



# MLK In-Person and Remote Learning Plan



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:

Fayette County Public Schools Guidance on Masks and Personal Protective Equipment (PPE)

#### Masks

##### Requirement and Usage:

Employees, students K-12, contractors and visitors are required to wear a mask at all times while in the building or on the bus, with the exception of those who have a medical exemption or ARC-determined exemption.

Students and staff should only lower their masks while actively eating or drinking.

Gaiters and bandanas do not provide enough protection and are not considered an adequate face covering for FCPS facilities.

##### Exemptions:

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.

If a student with a disability presents a doctor's note referencing the need for a waiver of the face mask requirement, an ARC meeting is not necessary. The school should immediately grant the waiver and begin implementation. Doctor's notes can be written by anyone on the student's medical team who is qualified to make that determination. For example, notes from a physician's assistant or nurse practitioner should be accepted.

In rare cases, schools and ARCs already may have substantial information about the medical issues of children that may cause mask wearing to be problematic. In these cases, an ARC meeting should occur to discuss the information and determine the appropriateness of a face mask. If a waiver is approved by the ARC, it should be documented in the student's IEP and implemented immediately.

In cases when students have a medical exemption or ARC-determined exemption, the student's teachers should be notified of the waiver. There may be additional staff in the building who should also be notified about the waiver to prevent staff from asking the student to wear a mask. Schools should consider ways to help students identify themselves as having an approved

waiver. An example of how to do this includes giving a student a card he or she can carry and produce to staff members when asked to put on a mask they are not required to wear.

If a student has a mask exemption, that student should be seated at least 6 feet away from others within the classroom, near the front of the room, offset from the teacher. Students with a mask exemption should be given a desk shield.

All families should be made aware there could be students in their children's classroom that have a mask exemption.

District Supplies:

Masks will be provided for students or staff members who do not have one.

Staff members who work with students that have a medical exemption or ARC-determined exemption for wearing a mask will be provided with a protective face shield in addition to their cloth mask.

Personal Protective Equipment (PPE)

Guidance

Employees in the following roles should wear the following Personal Protective Equipment (PPE):

Bus drivers and monitors – KN95, double layer cloth or surgical mask, and optional eye protection (safety glasses, face shield, or personal glasses)

Child nutrition workers – surgical or double layer cloth mask, and food service gloves

Sick Room Supervision – KN95 masks, gowns, gloves and eye protection (safety glasses, face shield, or personal glasses)

Special Education Classroom – Low to medium risk students: double layer cloth or surgical mask.

Temperature Takers – KN95, double layer cloth or surgical mask, and eye protection (safety glasses, face shield, or personal glasses)

Traditional Classroom – double layer cloth or surgical mask

Traditional Health Room (medication administration) – surgical or double layer cloth mask, gloves

KN95 masks

Can be reworn for 7-10 days by the same person without changing.

Mask will be stored in a clearly labeled paper bag when not in use.

Masks should not be shared between individuals.

Gloves

Gloves are available for staff use, however good hand hygiene will be just as effective.

Wash thoroughly prior to and after procedure for 20 seconds with soap and water.



### 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.



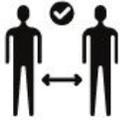
### Health Screenings:

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.

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## 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.



### 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.



## Arrival



### Staff Arrival Procedures:

- Staff members will arrive and enter through the employee side entrance. Once in the building they will be ready at his/her designated post by 8:45 a.m. If a staff member is not able to take his or her temperature at home they will enter the front office entry. He/she may utilize the thermometers located at the front check stations.
- If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook. Additionally, he or she should notify Ms. Hamilton and a sub on the preferred list will be attempted to be notified.
- If a staff member begins to exhibit symptoms while on campus they will notify administration immediately and follow the guidelines set forth in the return to work protocols. They will need to be tested and symptom free before returning.



### Supervision Duty:

*Staff will perform specific morning duties to facilitate the implementation of the morning arrival plan. Please see the linked document for a listing of assignments and duty responsibilities.*

			Assigned Role
Temperature Check	High School	Middle School	Staff/ Admin
Mask Check- Distribution	High School	Middle School	Staff/ Admin
Metal Detector	High School	Middle School	Staff

<i>Bag Search</i>	<i>High School</i>	<i>Middle School</i>	<i>Staff</i>
<i>Hand Wand</i>	<i>High School</i>	<i>Middle School</i>	<i>Staff</i>
<i>Sick Room Monitor</i>	<i>High School</i>	<i>Middle School</i>	<i>Staff</i>
<i>Sick Student Escort</i>	<i>High School</i>	<i>Middle School</i>	<i>Staff/ Admin</i>
<i>Parent Notification Bess,Admin</i>	<i>High School</i>	<i>Middle School</i>	<i>Mr. Bryant , Mr.</i>



## Student Arrival Procedures:

### Student Bus Arrival

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

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at the school building.

If students on the bus have not had a temperature check conducted, they will proceed to the designated entrance and will go through the screening conducted at that location.

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

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

### Walker/Car Arrival

- Walkers, car riders and those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked with cones) while they wait to have their temperature taken.
- Students should line up 6 feet apart (spacing will be marked by cones) while waiting to proceed through the check.
- High School students should be dropped off by the employee entrance
- Middle School students should be dropped off by the main entrance
- Entrances will open 15 minutes before the scheduled appointment
- No visitors are permitted into the building without prior appointment

- If a parent has an emergent problem, parents should call the school @ (859) 381-4040 and request to speak to an admin.



### Metal Detectors (High School Only)

#### Metal Detectors

- Spaced out 6 feet apart
  - Floor will be marked with indicators
  - If alert is noted- student will adjust- and rewalk through metal detector
  - Second Alert - hand wand
-



## Instructional Plans



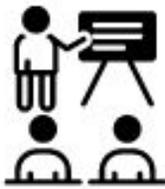
### Classrooms:

- *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.
- Extra seats at tables will be marked off.
- *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.



### 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 \(Appendix I\)](#).
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## In-Person Instructional Plan

<b>Instruction</b>	On-campus learning; continuation of FCPS shared curriculum and revised district pacing guides
	Class discussion, hands-on activities, and collaboration in groups following the Healthy at Schools guidance
	Whole group, possible small group, limited partner work, discussion, and independent learning using social distancing measures
<b>Teacher</b>	When possible, students will be assigned to the teacher who provided instruction during NTI-2DL
<b>Student Group</b>	Based on mitigating factors, student group may be most of the the original classmates from fall
<b>Assessment Types</b>	Formative, summative, interim, and performance-based assessments
<b>Pacing of Instruction</b>	Pacing and common curriculum expectations; follow district pacing guides, which have been revised and posted on FCPS Navigator
<b>Social Emotional Learning</b>	Continue use of SEL curriculum and include remote learning students via live stream with original SEL group <b>when possible</b> , or by recording.
<b>Professional Learning Communities</b>	Dedicated PLC time (e.g., common planning time) between in-school and remote teachers to ensure alignment of content taught in both models

- Collaborative identification of essential standards, assessment

development, and instructional planning must occur in PLCs for in-person and remote learning to ensure alignment of content taught in both models.

- Streamline and prioritize the content, from revised FCPS unit frameworks, to highlight the critical content/power standard essential to teacher and for students to learn.
- Intentionally focus on developing learning experiences that include high expectations, grade-appropriate assignments, strong instruction, and deep engagement.
- Respond to what students need most, redefining learning through student ownership, and reinforce learning through formative practices.
- Ensure students have opportunities to collaborate with other students. Teachers should follow social distancing guidelines when in-person learners are working in a collaborative setting. Collaborative projects will occur between in-person and remote learners when possible.
- When cases call for students and/or staff to quarantine, students and teachers will continue class assignments in Canvas similar to NTI 2DL. Because of this, Canvas will continue to be used for the middle/high school levels, using teacher lessons aligned with school-based/district curricula (e.g., Imagine Learning, Investigations, enVision Math, Collections, Amplify Science, myWorld Interactive, Odysseyware).
- Teachers should maintain a safe distance from students and other adults without compromising instructional practices

## In-Person Quarantine Instructional Plan

In the event a student is quarantined they, will be able to access the classroom work via canvas.

When a teacher is quarantined, arrangements will be made to allow access to the canvas and the teacher will provide remote instruction, while the classroom is supervised if in building.

When an entire classroom is quarantined, the teacher will default to NTI 2DL practices, to include synchronous instruction.

In the event the school is closed students will revert to NTI 2DL practices.



## Physical Education

- We will follow the [ECPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)



## 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. \(Appendix L\)](#)



## Library/Media Center

- Maintain libraries to reflect district social distancing guidelines and clean space between student visits.
- High-touch surfaces will need to be disinfected frequently.
- When Students Are In Person
  - Library open but likely with altered capacity
  - Small group or whole-class work social distanced
  - Limit student browsing directly from shelves by having them select options in the online catalog before retrieving items
  - Online catalog and resources
  - Locating a selection of books on displays and shelves
  - Self-check-in/checkout o “To-go” style resource checkout
  - Limited foot traffic
- 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, will allow students to use computer stations provided they are supervised and sanitized between each user.



## 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.** How were staff, SBDM council, families, and stakeholders involved in the planning? How will families be notified about services offered?

[Targeted Services for Special Education Students](#)

[Targeted Services for EL Students](#)

### Staff

- **Staff survey**  
[https://docs.google.com/forms/d/e/1FAIpQLSe-PXaVt03xr2zREILPTkmYLPwdCApCDKN1yx42EfMi65MdUA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe-PXaVt03xr2zREILPTkmYLPwdCApCDKN1yx42EfMi65MdUA/viewform?usp=sf_link)
- **Input on plan**
- **Staff follow-up Zoom**
- **Teacher provides input from parents**
- **Teacher identifies further criteria needed for participation**
- **Staff overview of plan**

### Families

- **Family calls- sample from middle and high school**
- **Webpage link for survey**  
[https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link)
- **Document explaining plan**

### Stakeholder

- **Google Form on Social Media - 10/5**  
[https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link)
- **IC one call to families to find resources**
- **Webpage school announcements for form**  
[https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link)

[OCSw3U7-xCnlPnpRmQeQ/viewform?usp=sf\\_link](#)

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## Remote Instructional Plan

<b>Instruction</b>	Virtual Only - 5 days at home; continuation of FCPS shared curriculum and follows district pacing
	Recorded check in, with provided agenda and expectations.
	Possible small group; discussion; independent learning
<b>Teacher</b>	Students will receive support from teachers designing the instruction, and the online support will be from a teacher who normally instructs the content.
<b>Student Group</b>	Based on mitigating factors, most likely will not be with most of the original classmates from fall
<b>Assessment Types</b>	Formative, summative, interim, and performance-based assessments
<b>Pacing of Instruction</b>	Similar pacing and common curriculum expectations following district pacing guides
<b>Social Emotional Learning</b>	Continue with use of SEL curriculum and include remote learning students via live stream with original SEL group <b><u>when possible</u></b>
<b>Professional Learning Communities</b>	Dedicated PLC time (e.g., common planning time) between in-school and remote teachers to ensure alignment of content taught in both models

- Remote learning will provide instruction in all core areas.
- Collaborative identification of essential standards, assessment development and instructional planning must occur in PLCs for in-person and remote learning to ensure alignment of content taught in both models.
- Streamline and prioritize the content, from revised FCPS unit frameworks, to highlight the critical content/power standard essential to teacher and for students to learn.
- Intentionally focus on developing rigorous, high-quality, standards-based assignments.
- All teachers have access to shared curriculum resources in reading/writing, math and science to further enhance blended learning. Teachers might choose to

integrate multiple content areas (i.e., integrated units of study or activities) in their lesson plans.

- Maintain high-quality, engaging, and interactive teaching and learning.
- Ensure students have opportunities to collaborate with other students.
- Canvas will be the primary instructional platform for the middle/high school levels, using teacher lessons aligned with school-based/district curricula (Imagine Learning, Investigations, enVisions, Collections, Amplify Science, myWorld Interactive, Odysseyware, etc.).
- Ensure students have access to e-books to promote independent reading accessible through the media specialist, or may request drop off if possible.
- Coordinate with your Library Media Specialist to establish a check-out system for students to have books at home.
- Collaborate with STC to ensure technology-enhanced features are available to students (i.e., text-to-speech and speech-to-text).
- Remote Learning may include:
  - Extended-Learning Boards/Menus
  - Quality extension assignments
  - Writing Activities
  - Projects/PBL
  - Independent Reading
  - Imagine Learning
  - Inquiry Based Learning



***Input and Communication Plan.*** How were staff, SBDM council, families, and stakeholders involved in the planning? How will families be notified about services offered?

- **Staff survey**  
[https://docs.google.com/forms/d/e/1FAIpQLSe-PXaVt03xr2zREILPTkmYLPwdCApCDKN1yx42EfMi65MdUA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe-PXaVt03xr2zREILPTkmYLPwdCApCDKN1yx42EfMi65MdUA/viewform?usp=sf_link)
- **Input on plan**
- **Staff follow-up Zoom**

#### **Families**

- **Family calls- sample from middle and highschool**
- **Webpage link for survey**  
[https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnlPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnlPnpRmQeQ/viewform?usp=sf_link)

#### **Stakeholder**

- **Google Form on Social Media**  
<https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cX>

[OCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link)

- **IC one call to families**

- **Webpage school announcements for form**

[https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScK9d6Kmc2Vfyi-HnWOSzaSiip4cXOCSw3U7-xCnIPnpRmQeQ/viewform?usp=sf_link)

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## 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.
- *We will:*
  - *Adjusting school schedules., to limit the number of transitions.*
  - *We will stagger class changes.*
  - *Hallways will include one-way traffic where possible.*
  - *We will use signage such as posters, floor decals or arrows to reinforce expectations.*



### 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 has been 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.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed, with escort.
- Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing.
- Proper handwashing posters will be placed in restrooms for guidance.
- Staff members will follow proper cleaning and disinfecting procedures.
  - *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.*



### 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.
- Students may not bring water bottles with contents into the building



### 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.

#### *Breakfast*

- *Middle School will grab and go to their first period classroom*
- *Highschool will enter the gym and grab and go breakfast.*
- *Students will have assigned seats in cafeteria*
- *Students are to remain seated, and not share food*
- *Student will be released on staggered schedule to minimize students in hallway*

#### *Lunch*

- *There will be three lunch lines.*
- *Teachers will escort students to and from lunch.*
- *Students will have assigned seats and tables based on class*
- *Students will eat in the cafeteria, spread out and social distanced.*
- *If a student is out of seat they must be wearing a mask*
- *A trash can will be brought to each table, and table disinfected between each lunch line*

- *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.*
- *Students will have assigned seats and tables to sit at during meal service in the cafeteria.*



### 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

- 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 will only be used for classes that require the use of the lab, such as digital art, computer programming, business applications, Computer-aided design, plato, odysseyware 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 initially be allowed to schedule the lab for individual class periods, this may be adjusted.



## 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](#).
- For gym, cones and floor tape will be used to section off areas for students and social distancing.
- 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](#).
- Hands should be washed, or hand sanitizer used prior to entering the facility and touching any equipment
- 2 people maximum on any one piece of equipment
- Spotters should wear a cloth mask or cloth face covering
- Maintain social distance by being 6 feet apart
- Follow gathering CDC and state guidelines for groups of 10 or less students
- Groups of 10 or less should be pre-determined
- Once groups determined, students may not switch from one group to another
- Interaction between groups must be avoided

- Sessions can only include weightlifting, running, and exercises designed to promote physical fitness.
  - Implement diligent and effective cleaning and disinfecting of frequently touched objects and surfaces following the guidance of the CDC
  - Each piece of equipment should be disinfected between each user of the equipment
  - Hands should be washed, or hand sanitizer used every 30 minutes
  - Any equipment used should be disinfected every 30 minutes
  - No shared hydrating bottles, towels, gloves, or any other personal equipment is permitted
-



## 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:

- Dismissal procedures will begin at set time frames, depending on scheduled time.
  - Call for classes individually
  - Release classes 1 per school level ( 1 High School/ One middle School at a time)
  - Students will leave the same entrance they came in.
-



## Night School

-

Night School will remain remote, pending further review.

- Once night school is in session
  - Students will have assigned seats
  - Students will be required to be in the front entrance by 5:30PM, No exceptions
  - Students will be permitted to bring a water bottle, but it is to be placed in the floor when on computer
  - Students restroom breaks will be limited.
  - Students will be responsible for maintaining their own supplies, and bring them back and forth
  - Dismissal will occur in groups of no more than 5 at a time.



## ESS or tutoring

- *ESS and tutoring guidelines will follow the middle school protocol and enter through the front entrance.*



## 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.
- Parents will remain in the vestibule or vehicle.
- Students will wait until they are called before leaving the instructional area
- Students will be escorted by staff to the appropriate exit.
- Staff will verify IC information for student pickup.



### 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.
- The Sick room will be located in Room 115.
- 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 \(Appendix R\)](#)*
- *The associate director will be the leadership team member contact for the sick room.*
- *Classroom room teacher will notify a staff member with a radio that they have a student needing transported to sick room- admin will be notified.*
- *Students will be escorted to the waiting area by administration*
- While committed to maintaining the confidentiality of students and staff, Fayette County Public Schools will make every effort to be transparent regarding all COVID-19 related matters.
- FCPS respects the privacy 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.
- 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 and the appropriate Lexington-Fayette County Health Department COVID-19 Contact Notification Statement will be sent as a follow up, modeled after the draft quarantine communication included in this document.
- After close contacts have been personally notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population.
- *Student will be picked up, at the side exit closest to the sick room and parent provided with the protocols for return to school*
- *If a parent is unable to get home students may make arrangements with the school to get the student home. They will not be permitted to ride the school bus home.*
- *If a parent does not respond to calls, further steps to reach the parent will be made, to get the student home or the parent contacted.*
- Waiting areas will be supervised by an adult in a designated location, separate from the school health clinic or front office.
- The waiting area will be limited to 5 people at a time.

- The nurse's office/health clinic at each school will remain open for routine student needs, such as dispensing medication.



### Cleaning Protocols:

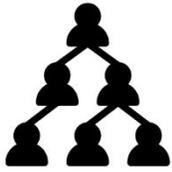
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal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

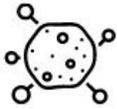


### Large Group Gatherings:

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



## 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](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://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.*

- *Teachers will maintain classroom entry and exit lists for each classroom.*
  - 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.
-