



FAYETTE COUNTY PUBLIC SCHOOLS

As the district and schools continue providing instruction utilizing the NTI-2DL model, it may be necessary for schools to bring small groups of students into the building for short orientation periods or to provide targeted services. This document should be used to capture and communicate the districts' targeted services model.



General Health Procedures and Protocols

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

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

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

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



Family Assurance of Student Health

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

Transportation

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

Arrival

Staff Arrival

Staff members will arrive at the building by 1:45 P.M. and will be at his/her designated post by that time. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations.

Prior to contact with students staff should complete the staff safety questionnaire.

If a staff member is not able to report to work, he or she should contact administration.

Supervision Duty

Staff who are working with students arriving for targeted services will meet them at that entrance of the school and escort them to their instructional area.

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 Cardinal Valley Elementary.

If students on the bus have not had a temperature check conducted, they will proceed to the front 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 isolation room (conference room) via the outside sidewalk.

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) while they wait to have their temperature taken. Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- Walkers will enter through the front doors of the school. They will line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area. Car riders will be dropped off in the front parking lot near the library entrance. They will line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.



Health Screenings

- All students and staff are required to complete a daily health screening questionnaire via Google Forms.
 - All students and staff will have their temperature checked upon arrival.
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Sick Room

- The Health First Clinic will remain open for routine student needs, such as dispensing medication.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office. Students will wait in the conference room near the Health First Clinic. Families will be contacted to come pick-up their children as soon as possible.
- Parents will come to the office to show ID in order to pick up their child. The child will then be escorted from the sick waiting room outside to the parent via the lower exit door near the FRYSC.



Hallway Protocols

- School hallways have been marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic.
- School hallways are designated for two-way traffic. Students will stay to the right side of the hallway, following the floor stickers.

School schedules will be adjusted to reduce hallway traffic. Teachers will move from classroom to classroom rather than students switching classes. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.

Instruction

Classroom

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

Materials - Students will maintain their own set of supplies (glue, scissors, etc.) and take all materials home with them at the conclusion of their weekly instruction. If there are any materials that need to be shared (i.e. "A" day materials used again by "B" day kids) will be kept on top of the desks/tables to be sanitized. Backpacks will be placed under the students' workspaces to limit the movement to cubbies.

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

Targeted Services Delivery Plan



When are target services being provided: FCPS transportation dependent and additional student opportunities:

- Students will not be brought into the building to receive primary instruction during periods of fully virtual learning.
- Elementary schools may provide FCPS transportation dependent services Monday, Tuesday, Thursday and Friday, from 2:00 p.m. til 4:00 p.m.
- Secondary level schools may provide services, with bus transportation on Wednesdays from 2:00 p.m. til 4:00 p.m. and will have the option to provide services on Monday, Tuesday, Thursday and Friday but would not be able to provide bus transportation.
- All schools may provide additional Targeted Services (no more than 2 hours) that are not FCPS Transportation dependent
- Cardinal Valley will provide services from 2:00 pm until 4:00 pm on Monday and Thursday.
- Additional days and times of service may be added in the future for students who do not require transportation.



Where will the targeted services take place: Instructional setting- how will Safety Expectations and Best Practices for Kentucky Schools (K-12) be implemented:

Instruction will take place in individual teacher classrooms. Students and staff will wear masks for the entire time they are in class or transition. Students and staff will also remain socially distanced while in the classroom.



Input and Communication plan- staff, counsel, families, and stakeholders:

Input was collected from various stakeholders, including special education, EL and Gifted and Talented, and all teacher groups. Our leadership team met to discuss options for targeted services and we met with grade level PLC groups to discuss students. The plan was approved by the SBDM Council and families were contacted in order to determine their willingness to participate.

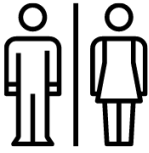


How will targeted services be provided: Service delivery model (instructional grouping etc.)

- Schools will adhere to the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) document, including social distancing, temperature checks, and mask requirements.
- Schools will not exceed a total capacity of 15 percent of their usual student building capacity.
- Schools will have no more than 15 individuals in a classroom at any given time, including adults.
- Time bound of no more than 2 hours
- Staggered start and end times
- Limited number of students in entryways and hallways at any given period of time
- Students will be grouped by grade level or area of need.
- Teachers will deliver supplemental instruction to students in order to address individual student needs.

Common Area Procedures

Restrooms



- *Elementary only: Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing.*
- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed, *with proper supervision (elementary only).*

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



Water Breaks

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

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.
- School staff will screen students and take temperatures before boarding the bus. Students with a fever will stay at school, and the family will be called to pick up the child.
- 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.
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Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in
- Call for grade level & bus individually
- Manifest will be ordered by stop and grade level
- Parent pick-up and walkers will be dismissed from the gym.



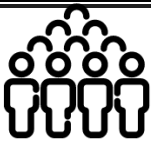
Visitors/Student Pick-up

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible
 - Parents will wait in the vestibule. If they enter the office their temperature will be taken and asked the assurance questions.
 - Students will wait until they are called before coming to the office for parent pick up.
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Cleaning Protocols

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



Large Group Gatherings

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



Communication and Notification Procedures- 902 KAR 2:220E Emergency Administrative Regulation

- Families are required to notify FCPS if their student tests positive for COVID-19. To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us or visit www.fcps.net/covid19.
- The Lexington-Fayette County Health Department will conduct contact tracing, a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community.
- The Lexington-Fayette County Health Department will identify individuals who need to quarantine as a result of interactions with someone who tested positive for COVID-19.
- Anyone identified as a close contact of a staff or student who tests positive for COVID-19 will be notified by phone and instructed to quarantine for 14 days from the time they last interacted with the individual.
- After close contacts have been personally notified, all families at our school will receive an email via Infinite Campus making them aware of the case.
- Cardinal Valley Elementary will utilize Class Dojo to communicate with families in addition to phone calls.
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.

Appendices (Examples)

<u>Information Source</u>	<u>Description</u>	<u>Link to Minutes/ Evidence</u>
Faculty and Staff Informational Meetings Agenda and Opportunities for Feedback Committee, Team and/or Grade Level Agenda and Input Special Area and Special Program/ Input	Staff were given the opportunity to have feedback during PLCs and Leadership Team meetings. <i>(In Leadership Team meetings each team has a team leader that is responsible for relaying information back to their team and gathering thoughts/feedback and bring it back to share with the entire leadership committee.</i>	
Family Surveys	Two surveys were sent to families. One administered by the school and one administered by the district, results relayed back to CVE principal	District Parent Survey School Level Parent Survey
SBDM Committee Work and SBDM Consultation		SBDM Minutes 9/23 SBDM Minutes 10/15
Family/Community Communications	Communicated Via ClassDojo, email, phone calls, text messages	Parent Communication