately.
- A parent must sign a scholar out of school utilizing the attendance kiosk located in the CGWA annex. If a scholar is 18 years old and driving they may sign out with parent permission. Directions will be posted on how to sign out a scholar and a sanitizing station will be available to clean the attendance kiosk when done.
- If a scholar leaves with a fever, he can not return to school until he is fever free for 24 hours without the use of fever reducing medication.
- Scholars must provide a note for the absence and if deemed to have a fever, the scholar must remain home the next day or until the fever no longer exists. If a scholar has COVID-19 like symptoms or COVID- 19, documentation from the local health department or the scholar's medical provider must be provided to the school indicating clearance to return to school. This documentation can be emailed, scanned or a picture taken on a cell phone. Documentation will be kept on file with the Attendance Clerk.



Cleaning Protocols:

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\)](#) outlines role-specific recommendations for staff.
- Schools should use the [warehouse ordering system](#) to request needed cleaning supplies and PPE, which will be delivered to their school.
- Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, locker rooms, cafeteria seating and other facilities is critical to preventing the spread of all illness, including COVID-19 pandemic and seasonal influenza. Special attention should be given to high touch areas, such as water fountains, doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. It is recommended that high touch surfaces be cleaned and disinfected frequently.

- All staff should be trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with district provided, EPA approved disinfectants. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For soft (porous) surfaces such as carpeted floors and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Victory sprayers may also be used.
- Teachers and administrative staff should assist janitorial staff by routinely disinfecting frequently touched items in the classroom/office such as desks, doorknobs, crafting equipment, pencil sharpeners, staplers, markers, and white boards.
- Special Education classroom teachers must ensure [guidance specific to special education classrooms](#) is followed.
- Disinfectants and cleaning materials kept in classrooms and areas accessible to students are required to be kept out of the reach of students and locked, depending on the chemical label and the age group of the students in the classroom.
- Custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- All areas where cleaning supplies and toxic items are stored must be kept locked, including janitor closets. All bottles containing toxics/liquids must be clearly labeled.

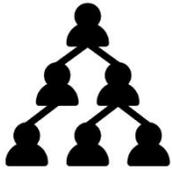
CGWA- Cleaning Protocols

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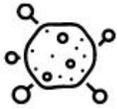


Large Group Gatherings:

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



Contact Tracing



Infection/Exposure/Quarantine

- Schools are required to follow all district and state isolation, exposure, and quarantine guidelines and protocols, which have been developed in partnership with the Lexington-Fayette County Health Department. ([See Appendix R](#))
- Isolation: When a patient tests positive for COVID-19, they are placed in isolation until their contagion period expires and/or they are capable of returning to normal activities. Individuals who are asymptomatic are typically placed in isolation for at least 10 days. Those showing symptoms will remain in isolation until symptoms resolve. Students and staff may not return to campus until they have been released by a medical professional.
- Exposure: Upon notification of a positive case within a school community, school and district officials will work in consultation with the Lexington-Fayette County Health Department on a case-by-case basis to determine any “close contacts” who may have been exposed to COVID-19. In general, per the Lexington-Fayette County Health Department, anyone who is within six feet of a person with COVID-19 for 15 minutes or longer will be considered a close contact, regardless of mask usage.
- Quarantine: If a person has been exposed, or believed to have been exposed, to COVID-19, they are placed in quarantine to see if they develop symptoms. Depending upon duration of exposure and social distancing, there may be times that an entire class or all students who rode on the same bus will be required to quarantine. ([See Appendix R](#))
- Students and staff members who go home after having a temperature of 100.4°F or greater, or displaying symptoms of COVID-19 ([Appendix R](#)) may return after being symptom or fever-free for 24 hours without the use of symptom- or fever-reducing medication.
- Students and staff members who have a member of their household test positive for COVID-19 must follow all Lexington-Fayette County Health Department quarantine recommendations and may not return to campus until they have been cleared to do so.
- Student and staff absences due to COVID-19 diagnosis or quarantine requirements will be handled in accordance with district procedures established for these specific circumstances. ([See Appendix R](#))



Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). (See [Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us or visit www.fcps.net/covid19.
- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to 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 – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. (See [Appendix R](#))
- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note, however, that during a worldwide pandemic of this highly contagious virus, the Lexington-Fayette County Health Department requires us to notify people who have been in close contact with the infected person.
- *Each school must develop effective two-way communication plans for families and staff that are tied to the tools already working for their communities, such as Remind, Dojo, Microsoft Teams or Group Me.*
- Fayette County Public Schools will follow all state requirements to report the number of students and school personnel reporting a positive diagnosis of COVID-19. (See [Appendix R](#))
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.



Attendance and Tracking

- To assist with contact tracing, schools should develop protocols to ensure the principal or designee has easy access to the following tools when needed: seating charts, bus manifests, team/club/activity membership lists, emergency contact information for students and staff, documentation of people who moved throughout the building, student and staff schedules, and any other information that could support contact tracing.
- *To help track movement of employees throughout the building and between buildings throughout the district, FCPS has developed a “Trace Space” app. Employees are encouraged to use the app, but schools may use an alternate way of documenting staff movement throughout the building if they choose.*

- Schools will gather daily attendance and code the reason for student absence. For the 2020-2021 school year, two additional codes have been added by the state to identify students who are “COVID-19 positive” and those who need to “Quarantine” due to exposure.
 - School and district leaders will monitor staff and student attendance for trends/patterns of absences for infectious illness that include identification of absences for COVID-19 and Influenza with an ability to compare to usual rates/patterns at individual school site levels. ([Appendix R](#))
 - School and district leaders will collaboratively determine when classrooms or the school will switch to NTI: 2DL due to rising absence rates, rates of infectious disease, or quarantines of individual teachers, classrooms or a significant portion of the school.
-