



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 (no bandanas or gaiters) 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.



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.



Health Screenings:

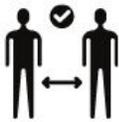
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures. Prior to sending their children back to campus for the first time, families will sign and return a [“Family 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.



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.



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.



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 and wash or sanitize their hands.



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://govestatus.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.
- If a student is identified as having a temperature on the bus or at school, the parent will be contacted to pick up the student immediately. The student will be escorted to the sick room to wait for the parent.
 - Parent should follow the CDC guidelines and consult with a doctor if flu like symptoms or cold symptoms are present.
 - Parent should keep the student home until he/she is free of fever for 24 hours.



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.
 - 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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What to do before school and what to bring to school

- Students should bring
 - a mask, (the mask must be worn covering the nose and mouth)
 - the school issued Chrome Book or personal device/laptop, make sure to charge the device the night before.
 - ID and lanyard will be provided on the first day. Students will be responsible for wearing the ID on the lanyard around the neck while on campus.
 - a water bottle. The water fountains will not be available but the water filtering stations will be available. Water will be provided for students who do not have a water bottle.
 - Students not riding the bus should plan their transportation for the end of the day. All students will need to be picked up no later than 4:00 after school.
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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.



Arrival



Staff Arrival Procedures:

- All staff will follow protocols detailed in the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.

- Before coming to school each day, staff members 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 will enter the building through the front or gym foyer entrances and will be at their morning stations (classroom or supervision) by 8:00 each school day. Zero hour teachers will report by 7:15.
- Staff will use the FCPS Space Trace app to scan their location in the building upon arrival and throughout the day.
- If a staff member becomes ill with symptoms of COVID-19 during the school day, they will contact the front office. An administrator or their designee will report to the classroom to supervise the students and relieve the staff member to go home or seek treatment. The staff member will use appropriate leave time as designated by HR.



Supervision Duty:

- Staff duties will support the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
- Administration and front office staff will be assigned to meet buses, manage student entry into the building and through screening and security, and monitor ID badge procedures.
- 1st block planning teachers will be stationed in hallways 8:00-8:25 to monitor mask wearing and distancing and to prevent congregating in the hallways. Students are to report directly to either the cafeteria or their 1st block class. Some teachers and law enforcement staff will be assigned to the cafeteria to assist with supervision and to enforce breakfast procedures.
- 1st block teachers will be stationed in their classrooms by 8:00 each morning to welcome students. Students of teachers with 0 hour classes who also teach 1st block will be assigned a nearby 1st block planning teacher's room to wait until the 0 hour class dismisses.
- 4th block planning teachers will be stationed in hallways 3:00-3:25 to monitor mask wearing and distancing and to prevent congregating in the hallways as students dismiss. Students are to exit the building or report to their after-school activity immediately after dismissal.



Student Arrival Procedures:

- Buses will arrive at approximately 7:55 A.M.
- Buses will drop off students on campus at 4 separate locations. Staff members will direct the busses to the appropriate location when the bus enters campus. Four locations are being used in order to separate students and keep them at a safe distance when entering the building. Students being dropped off by buses with monitors will have already had their temperatures

taken. Student with a fever will exit first and be taken to the isolation area to await a family member to take them home.

- 1st stop - bus loading zone, gym foyer entrance.
 - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 2nd stop - band/music/orchestra entrance
 - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 3rd stop - art entrance
 - Students will line up 6 feet apart (spacing will be marked) while they wait to enter the building.
- 4th stop - front entrance is for car riders, walkers, student drivers, zero hour students (MSTC) and those bring dropped off by buses without monitors.
 - MSTC students taking a zero-hour class should arrive at 7:00 A.M. Classes begin at 7:25 A.M.
 - Car riders, walkers, student drivers should arrive at 8:00 A.M.
 - Students will line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken and pass through the thermal imaging camera. Floor stickers, signage, and announcements will remind students to follow social distancing and mask protocols.
 - Student drivers will park in the lower/back lot closest to Man O' War Boulevard. Students will be required to wear a face covering upon exiting the car.
- All students are required to wear a mask and social distance while on campus.
- Thermal Imaging Cameras will be set up in the gym foyer and front foyer.
 - If a student is identified as having a temperature of 100.4°F or higher, the student will be pulled to the side for a temperature check with a handheld device.
 - If the student has a temperature the student will be escorted to the sick room and a parent will be contacted to pick up the students.
- Students are required to report to 1st block immediately after entering the building unless they are planning to eat breakfast.
- Breakfast will be served in the cafeteria. Students will eat in the cafeteria and will be required to sign in at the table where they are seated for contact tracing purposes.



Metal Detectors

- Floor stickers will lead students to the metal detectors from each entry point in the morning.
- Students will be expected to wear their school issued ID and lanyard around the neck before going through the metal detector. (ID's will be issued on the first day)
- Students will need to place all belongings in their backpack (phone, Chromebook, books, all belongings should be place in the backpack)
 - Students should not bring to school anything identified as a dangerous instrument or weapon in the FCPS code of conduct
- Student will approach the metal detector and place the backpack on the table. The safety ambassador will check the backpack and motion the student through the metal detector.
- Student will take their backpack and proceed directly to first block. (students are not permitted to gather in the halls)



Bell Schedule

While students and staff are on campus, all [Safety Expectations and Best Practices for Kentucky Schools](#) will be followed, including social distancing, temperature checks, and mask requirements.

Zero hour 7:25 – 8:20

1st block 8:25-9:55

2nd block 10:00 – 11:30

3rd block 11:35-1:40

Lunch schedule – students will have assigned seating in the cafeteria. Students will be given a number that corresponds with the seat in the cafeteria and the student will be expected to sit in that seat.

11:35 – 12:00 – Social Studies/Art

12:00-12:25 – Math/Health

12:25-12:50 – English

12:50-1:15 – Engineering, Tech Ed, World Language, Business, ELL, FCS

1:15 – 1:40 – Music, science, PE

4th block 1:45 – 3:15

Dismissal will begin at 3:00 – students will be dismissed by sections of the building and students are expected to go directly to the bus or car.

Technical school students will depart in the AM at 8:25 and return in the afternoon at 11:30AM. PM technical school departure will be at 12:10. Buses will be cleaned between the AM/PM drop off/pick up.

EBCE/COOP students will transition to/from school at 11:30 (after second block).



Instructional Plans

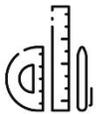


Classrooms:

- *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](#)

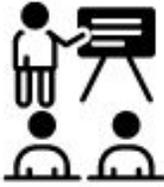
[system](#). Desk shields are also available for preschool, kindergarten and special education classrooms and students who have a mask exemption.

- *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.
- *Cleaning between classes*: Students will be provided a paper towel for cleaning upon entry to the classroom. The teacher will spray the desk and the student will wipe down. At the end of class, each student will be provided a paper towel for cleaning. The teacher will spray the desk and the student will wipe down.



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.



In-Person Instructional Plan

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

- Teachers will use Canvas as their primary instructional platform and home base for remote learning and in-person learning.
 - Teachers will post the agenda, due dates, and outcomes for the week on the Canvas home page.
 - Assignments will be posted on the modules section of Canvas.
 - All assignments should be turned in electronically in Canvas. We will not collect paper/pencil assignments due safety precautions.
- In-person classes will follow the 30/30/30 model (as much as possible)
 - 30 minutes of direct instruction and guided practice
 - 30 minutes of collaborative practice/independent practice
 - 30 minutes to regroup to answer questions, extend learning, assess learning, etc.
- In-person and remote will include:
 - Attendance will be taken based on district/state guidelines.
 - Standards based learning target and success criteria
 - High-yield instructional strategies
 - The option to view recorded lessons, labs, PowerPoints and other instructional resources posted.
 - Formative/summative assessments
 - Weekly employability grade (25% of total grade)

Dual credit, MSTC and AP will continue to follow the curriculum for their programs and dual credit will follow the college curriculum.

If the school or any part of it returns to remote instruction during in-person learning, affected students and staff will use the existing NTI-2DL schedule and procedures.

Employability

- Courses will include a 25% weighted category for Employability using the CTE EOP standard EA4.
- Employability grades should reinforce student dispositions and work habits that contribute to learning at high levels but not penalize students for their mental and physical health, employment, technology access, or home life disruptions.
- Teachers will record an employability grade by the end of each week.
 - There will not be a specific opportunity for students to re-assess an employability grade.
 - Teachers will provide verbal feedback to students who are not demonstrating mastery on the employability standard.
 - Teachers will intentionally embed opportunities for students to demonstrate the advanced mastery level of employability each week using reflection, goal setting, revision, peer collaboration, etc.

	Not Yet (0.1)	Developing Skills (2)	Approaching Mastery (3)	Mastery of Standard (4)	Advanced Mastery (5)
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EA4 Exhibit dependability in the workplace (prepared, engaged, on-task)	There is little or no investment of student's energy into the learning tasks and activities.	The student needs frequent prompting to remain on-task and engaged in learning activities.	The student indicates through inconsistent focus and engagement that they are interested in completion of the task rather than learning at high levels.	The student understands their role as a learner and consistently expends effort to learn.	The student assumes responsibility for high quality learning by initiating improvements, making revisions, adding detail, and/or helping peers
Hybrid instruction specific descriptions	Student completes minimal class tasks assigned during the week Student engagement is minimal.	Student completes limited class tasks assigned during the week. Student engagement in class activities is limited (seldom asking/ answering questions or responding to checks for understanding, although they often need prompting to do so.	Student completes some class tasks assigned during the week Student engages in some class activities (asking/ answering questions, responding to checks for understanding, etc), although they may need prompting to do so.	Student completes all class tasks assigned during the week. Student is prepared for class and actively engages in live instruction activities (asking/ answering questions, responding to checks for understanding, etc)	Student completes all class tasks assigned during the week and engages in reflections/goal setting. In addition to the student actively engaging in class activities, the student is well-prepared for class and participates in reflection, goal setting, revision, and peer collaboration activities that support high quality learning.



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 members will use their own music stands and will not share music. Violin and viola students must bring their own instruments from home. Cello and Bass students may use school instruments which will not be shared.
- Band wind instrument students will use district-provided performance masks and bell covers.



Chorus and Vocal Music

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

Choir

- Masked, socially-distanced singing for 30 minutes per space, then transition to second rehearsal space.
- Students each have a folder, no sharing.
- Students will each have own pencil for marking music, no sharing.
- Students will be required to bring own water bottle from home. Water fountain in choir room is closed.

Piano

- Students will be assigned a keyboard/seat for the semester.
- Students will be required to bring own earbuds/headphones, no sharing.
- Students will each have own music packet, no sharing.
- Keyboards and seats will be sanitized between uses.
- (No back-to-back blocked keyboard classes which will allow for proper sanitation time.)



Physical Education

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)
- Students will wear a mask during PE class - inside & outside
- Locker rooms will be locked entire class.
- Students are encouraged to wear comfortable clothing (to exercise) and tennis shoes to school on PE days.
- Students will use the restrooms in the gym foyer.
- No equipment will be used.
- Students are encouraged to bring their own water bottle from home.
- Students will be encouraged to use hand sanitizer machines located at gym doors (during entering/exiting PE class).



Career and Technical Education

- When applicable, schools will ensure that career and technical education follows the [ECPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)

CTE Computer Labs:

- Students will be encouraged to bring their personal Windows based laptops to class, if able.
- All students who do not have a Windows based laptop will use the classroom computers, following the procedures below:
 - Upon entry to the classroom students will receive a pair of non-latex gloves, to be worn while using their classroom keyboard, and a sanitizing wipe, to clean their keyboard/table with.
 - Students will take their assigned seat, wipe down their area, including keyboard, and then put on their gloves to begin class.
 - Before leaving class, students will wipe down their area, including keyboards, and dispose of their gloves on their way out the classroom door.

CTE Foods Lab:

- Prior to the beginning of cooking labs students will be instructed on the ServSafe Food Managers Safety Procedures.
- Parents will receive a safety contract/liability form/permission slip for students participating in cooking labs. Also notifying that student will be eating in the classroom with permission.
- Before entering the kitchen, each student will do a temperature check with the teacher to verify no fever is present at the time of cooking.
- Students will be assigned in groups of 2-3 per workstation.
- Students will be wearing a face shield in addition to their face masks during cooking labs.
- Students will be wearing gloves for the duration of the cooking labs, changing when contaminated.
- There is a cleaning plan for high touch areas between student use.
- Students will be instructed to sanitize all kitchen equipment at the beginning and end of a cooking lab.
- All ingredients will be premeasured or distributed by the teacher or peer tutor/teacher's aide.
- Handwashing and safety procedure posters will be posted within each kitchen lab.



Library/Media Center

- The Library/Media Center will follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):
- 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.

- **Entry:** There will be separate doors for entry/exit of the library.
- **Traffic pattern:** There will be a one-way flow around the perimeter of the library and it will be visibly marked.
- **Stickers on floor:** Tape or stickers will be placed at the entry, exit, and places to wait (book circulation at desk). Furniture and desks will be spaced 6 feet apart or more, and table seating will have students facing all in one direction. Extra chairs will be relocated for the time being.
- **Limited number of students:** Instead of Library passes, teachers will accompany classes to the library (assuming reduced class sizes). English Teachers will have priority to be given a specific window of time, and other content areas will be welcome upon special scheduling. There will be 10-15 minutes between each class to allow for cleaning.
- **Book check out:** Students can check out books during their allotted time or can use curbside delivery. Library staff will be behind the plexiglass divider and will have students hold their badge barcode and book barcode for minimal touching by library staff. We would love to be able to provide each student checking out a book with one wet wipe to wipe the outside surface of the book. Returned books will be quarantined or wiped on the surface and held for 7 days before going back into circulation. Online catalog will be reviewed and Books will also be available by email request and can be delivered to classrooms. The PLD Library will have an expanded collection of eBooks beginning mid-October, so we will continue to advertise the eBooks.
- **Class scheduled time:** Again, English classes will be given priority, but times will be scheduled and adhered to to allow cleaning time between each. Upon arrival into the library, everyone will sanitize hands. Students will be expected to browse with minimal touching of books. Any books touched but not checked out will be placed on carts located throughout the library, ideally along with bottles of hand sanitizer. Hand sanitizer will also be available at the circulation desk and by Kleenex boxes. Shared supplies such as our Creation Station will be put away for the time being, and if a student needs a pencil, they will be given one to take and keep.
- **When is library accessible and how?** Through our online sign-up teachers will have an allotted time slot, and cleaning will happen between classes. The Library will not be open for gathering before or after school. Book Club will be run through Zoom.



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 \(Appendix N\)](#).
- Students will continue to have related services per their IEP/PSP.
- Related service providers will wear a mask and social distance while providing the service.
- Students who have special transportation will follow the special transportation plan being dropped off and picked up in the front of the building.



College and Career Center

- College Admission Counselor Meetings will continue virtually on Wednesdays.
- All visits are posted on the CCC webpage and students will need to sign up.
- No group college or business/industry campus's visits through school.
- FAFSA meetings/Workshops will be virtual.
- College and Career Coach appointments will continue virtually and in person with practicing social distancing. Appointments can be made through SeeMyCounselor for virtual or in person.
- College and Career Coach will wipe down areas in the CCC after each in person appointment.
- No more than two students allowed in the CCC at one time.



State Assessments

Standardized Testing—State Required and National Assessments (ACT, KPREP, PSAT, ACCESS for EL, etc.)

- State-required standardized tests will be administered upon approval by KDE and the FCPS Department of Assessment Literacy.
- All testing procedures for both students and staff will follow the guidelines set forth by KDE and the FCPS Department of Assessment Literacy. These include, but are not limited to, the following:
 - Temperature checks for students and staff upon arrival for testing.
 - A medical questionnaire/screening for COVID 19 symptoms.
 - Mandatory masks for all students and staff.
 - The use of well-ventilated large spaces for testing.
 - Maintaining a distance of 6 feet between test takers.
 - Proper cleaning and sanitizing of equipment used for testing.
 - A complete copy of these guidelines can be found at www.fcps.net/assessment
- National tests (i.e. ACT, PSAT), traditionally conducted on Saturdays, will be held at the discretion of the testing coordinator and based upon guidance received from KDE and the FCPS Department of Assessment Literacy.



Input and Communication Plan.

- PLD Instructional Leadership Team 10/7/20, 11/4/20, 12/1/20
- PLD Faculty 10/5/20, 10/13/20, 12/1/20, 12/4/20

- PLD SBDM 11/9/20, 12/14/20
-



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 \(Appendix O\)](#).

- Teachers will use Canvas as their primary instructional platform and home base for remote learning and in-person learning.
 - Teachers will post the agenda, due dates, and outcomes for the week on the Canvas home page.
 - Assignments will be posted on the modules section of Canvas.
 - All assignments should be turned in electronically in Canvas.
- Remote learning:
 - Students will view recorded lessons/resources and complete instructional activities on Canvas following the class calendar. Teachers will record and post the direct instruction and resources used for each class.
 - Students on remote learning will not have regular zoom in person meetings but if students have questions they may contact the teacher. Each core content area will have a teacher available to take questions and provide direction (but not tutoring) on an open zoom from 8:30 – 3:15 each school day.
 - We recommend that remote learning students continue to follow the class schedule they have been using all year, even though instruction will not be live. Students need to stay in the daily routine and the structure will encourage them to give their classes adequate time and attention.
- In-person and remote will include:
 - Attendance will be taken based on district/state guidelines.
 - Standards based learning target and success criteria
 - High-yield instructional strategies
 - The option to view recorded lessons, labs, PowerPoints and other instructional resources posted.
 - Formative/summative assessments
 - Weekly employability grade (25% of total grade)

Dual credit, MSTC and AP will continue to follow the curriculum for their programs and dual credit will follow the college curriculum.

Employability

- Courses will include a 25% weighted category for Employability using the CTE EOP standard EA4.
- Employability grades should reinforce student dispositions and work habits that contribute to learning at high levels but not penalize students for their mental and physical health, employment, technology access, or home life disruptions.
- Teachers will record an employability grade by the end of each week.

- o There will not be a specific opportunity for students to re-assess an employability grade.
- o Teachers will provide verbal feedback to students who are not demonstrating mastery on the employability standard.
- o Teachers will intentionally embed opportunities for students to demonstrate the advanced mastery level of employability each week using reflection, goal setting, revision, peer collaboration, etc.

	Not Yet (0.1)	Developing Skills (2)	Approaching Mastery (3)	Mastery of Standard (4)	Advanced Mastery (5)
EA4 Exhibit dependability in the workplace (prepared, engaged, on-task)	There is little or no investment of student's energy into the learning tasks and activities.	The student needs frequent prompting to remain on-task and engaged in learning activities.	The student indicates through inconsistent focus and engagement that they are interested in completion of the task rather than learning at high levels.	The student understands their role as a learner and consistently expends effort to learn.	The student assumes responsibility for high quality learning by initiating improvements, making revisions, adding detail, and/or helping peers
Hybrid instruction specific descriptions	Student completes minimal class tasks assigned during the week Student engagement is minimal.	Student completes limited class tasks assigned during the week. Student engagement in class activities is limited (seldom asking/ answering questions or responding to checks for understanding, although they often need prompting to do so.	Student completes some class tasks assigned during the week Student engages in some class activities (asking/ answering questions, responding to checks for understanding, etc), although they may need prompting to do so.	Student completes all class tasks assigned during the week. Student is prepared for class and actively engages in live instruction activities (asking/ answering questions, responding to checks for understanding, etc)	Student completes all class tasks assigned during the week and engages in reflections/goal setting. In addition to the student actively engaging in class activities, the student is well-prepared for class and participates in reflection, goal setting, revision, and peer collaboration activities that support high quality learning.



Input and Communication Plan.

- PLD Instructional Leadership Team 10/7/20, 11/4/20, 12/1/20
- PLD Faculty 10/5/20, 10/13/20, 12/1/20, 12/4/20
- PLD SBDM 11/9/20, 12/14/20



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 are marked with floor stickers to designate social distancing requirements.
- Posters reinforcing social distancing and mask wearing are posted throughout the building's main hallways.
- The main hallways will be two-way traffic and students are to remain on the right side closest to the lockers.
- In the four triangle areas where content specific classes are located the hall traffic will be one-way staying to the right.
- The ramp will be off limits and only used for students in wheelchairs and emergencies.
- Stairways will be two-way traffic staying to the right.
- Hall passes will not be used.



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.
- Individual bathroom breaks will be allowed as needed.
- Students may use the restroom between classes.
- Signs will be placed on the restroom doors as a reminder - Students should social distance, wash hands, and wear a mask.

- Hall passes will not be used.



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 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.



Meal Service

- Students will be provided with hand sanitizer 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.

Expectations for students during breakfast:

- Only students who are actively eating breakfast are permitted in the cafeteria.
- Students are not permitted to eat in the classroom or the hallways.
- Students will social distance in the lines.
- Students will scan their ID as they enter the cafeteria and remain in that order as they receive their food.
- Students will keep their mask on until seated, and wear the mask when transitioning to the trash, restroom or exit.
- After receiving their food, students will sit in the next available numbered seat.
- Students will remain in their designated seat while they eat. Seats are not to be moved.
- When students finish eating, they will collect and discard their trash in the designated locations and leave the cafeteria to go to their 1st block class. Trash cans will be located in several places in the cafeteria.
- Students will have access to hand sanitizer.

Lunch will be served between 11:35 A.M. – 1:40 P.M. (schedule subject to change)

11:35 – 12:00 – Social Studies/Art
12:00-12:25 – Math/Health
12:25-12:50 – English
12:50-1:15 – Engineering, Tech Ed, World Language, Business, ELL, FCS
1:15 – 1:40 – Music, science, PE

Expectations for students during lunch:

- Students will be dismissed by class to the cafeteria during the assigned time.
- Students are not permitted to eat lunch in the classroom.
- Students will social distance in the lines.
- Students will sit in assigned seats. Seats are not to be moved.
- Students will keep their mask on until seated, and wear the mask when transitioning to the trash, restroom or exit.
- Students will discard of trash in the designated locations. Trash cans will be located in several places in the cafeteria.
- Students will have access to hand sanitizer.
- Students will stay seated until they are dismissed by class. Students will not line up at the door.

Custodial expectations for lunch: Wipe and clean all tables between lunches. Stand in sections of the cafeteria with barrels to collect trash and clean tables as students are dismissed. All custodians must wear a mask and social distance.



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.

Counseling Office

Procedures and Protocols for the Counseling office:

- Students are not allowed in the counseling office before school, between classes, or after school. For forms, such as driver's license permit forms, students/families need to continue to email requests to their counselor or to Erica Music (Mason).
- Students are only allowed in the counseling office by appointment only. Students can make appointments using See My Counselor (directions have been sent, but I will give them to you to include + a QR code to the website). Students will NOT be sent notes to leave classes, but instead will use the email or text message from SMC to show their teacher to leave class. (Teachers will need to take this usage of cell phones into consideration.)
- In the case of an emergency, teachers MUST call Erica Music (Mason) (56011) and give her the student's name. She will give the teachers directions on when to send the student to the counseling office. In most cases, students will be allowed to come to the office immediately, but we must ensure that we can have students in the office socially distanced.
- Students and staff will enter the counseling office through the front double doors and exit through the back hallway door.
- Counselors will wipe down/clean the office area between students or staff visiting their individual office.
- Counselors will use gloves to clean the area.
- Counselors will leave their individual office doors open when possible.
- If social distancing and confidentiality in an individual office is not possible, the counselor will move the meeting to another larger, private space in order to socially distance and maintain confidentiality.
- The counseling office will not have student helpers for this school year.

Registering new students—procedures will remain the same as during NTI-2DL:

- Families must complete the Online Registration (OLR) form.
- Families will be contacted by the registrar and arrangements made to return documents to Dunbar. Families may either email the documents to the registrar or make an appointment to drop the documents off at the school.
- Visitors will not be allowed to come to the counseling office.
- If a family shows up in person to register a student, the attendance clerk will call the registrar.
- The registrar will go to the attendance vestibule and go over the procedures for enrolling a student.



Computer Labs

- 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.



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.



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.
- Dismissal procedures will begin as early as 3:00 P.M. to stagger movement and spacing of students.
- Students will be dismissed via the school public address system.
- Car riders, walkers, and student drivers will be dismissed first to leave campus immediately.
- Students will be dismissed by bus as the bus arrives on campus.

- All students will need to leave the building immediately upon dismissal and off campus by 4:00 P.M. every day.
 - Students are required to wear a mask, and social distance when exiting the building.
 - Students not following the expectations will receive a referral, the parent will be contacted, and the student will be assigned remote learning until further notice.
-



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.



ESS or tutoring

- ESS will be available after school Wednesdays and Thursdays virtually and/or in-person.
-



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.)
- Families picking up students during the school day will check in with the attendance clerk and remain in the vestibule or wait outside the building for their student to come out.
- Students will wait in the classroom until they are called to the office for early dismissal unless they are able to drive themselves.
- Individuals representing essential agencies are exempt from access restrictions.
- Special programs or activities that invite visitors into the building will not be permitted.
- 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.



Sick Room:

- PLD will 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 \(Appendix R\)](#).
- 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.

- PLD will follow the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):
- The sick room will be classroom 712 and 716.
- If a student becomes ill during class, the teacher will call the front office. An administrator will escort the student to the sick room or, if the sick room is at capacity, an isolated location, to wait to be picked up.
- The student or staff member will call the contacts as listed in IC to arrange for the student to be picked up as soon as possible.
- If there is no answer or no one is available to pick the student up, the student will remain in the sick room until dismissal and be escorted to their bus's designated sick area for transport home.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult until the parent is contacted to come pick-up their children as soon as possible.
- To pick up a sick child the parent will need to enter the vestibule and inform the attendance staff and the student will be escorted to the parent.
- The parent will wait in the vestibule area or outside for their student.
- The nurse's office/health clinic at each school must remain open for routine student needs, such as dispensing medication.



Cleaning Protocols:

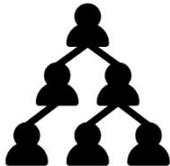
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal 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.



Large Group Gatherings:

- Assemblies, pep rallies, field trips and other group gatherings will not be permitted at this time.
- Clubs will meet virtually after school hours
- All meetings will continue to be virtually through ZOOM (ARC meetings, 504 meetings, parent conferences, faculty meetings, SBDM meetings)



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 COVID19, 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.

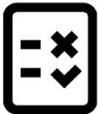
- Exposure: Upon notification of a positive case within a school community, school and district officials will work in consultation with the Lexington-Fayette County Health Department on a case-by-case basis to determine any “close contacts” who may have been exposed to COVID-19. In general, per the 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. Initial communication may be in the form of a phone call, text, or email using IC primary contact information. 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.
- 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 will use the app to record their locations throughout the day.
- 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.