

Picadome Elementary

In-Person and Remote Learning Plan



FAYETTE COUNTY PUBLIC SCHOOLS

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

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

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General Health Procedures and Protocols



Masks:

Detailed mask guidance and protocols are provided in [Appendix B](#), but in general, everyone – employees, students K-12, contractors and visitors – is required to wear a mask at all times while in the building or on the bus, with the exception of those who have a medical exemption or ARC-determined exemption. All families need to be aware that there could be students in their children’s classroom or on the bus who have a mask exemption. Medical exemptions must be submitted to the school or department head in writing on the official letterhead of the physician, pediatrician or psychologist’s office, and signed by a medical professional. Students and staff should only lower their masks while actively eating or drinking. Masks will be provided for students or staff members who do not have one. Staff members who work with students that have a medical waiver for wearing a mask will be provided with a protective face shield in addition to their cloth mask. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\) found in Appendix B](#) outlines role-specific recommendations for additional PPE employees should be using.

- Gaiters and bandanas do not provide enough protection and are not considered an adequate face covering for FCPS facilities.
- If a student refuses to put his/her mask over his/her mouth and nose the teacher should do the following
 - Restate the expectation of face masks at all times and reteach
 - If student still refuses, the teacher should contact the office
 - An administrator will respond
 - Continued refusal to wear a mask could result in a student being assigned to distance learning rather than in person learning.



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.

- Gloves are required for the following:
 - Food handling
 - Bathroom accidents/changing
 - Temperatures
 - Room cleaning - gloves for teachers
 - School health procedures



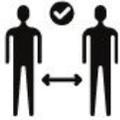
Health Screenings:

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. If a student has a temperature greater than 100.4 they cannot be at school.



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.

- Every effort will be made to keep people at least six feet from one another.
- When in the hallway students must stand on social distancing markers and follow arrows
- If a student refuses to social distance the teacher should do the following:
 - Restate the expectation of face masks at all times and reteach
 - If student still refuses, the teacher should contact the office
 - An administrator will respond
 - Continued refusal to social distance could result in disciplinary action based on the FCPS Student Code of Conduct.



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.



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. \(Appendix F\)](#)
-



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

Staff Arrival Procedures:

- Staff members will arrive at the building by 7:00am and will be at his/her designated post by 7:05am.
- 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.
- Upon entering the building, staff members will take their temperature (if not already done so at home) and scan the QR code to attest to the health protocol screening tool. Reference [“Daily Home Screening for Employees” document for reference. \(Appendix F\)](#)
- If a staff member has a temperature greater than 100.4 he/she should not enter the building and should call the front office to let an administrator (J. Hutchison or A. Least) know he/she needs to leave the building.



Supervision Duty:

- Staff will perform their assigned morning duties to facilitate the implementation of the morning arrival plan. All staff will be trained on their morning duty assignments that will support the implementation of the student arrival plan in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.



Student Arrival Procedures:

- **Student Bus Arrival:**
 - All buses should arrive between 7:05 and 7:35 AM.
 - Students with bus monitors will have their temperatures taken at the bus stop. If students present with a fever and a parent is present at the bus stop, the student will leave with the parent and return home. If a parent is not present, the student will get on the bus, be seated at the front of the bus and proceed to school. Any student exhibiting a fever will exit the bus first and be taken to the isolation area to await for someone on their approved pick up list to arrive.
 - Bus riders will enter through one of the doors designated for their bus number.
 - If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through our school's student screening process. 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.
 - 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.
 - Students will be reminded to keep their masks on as they enter the building.
 - Staff members taking temperatures must wear masks, face shields, gloves, and social distance.
 - Staff assigned to buses should stagger entry of buses so only one bus load of students is entering building at one time

- **Walker Arrival:**
 - Walkers can enter school beginning at 7:05 AM and must arrive prior to 7:35 AM.
 - Primary walkers will enter through the primary door and intermediate walkers will enter through the intermediate door at the back of the school building off of Ridge Road.
 - Walkers should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken.
 - Staff assigned to walkers must wear a mask, gloves, and social distance
 - If a student has a temperature greater than 100.4 they should be taken home by the adult who brought them. If the student walked alone, they should be escorted to the isolation room and someone on their approved pick up card will be called to come get them.

- **Car Rider Arrival**
 - Car riders can enter the school building beginning at 7:05 AM and must arrive prior to 7:35 AM.
 - Car riders may be dropped off in one of two locations:
 - Side of building closest to the playground (entering from Clays Mill or South Broadway).
 - Back of the building (entering from Ridge Road).
 - Staff assigned to car riders must wear a mask, gloves, and social distance
 - If at all possible, we ask that car riders sit in their vehicle on the side closest to the curb. This will expedite temperature screening and allow them to enter our building more quickly.

- Car riders will put on their masks, roll down the window, and wait until a staff member approaches.
- Staff members will take each student's temperature before he/she exits the vehicle.
- If a car rider has a temperature of 100.4 or greater on the school thermometer, he/she will remain in the car and be taken home.
- Please have your child open his/her car door and exit independently. We will not be able to assist with helping your child exit the vehicle.
- Be sure to adhere to all school guidelines to help with a smooth arrival process. Please be patient, as our drop-off procedures will take much longer than they have in the past, due to enhanced health and safety protocols.



Instructional Plans



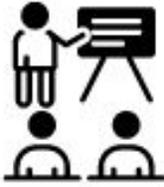
Classrooms:

- **Classroom Setup**
 - Desks will be arranged to maximize space between students. If the physical space in a room 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, desk shields will be provided for students sitting at tables.
 - Only use one chair and desk/table area per student. If students are using the same chair and table area for a small group, the areas must be sanitized following each group.
 - 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.
 - 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](#).
- **Transitioning:**
 - 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.
 - 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.
 - Minimize transitions to class restroom breaks and recess
 - Students should not be sent out of the classroom to run errands
 - Students should not rotate to stations/centers



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 \(Appendix I\)](#).
-



In-Person Instructional Plan

- [Daily Schedule In Person](#)
- [Sample Schedule for Remote Only Students](#)
- If a classroom, grade level, or the whole school is required to return to NTI-2DL due to quarantine, school closure or snow days, we will return to our regular distance learning schedule that we followed in the first semester.
 - [Kindergarten, 2nd Grade & 3rd Grade Schedule](#)
 - [1st Grade Schedule](#)
 - [4th Grade Schedule](#)
 - [5th Grade Schedule](#)
- In person instructional plans were created incorporating considerations outlined in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#)



Special Area Schedule

	Time	Homeroom	Week 1	Week 2	Week 3	Week 4	Lunch Time
5th	8:00-8:45	Thomas	Art	Music	STEAM	PE	11:45-12:10
		Wakefield	PE	Art	Music	STEAM	
		Willeroy	STEAM	PE	Art	Music	
4th	9:00-9:45	Barton	Music	STEAM	PE	Art	11:30-12:00
		Hart	Art	Music	STEAM	PE	
		Miller	PE	Art	Music	STEAM	
Kinder	10:00-10:45	Briganti	STEAM	PE	Art	Music	11:00-11:25
		Elam	Music	STEAM	PE	Art	
		Littleton	Art	Music	STEAM	PE	
		Vicini	PE	Art	Music	STEAM	
2nd	11:30-12:15	Cheesman	STEAM	PE	Art	Music	11:00-11:25
		Gilles	Music	STEAM	PE	Art	
		McQueary	Art	Music	STEAM	PE	
		Schumacher	PE	Art	Music	STEAM	
3rd	12:30-1:15	Bailey	STEAM	PE	Art	Music	11:00-11:25
		Mullins	Music	STEAM	PE	Art	
		Robinson	Art	Music	STEAM	PE	
1st	1:30-2:15	Dorman	PE	Art	Music	STEAM	11:30-11:55
		Freeman	STEAM	PE	Art	Music	
		Norton	Music	STEAM	PE	Art	
		Zander	Art	Music	STEAM	PE	



Preschool

- Preschool students will enter through the exterior door leading directly into the preschool classroom.
- Desk shields will be placed within students in the classroom.
- Preschool will operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#).



Band and Orchestra

- Band and Orchestra will be available to students after school when they return home.
- All instruction will take place via synchronous, asynchronous, or a blended model of both.



Chorus and Vocal Music

- Vocal music instruction will follow the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)
- During in-person instruction, instruction will focus on percussion, music appreciation and theory.
- No singing will be permitted.
- No musical instruments that produce aerosols will be permitted.



Physical Education

- Physical education instruction will follow the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)
- Classes for Physical Education will be conducted outside as much as possible (weather permitting).
- While in the gym, students will have an assigned area that they must stay in throughout the duration of the class period.
- Any equipment and mats will be sanitized between classes.



Library/Media Center

- The Library/ Media Center will be closed to student use during the initial return to in-person instruction.
- **Grades K-1st:**
 - The librarian will choose a set of books each week for each class. The teacher will distribute the books. Special requests can be made through the homeroom teacher to the librarian to pull. The buckets will be delivered to the classroom door for distribution.
- **Grades 2-5th Grade:**
 - Students will use Destiny Discover system to reserve books from the library. The librarian will place a bookmark with the students name on it and place them in a bucket outside of the classroom door for teachers to distribute.
- **Book Return:** Books will be returned to a classroom bin and left outside of the classroom door for the librarian to pick up. After return, materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- We will follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):



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 \(Appendix N\)](#).
- Co-mingling of students from different homerooms will be avoided as much as possible.
- Students will bring their chromebooks with them to utilize.
- Seating charts and schedules will be maintained for contact tracing purposes.
- **Special Education:**
 - Special Education Paraeducators will remain consistent to provide student support and to reduce the number of interactions for cohorting.
 - Resource rooms will be sanitized between groups.
- **Intervention:**
 - Spaces utilized for intervention will be sanitized between groups.
- **English Learners:**
 - The EL classroom will be sanitized between groups.
- **Gifted and Talented:**
 - The GT classroom will be sanitized between groups.



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

- [Family IC Message - November 9, 2020](#)
 - [Picadome Second Semester Registration for Families](#)
 - [FAQ for Families for Second Semester Registration](#)
 - [Staff Return to Work Survey](#)
 - Instructional Delivery Options - Leadership Team & Grade Level Leads (restricted access)
 - [PLC Agenda - December 1st and 3rd](#)
 - SBDM Agenda - November 13
 - SBDM Minutes (Draft) - November 13
 - Family IC Message - Notification of Final Plan Details to Families
 - Timeline of Events:
 - November 9 - Family IC Message & Second Semester Registration
 - November 15 - Registration Window Closed
 - November 16 - SBDM
 - November 19 - Met with Leadership Team * Grade Level Leads
 - December 1 - Met with Individual Teams
 - December 3 - Met with Individual Teams
 - December 13 - SBDM
 - TBD - Notification of Final Plan Details to Families
-



Remote Instructional Plan

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

- Based on feedback from families and staff, students will remain assigned to their current homeroom teacher regardless of in-person or remote learning.
 - Google classroom, teacher feedback, assessments, conferences, etc all stay with the currently assigned homeroom teacher.
- Remote students will receive Tier 1 whole group instruction from a designated teacher in their grade level. Due to technology constraints, we will have the most success if we have live streaming limited to designated classrooms and not every classroom trying to live stream.
 - Lessons will be streamed live utilizing a closed channel on YouTube Live which limits access to outside viewers.
 - The time of the live lessons will be made known to the remote students in the grade level.
 - These lessons will be recorded for students who are unable to view at the designated time. Recorded lessons will be saved in our closed YouTube Live channel.
 - Homeroom assignments will continue to be assigned by the current homeroom teacher through the original homeroom Google Classroom. All feedback, data collection, grading, communication etc will be conducted by the current homeroom teacher.

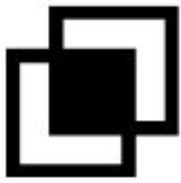
Sample Remote Only Learning Schedule*	
7:40-8:00	Morning News/SEL/Morning Meeting
8:00-8:30	Whole Group ELA (Live Streaming)
9:30-11:00	ELA Google Classroom Work, Imagine Learning, Independent Reading
11:00-12:00	Lunch & Recess
12:00-12:30	Math (Live Streaming)
12:30-1:30	Math Google Classroom Work, Imagine Learning
1:30-2:00	Special Area
2:00-2:25	Science/SS Google Classroom Work

*Students and families will receive a remote only learning schedule based on their individual grade level.



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

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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](#).
- Our hallways are marked with floor stickers to designate social distancing requirements. Students should remain on the right hand side of the hallway following the directional path marked by the floor stickers and maintain social distancing.
- School schedules have been adjusted to reduce hallway traffic.
- Scheduled restroom, recess, and specials have been embedded in the master schedule. The only time classes should be in the hallway during the day shall be during these times.



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.
- Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing.
- Sinks, stalls and urinals will be limited in order to allow for social distancing.
- Staff will monitor during bathroom breaks.
- Students will be encouraged to wash their hands with soap and water after using the restroom.



Water Breaks:

- 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 provided a water bottle. It is permissible for students to bring their own water bottles from home to use throughout the day.
- Students may fill their water bottle at water fountain or bottle filling stations.
- 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

- Breakfast will be Grab and Go stations as students enter the building upon arrival. Students will take their food to their classrooms to eat prior to instruction beginning. Staging locations are as follows:
 - Location 1: Top of Primary Stairwell
 - Location 2: Top of Intermediate Stairwell
 - Location 3: Intermediate Back Door
 - Location 4: Primary Back Door

Lunch

- Students will eat their lunch in their homeroom classrooms.
- Meals will be delivered to classroom doors at a designated time.
- Garbage bins will be located in the hallways to help with trash.



Recess

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used.
- Teachers need to plan a structured activity to ensure students get their wellness minutes safely when they are not at the playground due to weather etc.
- All classes will be assigned an area on the playground/field so that classes don't co-mingle. These assigned areas will rotate weekly so that all classes have the opportunity to utilize the play structures.
- Masks will remain on during recess.

Recess	
10:40-11:00	3rd Grade
11:00-11:20	1st Grade
11:30-11:50	Kindergarten
12:10-12:30	5th Grade
1:45-2:05	4th Grade
1:50-2:10	2nd Grade



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 have been marked for social distancing.
- Plexiglass barriers have been installed in the reception area
- Hand sanitizer will be available in the reception area.
- Work spaces are at least six feet apart or employees 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 will be held virtually if at all possible. If face-to-face meetings must take place, they will be held in large areas with good ventilation where social distancing can be maximized.



Chromebooks

- Students need to have their chromebooks while learning at school and at home.
- Chromebooks should be fully charged when students arrive at school.
- Teacher will have a designated space to charge a chromebook if needed throughout the day.
- Limited chromebooks may be available if a student forgets his/her device.
- If a student repeatedly forgets his/her device his/her family will be contacted and there may be disciplinary action.
- Classes will not use the computer lab.



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](#).
 - The gym may be used for physical education instruction. If utilized the gym will be marked off (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.
 - PE equipment that can be easily and effectively sanitized have been identified.
 - For equipment that will be touched or handled by students, each student will be assigned their own piece of equipment for that class period.
 - Teachers will sanitize all equipment between class periods using FCPS approved supplies.
 - Staff will be properly trained on how to safely apply disinfectant and have access to the appropriate personal protective equipment needed.
-



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.
- Dismissal will be staggered to decrease hallway traffic and to maximize social distancing.
- 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 Locations:
 - Bus Riders - Bus riders will remain in their classrooms until they are dismissed to their busses. Bus dismissal will be staggered for ease hallway congestion.
 - Daycare Van Riders -Daycare van riders will remain in the homeroom classrooms until their car number is called. The students will then exit through the back primary door and be loaded into their daycare van car at the top of the primary pick up lane.
 - Car Riders (Primary) - Primary car riders will remain in the homeroom classrooms until their car number is called. The students will then exit through the back primary door and be loaded into their car at the top of the primary pick up lane.
 - Car Riders (Intermediate) - Intermediate car riders will remain in their homeroom classrooms until their car number is called. The students will then exit their classroom and either travel down the side of the building via the playground stairs or down the intermediate stairwell.
 - Walkers - Walkers will remain in their classrooms until they are dismissed out the back door. Kindergarten students must have an adult waiting for them to be dismissed.

 - Dismissal will start earlier and take longer due to enhanced health and safety protocols.
 - Students will remain in their homerooms until they are dismissed from school.
 - Car riders will enter their vehicle by the side closest to the curb.
 - Any adult on school grounds must have a mask on at all times. This includes picking up a walker and adults driving cars.
 - Be sure to adhere to all school guidelines to help with a smooth arrival process. Please be patient, as our drop-off procedures will take much longer than they have in the past, due to enhanced health and safety measures.
 - Our procedures will follow with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
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Afterschool



Afterschool Care

- Picadome All Stars will not reopen for the 2020-2021 school year. We will begin registration for the 2021-2022 school year closer to the end of the school year.



Extended School Services (ESS)

- During our initial return to in-person instruction, we will not have after school ESS. Once we determine conditions are safe, we will create guidelines to safely implement Extended School Services.



Additional Mitigation Measures



Visitors/Student Pick-up:

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible. (Volunteers and guest speakers are not permitted at this time.)
- Families will not be permitted to accompany students into the building or eat with students.
- Individuals representing essential agencies are exempt from access restrictions.
 - 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.
- When necessary, families can conduct school business by driving up to the front of the building and calling the office at 859-381-3563 or utilize our walk-up window located on the right side of the front door.



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.
- Students who present with flu or COVID-19 symptoms (fever greater than 100.4, vomiting, diarrhea, coughing, sore throat) will be sent to the isolation room across from the nurses station. We will follow the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in the sick room. Families will be contacted to come pick-up their children as soon as possible.
- When the authorized adult arrives at the school, s/he will approach our walk-up window located at the right of the front door. A staff member will verify identification (please have photo ID ready). Sick students will be escorted by a staff member to the waiting adult. At this time, visitors or adults are not allowed inside the building.
- Waiting areas will be supervised by an adult in a designated location, separate from the school health clinic or front office.
- The nurse’s office/health clinic at each school must remain open for routine student needs, such as dispensing medication.
- We will adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#)



Cleaning Protocols:

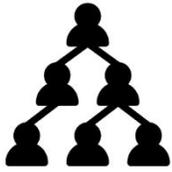
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal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

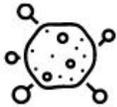


Large Group Gatherings:

- 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 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.
- 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.
- Our school will continue to use e-mail, Class Dojo, Infinite Campus, and social media as the primary means of communication to our stakeholders.



Attendance and Tracking

- The following tools will be maintained and easily accessible: seating charts, bus manifests, emergency contact information for students and staff, documentation of people moving 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.

- Daily attendance will be gathered 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.
-