

Fayette County Public Schools

Healthy at School - Return to Campus Plan

Family Communication



FREDERICK DOUGLASS HIGH SCHOOL

We are excited for the possibility of welcoming students and staff back to in-person learning. This document provides specific information about our preventative practices and the multiple measures we are taking to reduce the possible spread of COVID-19. For the safety of our students, staff, and their families, strict adherence to these guidelines is required.

General Health Procedures and Protocols

Masks

All students and staff are required to wear a mask at all times while on campus, in the building, or on the bus. 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. Families should be aware that there could be students in their child's classroom or on the bus who have a mask exemption. Students and staff should only lower their masks while actively eating or drinking. Masks will be provided for students or staff members who do not have one.

Clean Hands

Frequent hand washing will be 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.

Social Distancing

It is important for all students and staff to practice social distancing while on campus and in the building. Everyone – employees, students, contractors and visitors – should attempt to maintain at least six feet of space between themselves and others whenever possible. 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 students. 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, 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 sanitize or wash 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://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) will be sent home with each family.
 - It is advised that families check the temperature of the student at home before leaving for school.
- Families should monitor their child for fever, chills, shortness of breath or difficulty breathing, sore throat, muscle pain, loss of smell or taste, diarrhea, nausea or vomiting. If any of these symptoms are observed the student should not come to school.
 - Parents should follow the CDC guidelines and consult with a doctor for further direction.
 - Parents should consider a COVID-19 test.
- 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.
 - Parents should follow the CDC guidelines and consult with a doctor if flu like symptoms or cold symptoms are present.
 - Parents should keep the student home until he/she is free of fever for 24 hours.
- Students testing positive for COVID19 should register with the FCPS COVID reporting system.
 - Families should follow the guidance from the FC Health Department.
 - When the student is released from isolation by the FC Health Department the student may return to school.

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 ChromeBook -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 and no later than 3:30.
- Students staying after school for co-curricular and extracurricular activities will report immediately to their location and follow all healthy at school protocols.

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.

Arrival

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 (D102) by an administrator to await a family member to take them home.
 - Bus monitors will display a "red" sign to indicate whether or not a student has a fever on the bus.
 - An FDHS staff person will radio an administrator to escort a student to the isolation room.
- Students will enter the building through the rear bus entrance and will be temperature checked and be checked for compliance of the mask mandate. Students will then enter through the metal detectors in the gymnasium per normal protocol.
- Through preferred protocols, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at FDHS.
- If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted, by an administrator, to the isolation room (D102) via the outside door closest to that room.
- Students will be reminded to keep their masks on, remain socially distanced, and sanitize their hands as they enter the building.

Walker and Car Rider Arrival

- Walkers and car riders will enter the building through the athletic wing doors. Entry will begin no earlier than 7:40am.
- Walkers and car riders should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area in the athletic wing. Students will then enter through the metal detectors in the gymnasium per normal protocol.

Metal Detectors

- Bag check and metal detector protocols will be implemented in accordance with the standard school day while adhering to social distancing protocol.
- Bus riders will enter the building through the bus drop off area rear entry. They will be screened by the thermal camera and enter the back of the gym through the rear doors (right side). Maintain social distancing and go through the metal detectors.
- Walkers and car riders will enter the building through the athletic wing. They will be screened by the thermal camera and enter the back of the gym through the rear doors (left side). Maintain social distancing and go through the metal detectors.
- [FDHS Metal Detector protocol available here](#)
- After completing the metal detector and bag check, students will report directly to their advisory classroom.

Breakfast

- Breakfast will be available for all students each day.
- Students will pick up a grab and go breakfast on their way to their advisory classroom.

Instructional Plans

Classrooms

- Students will sanitize their hands upon entering and exiting each classroom.
- 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.
- If classroom furniture includes tables designed to be used by multiple students or small groups of students, desk shields will be used.
- Assigned seating and seating charts will be developed for every classroom and followed at all times.
- 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.
- Student movement will 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.
- 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.
- Students should not share materials, books, or manipulatives. Individual kits or bags of materials will be assembled for each student.
- Individual whiteboards and markers may be provided for each student when necessary.
- In circumstances where students may need to share desks, materials or resources (e.g. texts with limited copies, science equipment, art supplies), teachers will 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.
- Students' seats will be placed as far apart as possible.
 - All students will be assigned a seat and may not change seats without express permission from the teacher.
 - These seating charts will be uploaded to [2020-2021 Frederick Douglass High School Seating Charts for Contact Tracing Google folder](#).
 - Any changes must be immediately updated to the uploaded seating chart.
- Students must bring their fully-charged, school-issued Chromebook to school each day.
- FDHS teachers will continue to deliver and collect assignments through Canvas.
- Should conditions demand a return to NTI: 2DL for the district, school, or individual class, instruction will continue on the current NTI: 2DL schedule.
- In most cases, students on remote instruction will remain with their current course schedule and are expected to follow the teacher's guidance on how to receive instruction.
 - Teachers who have students on remote instruction may record in-class instruction via Zoom and post those videos to Canvas.
 - Teachers will monitor class rosters to determine if any students are in remote learning to determine if video recording is required.
 - During the regular class, teachers may not be able to readily respond to questions from students who are not physically present, and those students should primarily use email to communicate with their teachers.
 - *Should school network issues prevent synchronous Zoom, students on remote will have to access recorded instruction asynchronously.
- Students who are quarantined will receive instruction asynchronously via Canvas. They should communicate with their teachers via e-mail.
- Modifications must be made to maximize social distancing in classes or activities that usually involve students working in close proximity, such as science labs, small group instruction, chorus, physical education, art, band, orchestra, drama, etc. These activities should not be cancelled if distance and sanitation needs are met.
- While challenging, instructional plans should include intentional efforts to provide students with opportunities to collaborate with others. Student discourse can happen at the partner, group, whole class, or student-to-teacher level. Collaborative projects will occur between in-person and remote learners when possible.

Band, Orchestra, and Choir

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

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

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

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

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

Schools should consider:

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

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

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

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

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

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

BAND

Procedures for Entering and Exiting the Classroom/Rehearsal Space:

Entering the Classroom:

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

The Classroom Environment:

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

Exiting the Classroom:

1. Students must wipe down their chair and stand at the end of class with the providing sanitizing wipes.
2. You will exit the classroom using the door on the "right" marked "exit."
3. Use hand sanitizer prior to exiting the classroom.

Ample time will be given at the end of class to pack up materials and sanitize.

ORCHESTRA

Entering the Classroom:

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

The Classroom Environment:

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

Exiting the Classroom:

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

Chorus and VPA

General Guidelines

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

- Do not play the piano in the classroom. This instrument is very fragile and is very difficult to sanitize after each use.

Procedures for Entering the Classroom

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

Procedures for Exiting the Classroom

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

Physical Education

- More equipment/supplies will be provided in order to accommodate class size (individual students).
- Teachers will sanitize all equipment between class periods or activities if the items have to be shared.
- Gym floor tape will be used to mark areas for students to accommodate social distancing.

Career and Technical Education

All career and technical education classrooms will follow the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)

Frederick Douglass High School CTE courses will also adhere to these specific guidelines

- [Biomedical Sciences Protocols](#)
- [Allied Health Core Skills, Emergency Procedures, EMT](#)
- [Technology Labs and Studios](#)

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

- Pull-out services will be provided in compliance with all safety guidelines that apply to classroom instruction, including the expectation of cloth masks, seating arrangements and assignments, social distancing, and frequent sanitizing of high-touch surfaces.
- The use of contactless methods of interaction (e.g., zoom, e-mail, etc.) will be used as needed.

Library/Media Center

Library Access

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

Book Circulation

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

Other Library Resources

- The Library Maker Space will be off limits to students. Exceptions may be made via prior communication from a student's classroom teacher to the librarian.
- *Teachers may request paper and specific consumables from the Maker Space by emailing the librarian.*
- *The student print station in the library will be off limits until we return to normal instruction.*
- *All puzzles, LEGOS, games, and other shared supplies will be stored away from general use for the time being.*
- *Pencils, pens, and other writing utensils will be provided upon request and will be theirs to keep.*

****Materials will be held out of circulation to allow for disinfection per American Library Association guidelines.****

Common Area Procedures

Hallway Protocols

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways should be marked with floor stickers to designate social distancing requirements.
- Signage reinforcing hygiene expectations will be posted throughout the school.

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.
- School staff is assigned to monitor and limit restroom access before school and during class changes.
 - Sinks, stalls, and urinals are limited to allow for social distancing.
 - Individual bathroom breaks will be allowed as needed, with proper precautions including documentation of every individual bathroom break via the EoS system.

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.

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 will be served "grab and go" style: students will pick up breakfast on the way to the classroom.
- All cafeteria lines will be open during each lunch.
- Students will be assigned seats for their lunch period and must sit in this seat every day. Seating will be tracked to facilitate contact tracing. One additional lunch period has been scheduled to allow for greater social distancing during each lunch period.
- All students will face the same direction at lunch tables to meet CDC recommendations.

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 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.
- 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.
- Students will be assigned a work station and use that work station for the duration of the semester.
- Students will be seated at all times during the class session.
- No food or drinks in the computer lab
- Protocols for [Technology Labs and Studios](#) can be found here. Also linked above under CTE

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 at all times. 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 Room

- 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.

Dismissal/Student Pick-up

Bus Dismissal

- All families who can transport their children from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Hand sanitizer will be provided as students enter and exit the bus.
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- If all busses do not arrive prior to dismissal, students may be dismissed from class by bus number.
- Dismissal procedures may begin earlier to stagger movement and spacing of students.
- FDHS admin will announce, via the intercom system, when it is time for walkers, car and bus riders to be dismissed.

Dismissal Procedures for Walkers and Car Riders

- Dismissal procedures may begin earlier to stagger movement and spacing of students.
- FDHS admin will announce, via the intercom system, when it is time for walkers, car and bus riders to be dismissed.
- Car riders/walkers will be dismissed by hallway at 3:20 after all busses have been dismissed.
 - Prior to dismissal, all walkers and car riders will remain seated in their classroom.
 - Students will use hand sanitizer prior to exiting the classroom.
 - Students will wear masks, go directly to the exit, and follow all other hallway expectations as outlined in the common area procedures section of this document.
 - Student drivers will exit out of the cafeteria.
 - Riders/walkers will exit out of the athletic wing.
- Athletes will be dismissed and will report immediately to designated practice areas to be supervised by their coaches at 3:20.
- ESS students and extracurricular activity students will be dismissed with car riders to their locations and will move directly to that room.
- Hallway protocols must be followed at all times.
- There is to be no congregating in hallways at any time

After School Activities

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.
- All Healthy at School protocols will be followed.

ESS or tutoring

- ESS Tutoring will adhere to FDHS's school COVID expectations for all functions.
- Attendance will continue to be taken through a google form with only teacher access for input. If conditions change, ESS tutoring will follow the guidance of FDHS administration.

Additional Mitigation Measures

Visitors/Student Pick-up

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible.
(Volunteers and guest speakers are not permitted at this time.)
- Individuals representing essential agencies are exempt from access restrictions.
- Families will not be permitted to accompany students into the building or eat with students.
- Any visitor who enters a school building or school-sanctioned event must wear a mask with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Visitors will be subject to temperature checks.
- Visitors must follow all safety and mitigation measures while on campus.

- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.
- *Each school will develop specific plans for student pick-up procedures, which could include:*
 - *Having families call from the car or from outside, prior to buzzing the doorbell.*
 - *Designating certain entrances for different types of student pick-ups.*
 - *Having students wait in the classroom or until they are called to the office.*
 - *Asking families to wait in the vestibule.*

Sick Room

- Families will be contacted to come pick up any student who has a temperature of 100.4°F or greater, or displays symptoms of COVID-19:
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
- Families are expected to ensure that an adult will be available to pick up any student who has a fever or displays symptoms of COVID-19 during the school day.
- Families must have a “Pick Up” plan in place before they send their child to school.
- Families are responsible for ensuring the phone numbers listed in Infinite Campus are correct and that everyone who could be asked to pick up the child is registered with the office.

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.
- 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.
- 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.

Communication and Notification Procedures:

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