



# JAMES LANE ALLEN ELEMENTARY

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.

<b><a href="#">General Health Procedures and Protocols</a></b>	<b>4</b>
Masks	4
Clean Hands	4
Health Screenings	4
Temperature Check	5
Social Distancing	5
Healthy Habits	6
<b><a href="#">Health Agreements and Daily Assurances</a></b>	<b>7</b>
Family Assurance of Student Health	7
Employee Assurance of Person Health	7
<b><a href="#">Transportation</a></b>	<b>9</b>
<b><a href="#">Arrival</a></b>	<b>10</b>
Staff Arrival Procedures	10
Supervision Duty	10
Student Arrival Procedures	11
Metal Detectors (High School Only)	12

<b><u>Instructional Plans</u></b>	<b>13</b>
Classrooms	13
Instructional Materials	14
<b><u>In-Person Instructional Plan</u></b>	<b>15</b>
Specials (elementary only)	15
Preschool (elementary only)	16
Band and Orchestra	16
Chorus and Vocal Music	16
Physical Education	17
Career and Technical Education	17
Library/Media Center	17
Specialized Push-In and/or Pull-Out Services (special education, intervention, gifted and talented, English language and other support)	18
Input and Communication Plan	20
<b><u>Remote Learning Instructional Plan</u></b>	<b>21</b>
Input and Communication Plan	21
<b><u>Common Area Procedures</u></b>	<b>22</b>
Hallway Protocols	22
Restrooms	22
Water Breaks	23
Meal Service	23
Recess (elementary only)	24
Administrative Spaces	24
Computer Labs	25
Gymnasiums	25
Weight Rooms	26
<b><u>Dismissal/Student Pick-up</u></b>	<b>27</b>
Bus Dismissal	27
Dismissal Procedures Family Pick-up/Car Dismissal/Walker	28
<b><u>Afterschool</u></b>	<b>30</b>
Extra-curricular Activities, Co-curricular Activities and Athletics	30

Afterschool Care (elementary only)	30
ESS or tutoring	30
<b><u>Additional Mitigation Measures</u></b>	<b>31</b>
Visitors/Student Pick-up	31
Sick Room	31
Cleaning Protocols	33
Large Group Gatherings	34
<b><u>Contact Tracing</u></b>	<b>35</b>
Infection/Exposure/Quarantine	35
Communication and Notification Procedures	36
Attendance and Tracking	36
<b>Appendices</b>	
<a href="#"><u>Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12)</u></a>	A
<a href="#"><u>Fayette County Public Schools Guidance on Masks and Personal Protective Equipment (PPE)</u></a>	B
<a href="#"><u>Fayette County Public Schools Employee Assurance of Personal Health Agreement</u></a>	C
<a href="#"><u>Fayette County Public Schools Family Assurance of Student Health Agreement</u></a>	D
<a href="#"><u>Daily Home Screening for Students</u></a>	E
<a href="#"><u>Daily Home Screening for Employees</u></a>	F
<a href="#"><u>Safe on the Bus, Safe at the Garage</u></a>	G
<a href="#"><u>Office of Academic Services Instructional Guidance for Return to In-Person Learning</u></a>	H
<a href="#"><u>Preschool COVID-19 Guidance for In-Person Instruction</u></a>	I
<a href="#"><u>FCPS In-Person Guidance for Band, Orchestra, and Chorus</u></a>	J
<a href="#"><u>FCPS Physical Education COVID-19 Guidance for In-Person Instruction</u></a>	K
<a href="#"><u>FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction</u></a>	L
<a href="#"><u>COVID-19 Considerations for Reopening Schools – Library Media Center guidance</u></a>	M
<a href="#"><u>Special Education COVID-19 Guidance for In Person Instruction</u></a>	N
<a href="#"><u>Office of Academic Services Instructional Guidance for Remote Learning</u></a>	O
<a href="#"><u>Fayette County Public Schools Athletic/Activity Return to Competition Guidelines</u></a>	P
<a href="#"><u>Healthy at Work Requirements for Childcare Programs</u></a>	Q
<a href="#"><u>FCPS Isolation, Exposure, and Quarantine Guidance</u></a>	R
<a href="#"><u>Kentucky Emergency Administrative Regulation 902 KAR 2:220E</u></a>	S





## 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.



### Clean Hands:

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



### Health Screenings:

All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

Prior to sending their children back to campus for the first time, families will sign and return a [“Family Assurance of Student Health Agreement” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19. Students and staff should not be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19, or if they have travelled out of the country or to one of the states on the governor’s travel advisory list at <https://govstatus.egov.com/ky-travel-advisory>. Students and staff who have a member of their household test positive for COVID-19 should not be on any FCPS property until they have been released from quarantine by the health department.



### Temperature Check:

Everyone – employees, students, contractors and visitors – who enters a Fayette County Public Schools facility will have a temperature check in accordance with district protocols and individual procedures determined by each building. Student temperatures will be taken as they board the school bus if that bus has a monitor. If a bus does not have a monitor, a red sign will be placed in the bus window to alert school staff and those students will need to be screened upon entry to the building by school staff. Walkers and car riders will also be screened upon entry. A temperature of 100.4°F or greater will be considered a fever.



### Social Distancing:

Everyone – employees, students, contractors and visitors – should attempt to maintain at least six feet of space between themselves and others whenever possible. This mitigation measure is known as social distancing and will be supported by modifications in hallway traffic patterns and furniture placement. If the physical space in the school does not allow for spacing students’ desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students’ seats face the same direction. Hallway traffic patterns for class changes, arrival and dismissal will be modified to maximize physical distancing. Floors will be marked to indicate safe distancing. Students will remain six feet apart or as much as possible in line, in the hallways, in common areas, in classrooms and on school buses.



### Healthy Habits:

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

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## Health Agreements and Daily Assurances



### Family Assurance of Student Health

- Prior to sending their children back to campus for the first time, families will be asked to submit a signed [“Fayette County Public Schools Family Assurance of Student Health Agreement.” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to send their child to school for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the governor’s travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Students who have a member of their household test positive for COVID-19 should not return to school until they have been released from quarantine by the health department.
- The agreement also advises families that if their child is tested for COVID-19, they cannot return to school until the test results come back negative.
- Before sending their children to school each day, families are expected to attest that their child does not have a fever (defined as a temperature of 100.4°F or greater) and has not exhibited symptoms of COVID-19 within the past 48 hours. A [“Daily Home Screening for Students” \(Appendix E\)](#) should be sent home with each family.



### Employee Assurance of Personal Health

- All staff will be asked to submit a signed [“Fayette County Public Schools Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) attesting that they will monitor their health each day and not come to work if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the



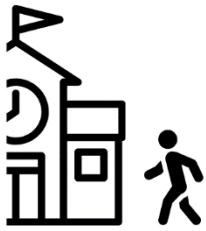
governor's travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Employees who have a member of their household test positive for COVID-19 should not return to work until they have been released from quarantine by the health department.

- The agreement also advises families that if their child is tested for COVID-19, they cannot return to school until the test results come back negative.
  - Before coming to work each day, employees are expected to attest that they do not have a fever (defined as a temperature of 100.4°F or greater) and have not exhibited symptoms of COVID-19 within the past 48 hours. Staff can use the [“Daily Home Screening for Employees” document for reference. \(Appendix F\)](#)
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## Transportation

- All families who can transport their children to school are strongly encouraged to do so to help reduce the number of students on each bus.
- Families are encouraged to monitor bus stops to encourage students to maintain social distancing and mask wearing.
- Buses that have monitors will screen student temperatures as they board the bus. If there is not a bus monitor, then a red sign will be placed in the bus window to alert school staff and students will have their temperature taken by school staff upon arrival.
- Students with a temperature of 100.4°F or greater will sit in a designated section on the bus and exit the bus first. Upon arrival at school, students' temperature will be taken again. Upon verification of fever at school, family will be called to pick up the child. Students with a fever will wait in the sick room until their family arrives to take them home.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask at all times while on the bus, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Masks will be provided for students or staff members who do not have one.
- Students who have a medical or ARC-directed exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. If a bus does not have a monitor, drivers will record the student seat number as students exit the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- See "[Safe on the Bus, Safe at the Garage](#)" ([Appendix G](#)) for additional details and staff expectations.



## Arrival



### Staff Arrival Procedures:

#### Staff Arrival

Staff members will arrive at the building by 7:05 a.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.

If a staff member is not able to report to work, or needs to leave early, he or she should follow standard operating procedure as defined in the staff handbook. Additionally, he or she should contact one of the substitutes identified on JLA's preferred list.



### Supervision Duty:

#### Arrival/Dismissal Supervision

Duty	Morning Responsibility	Afternoon Responsibility	Staff
Bus 669	1 certified will unload each bus & take temps if there is no bus monitor, then alternate every other week w/certified staff to monitor primary bathroom & hallway	Afternoon manifest & load (both staff every day)	1. certified 2. K para
Bus 873		Afternoon manifest & load (both staff every day)	1. certified 2. K para
Bus 11	1 certified will unload each bus & take temps if there is no bus	Afternoon manifest & load (both staff every	1. certified 2. K para

	monitor, then alternate every other week w/certified staff to monitor interm. bathroom & hallway	day)	
Bus 762		Afternoon manifest & load (both staff every day)	1. certified 2. para
a.m. Car line	Outside unload cars, take temperatures	none	1. certified 2. certified 3. certified 4. certified
p.m. Car line & Morning Office	none (except Guidance Counselor: Morning Office)	Outside, load cars	1. certified 2. para 3. certified 4. certified
p.m. car #s	none	Collect car #s Enter #s into dismissal slide	1. certified
Morning Walkers & Front Door	Alternate to monitor the front door entrance to take temps of walkers/others entering front door.	none	1. certified
Maywick Walkers		Walker manifest & lead students off campus	1. certified 2. certified
Kroger Walkers	Alternate every other week w/certified staff (3 each week) to monitor breakfast pick up stations & hallway	Walker manifest & lead students off campus	1. certified 2. certified
Back Door Walkers		Walker manifest & lead students off campus	1. certified 2. certified
p.m. Daycare & hallway		Daycare manifests & load students	1. certified 2. para
Dismissal slides & hallway		Dismissal slides	1. certified



## Student Arrival Procedures:

### Student Bus Arrival

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at JLA. Students with a temperature of 100.4 & greater or demonstrates COVID-19 like symptoms will exit first and be taken to the isolation area (across from the office) to await a family member to take them home.

If students on the bus have not had a temperature check conducted, they will exit the bus and have their temperature taken by assigned staff before entering the building.

Students will be reminded to maintain social distance and keep their masks on as they enter the building.

### **Walker/Car Arrival**

- The building will open to students at 7:05. Parents will not enter the building with their child.
- All preschool students & their siblings will enter the building through the preschool door. A preschool staff member will meet families outside the door to take student temperatures prior to entering the building. A sign will be placed in the back parking lot to remind families that this entrance is for preschool families only.
- Walkers will enter the building through the front door. A school staff member will take temperatures of walkers prior to entering the building at designated health screening spots. These screening locations will be at the corner of the bus lane & Maywick, and on the sidewalk adjacent to the car rider line.
- Car riders will enter the building through the glass hallway. The bus loop will be blocked off after buses leave. No car rider drop-offs at the front door.
- Each car will pull up to a drop-off station designated by colored cones. Parents will put the car in park. One by one, students in the car will scoot to the passenger window to have their temperature taken by JLA staff. Once JLA staff confirms temperature, the student may then exit the car to enter the building. One staff on duty inside the building will open the glass doorway for car riders.
- If a student in the car line has a high temperature, the car will pull forward to a reserved spot at the end of the sidewalk (in the curve of the car line). One staff member from the car line team will provide a second temperature check. If the child's temperature is still 100.4 or greater, the student will remain with the parent and follow safety & health procedures.



### **Metal Detectors (High School Only)**

- *JLA does not have metal detectors.*
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## Instructional Plans



### Classrooms:

- *Desks* will be arranged to maximize space between students. If the physical space in the school does not allow for spacing students' desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students face the same direction.
- *Tables*: If classroom furniture includes tables designed to be used by multiple students or small groups of students, schools should order desk shields through the [warehouse PPE ordering system](#). Desk shields are also available for preschool, kindergarten and special education classrooms and students who have a mask exemption.
- *Assigned seating and seating charts* will be developed for every classroom and followed at all times. When creating seating charts, teachers are encouraged to strategically place students to support small group instruction for differentiation. Suggested seating plans are included in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning \(Appendix H\)](#)
- *Fabrics and soft surfaces* can remain in classrooms in accordance with [district guidance on sanitization and cleaning requirements](#). Throw rugs, area rugs and beanbags are not allowed, with the exception of area rugs in preschool classrooms or items needed according to individual education programs.
- *Masks*: All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- *Student movement* should be minimized to maintain social distancing. This requires teachers to develop protocols that limit movement of students for distribution of materials, sharpening pencils, and student work collection, as well as other classroom procedures.
- *Transitioning*: When lining up in the classroom to leave for a common area, students will line up in the same order each time and space themselves to maximize distance.



### Instructional Materials:

- Students will maintain their own set of school supplies (glue, scissors, etc.).
  - Students should not share materials, books, or manipulatives. Individual kits or bags of materials will be assembled for each student.
  - Individual whiteboards and markers will be needed for each student.
  - In circumstances where students may need to share desks, materials or resources (e.g. texts with limited copies, science equipment), sanitize between student use and have students wash or sanitize hands before and after using the materials.
  - Teachers may handle student materials to demonstrate or model instruction. Frequent hand washing or hand sanitizing is expected.
  - When students return materials from home, sanitization must happen before and after the materials are used by another student.
  - Guidance for preschool classrooms is provided in [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#).
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## In-Person Instructional Plan

Schools will develop in-person instructional plans incorporating considerations outlined in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#).

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

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.

Plans must include contingencies for a return to NTI: 2DL if conditions with the virus warrant, which could happen for a single class, school or districtwide. The [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) includes suggestions.

### Return to School Schedule

<https://drive.google.com/file/d/14hMj-4xqjU4RuQHhPEAVk9hcHb8hJUScxO/view?usp=sharing>



### Specials (elementary only)

#### Specials on cart taking place within the homeroom classroom:

Classes could all begin at the same time as the only ones traveling will be the specials teachers.

Specials teachers have stated they will need 10 minutes between classes to be able to disinfect materials with appropriate cleaners and return projects to their respective classrooms so as to not be taking work from one room to another in order to avoid contamination and also having to carry multiple classes worth of things while working with limited space.

Students will receive sanitizer before using any of our materials.



Lessons will likely be similar to what we are doing virtually due to lack of materials we would typically use in our classrooms.

Specials teachers will use their own devices in order to allow homeroom teachers to use their classroom computers. They will need access to projectors which also means they will need to have hdmi cords and adapters for chromebooks that do not have hdmi output.

#### **NTI Class or remote learners:**

If all NTI students are placed with the same teacher, we can take that specific specials time and jump on to do live sessions with the NTI class still following the regular rotation.

If the NTI Schedule varies from the in person schedule, then the NTI class would receive a pre recorded lesson.

If the NTI Teacher ends up teaching multiple grades, then we would have prerecorded lessons so they could watch the one for their respective grade at a designated time.



#### **Preschool (elementary only)**

- Schools will ensure that preschool classrooms 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 \(Appendix I\)](#). If your school has unique considerations they may be noted here.
- JLA preschool classrooms will follow all procedures outlined in this document.



#### **Band and Orchestra**

- Schools will ensure that band and orchestra instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#) If your school has unique considerations they may be noted here.



#### **Chorus and Vocal Music**

- Schools will ensure that vocal music instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#) If your school has unique considerations they may be noted here.



### Physical Education

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#) If your school has unique considerations they may be noted here.



### Career and Technical Education

- When applicable, schools will ensure that career and technical education follows the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#) If your school has unique considerations they may be noted here.



### Library/Media Center

- Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- Media centers may, at school discretion, allow students to use computer stations provided they are supervised and sanitized between each user.
- Students will request to put books on hold through the same process used during NTI2DL.
- The Librarian will reteach the procedures to students in the hybrid setting.
- Books will be delivered to the homeroom teacher for distribution.
- Materials will be held out of circulation to allow for disinfection per American Library Association guidelines.



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

### **English Language Learners**

- To reach “In-Person” students who scored < 3.0 on 2020 ACCESS, small group instruction will be used with up to 5 students from one homeroom.
  - Instruction will take place in designated EL spaces
  - Students will sit at desks, 6 ft. apart
  - Spaces will be sanitized between groups using district cleaning protocols
  - Any instructional materials will be for individual use only, not shared
  - EL Teacher will transition students between homeroom and EL room
  - EL Teachers sharing classrooms will schedule groups at different times and/or reserve other available spaces in the building for instruction (i.e. special area classrooms, cafeteria, etc.)
  - Schedules will include time, student names, and location to assist in contact tracing.
- To reach “In-Person” students with higher ACCESS scores ( > 3.0), EL Teachers will plan weekly with homeroom teachers to ensure intentionality in daily interactions, questioning, and use of EL instructional strategies in daily core lessons and assignments. These students may also meet with EL Teachers virtually from their classrooms.
- To reach “Remote Learning” students (dependent on staffing and student numbers)
  - EL Teachers could schedule a “Remote Learning” block
  - Designated Remote EL Teacher(s) could meet with all ELs that select this option (K-5)

### **Gifted and Talented**

- Per guidance from FCPS GT Department, all pull-out students will be serviced virtually.
  - Headsets with microphones have been purchased by FCPS to assist with service delivery.
  - Depending on numbers of students, virtual students may also be serviced at the same time as in-person students.
- If materials are needed for students, the GT teacher will deliver those to their classroom before or after school, when no students are present.
- If guidance changes, the GT teacher will meet with small groups in person, in the GT classroom with students from the same homeroom.
- If students are seen in person, materials will be for individual use only, not shared.
- Room/materials will be cleaned between groups following district cleaning protocols.
- GT teacher holds weekly office hours that students are able to join when additional assistance is needed.

### **Reading and Math Intervention**

- **Tier 3:** Adhere to 1:3 ratio for services (In-person and Remote Learning)
- Intervention schedules will remain consistent across five days of instruction regardless of model (Per MTSS guidelines: In-person and Remote Learning)
- In-person: Students will be serviced from the same homeroom based on same skill deficit and

- pulled out to intervention teacher's room if determined as best model (Tier 3 = 30 minutes daily)
- Materials:
  - Math - Individual materials will be assigned to students for the year.
  - Reading - Materials will be copied and dispersed individually for students to keep.
- Teachers will adhere to all cleaning, spacing, and safety protocols set forth by FCPS.
- Teachers may use table for groups with less than three students.
- FAST Progress Monitoring/Screening - Students use their own Chromebook.
- Intervention teachers sharing classrooms will schedule groups at different times and/or reserve other available spaces in the building for instruction (i.e. special area classrooms, cafeteria, etc.)
- Schedules will include time, student names, and location to assist in contact tracing.
- To reach "Remote Learning" students (dependent on staffing and student numbers) Intervention Teachers could schedule a "Remote Learning" block, conduct in-person while teaching a student from the same group virtually (Zoom), or intervention teachers who are remote teaching could work with those students.

### **Special Education**

- Students will use individual materials stored in bins or bags, that will be disinfected daily. Supply sharing will not be permitted.
- Work areas will be spaced 6 feet apart and all safety and cleaning protocols will be followed.
- To avoid cross contamination:
  - Sp. Ed. teachers will follow district guidance to provide services for some students virtually, in the general education classroom.
  - Students identified as needing significant physical prompting or with low cognition will primarily be in the special education setting, while participating virtually for their Tier 1 instruction.

### **Speech**

**Safety Needs** per ASHA recommendations for in-person school services:

- To reach "In-Person" services, students will receive services in small group instruction through one or a combination of the following:
  - Push-in (in special education classroom for therapy)
    - Kidney shaped table - 3 students at 3 ft apart, plexiglass dividers, or desks safely spaced
    - Masks and follow cleaning protocols between groups
  - Pull-out (i.e. therapy or testing) may be utilized:
    - When only 1 student receives services in classroom
    - Students are already grouped together for other purposes (classroom/pod)
    - When NO other alternative can be arranged
    - Safe spacing is provided
      - Kidney shaped table - 3 students at 3 ft apart, plexiglass dividers, or desks safely spaced
    - No behavioral challenges that would compromise spacing and safety
  - Virtual - may serve students in-person, as well as those learning remotely from home
- Any instructional materials will be for individual use only, not shared
  - SLP will transition students between homeroom and speech room
  - Schedules will include time, student names, and location to assist in contact tracing.
- All plans are subject to change as updated district guidance is received.

### **Occupational and Physical Therapy**

- Per guidance from FCPS Special Education Department, most students will be served virtually or in collaboration with the teacher to avoid cross contamination.
- In person services may consist of adjustments/modifications of adaptive seating or equipment, or training of staff on transfers or protocols.
- Students who are not making progress through virtual learning, may be seen individually or in small groups from the same homeroom classroom. This may also include an alternate schedule. For example, students may be seen once a month in person and virtually the remainder of sessions.
- The room and equipment will be cleaned between students.
- Students will use their own individual materials.



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

Input was collected from various stakeholders, including all teacher groups.

- Leadership team met and sought feedback from each member's team (grade levels and instructional areas).
- Input was given from teachers during grade level PLCs.
- Additional feedback was discussed in Leadership meetings where committees were designed to target specific procedures and protocols upon return to school for both targeted students and hybrid.
- Committees convened to design detailed plans for procedures for instruction, transitions, arrival, dismissal, communication, etc. for in-person learning.
- SBDM Council was consulted about our Targeted Services, Hybrid Learning and in-person plans.
- Families were surveyed about whether their student would return to in-person or wanted to stay with remote learning.
- Staff members were surveyed about whether they would return to in-person or wanted to stay with remote learning.
- Our In-Person and Remote plan will be posted on our school website.
- We will email our plan through Infinite Campus and post links to our plan in Class Dojo for 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 \(Appendix O\)](#).

### Virtual Learning Schedule

[https://drive.google.com/file/d/1S-Dzi8jS8E2Cd\\_Dt\\_0y9HKyJSx-iDtd9/view?usp=sharing](https://drive.google.com/file/d/1S-Dzi8jS8E2Cd_Dt_0y9HKyJSx-iDtd9/view?usp=sharing)



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

Input was collected from various stakeholders, including all teacher groups.

- Leadership team met and sought feedback from each member's team (grade levels and instructional areas).
  - Input was given from teachers during grade level PLCs.
  - Additional feedback was discussed in Leadership meetings where committees were designed to target specific procedures and protocols upon return to school for both targeted students and hybrid.
  - Committees convened to design detailed plans for procedures for instruction, transitions, arrival, dismissal, communication, etc. for in-person learning.
  - SBDM Council was consulted about our Targeted Services, Hybrid Learning and in-person plans.
  - Families were surveyed about whether their student would return to in-person or wanted to stay with remote learning.
  - Staff members were surveyed about whether they would return to in-person or wanted to stay with remote learning.
  - Our In-Person and Remote plan will be posted on our school website.
  - We will email our plan through Infinite Campus and post links to our plan in Class Dojo for families.
-



## Common Area Procedures



### Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways are marked with floor stickers to designate social distancing requirements.
- Students will travel on the right side of the hallway and follow the stickers to reflect 6 feet apart.
- Schedules (recess, bathroom, and dismissal) posted in hallways for adult reference to help eliminate large gathering
- Students will remain in the classroom unless accompanied by an adult



### 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 is 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.
- Students will not be allowed to leave clothing, backpacks, or materials outside the bathroom.

### Class

- Class bathroom schedules will be posted for reference outside the restrooms
- Monitor schedule for hallway and bathroom will be posted for reference outside the restrooms

### Small Group

- If stalls are full, students will stand on the stickers outside the restroom and wait for the monitor or adult escorting them to tell them to go in

### **Individual**

- Ask if vacant before entering - monitor will be present
- Kindergarten Paras escort the student to the restrooms (if possible)

### **Ensure Proper Handwashing**

- All classroom teachers watch a **video** of how to properly wash hands (same for the whole school)
- Sing “Happy Birthday” song in head :) to reach the 20 seconds to handwash
- Review proper handwashing **DAILY** using classroom visuals.



### **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.
- If a student needs a water bottle, the student will be responsible for keeping up with it.
- Students will need to take home their water bottles each day to be cleaned.
- Water bottles will need to remain closed and placed on the floor by their desk during instruction to eliminate spills on the desk.
- Students can refill water bottles in the classroom. Teacher leaves water running, rotates students to fill water bottles, turn water off, and clean the area.
- Students will be encouraged to keep the water bottle given to them.



### **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.
- 
- Food will be delivered to the classrooms for breakfast and lunch
  - Cafeteria staff will keep a checklist or write student #s to record who has received meal service
  - Due to possible allergies, the cafeteria needs classroom attendance lists **daily** in order to provide appropriate breakfast/lunch for students with food allergies. We will have a set



- menu so there will be *no choices, unless there is an allergy.*
- Check with Arrival and Dismissal Team for procedures on hallway flow to classrooms from morning arrival (i.e. students traveling to 1st and 2nd Grade).
- Teachers will have a duty free lunch (25 minutes). Coverage will be provided by another staff member.

### **JLA Handwashing in the Classroom Ideas:**

- Handwashing visuals are in each classroom to show how to properly wash hands

### **JLA Teacher Choice:**

- Keep the water running, teacher gives soap (pump soap), gives students paper towel, then return to their seat.
- Rotate students to the sink to wash hands. Teacher wipes down areas (soap container, sink handles, paper towel dial (if needed)) between student use.



### **Recess (elementary only)**

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used.
- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.
- See Recess Schedule document
- 3 to 4 areas to separate grade levels - use a map to designate areas
- Doors to enter and exit for recess
- Playground equipment may be used. Grade levels will rotate using the equipment so one class is using it at a time. Other classes within the grade level will use the designated zoned areas.
- Use spray paint to mark off areas for grade levels. This will have to be painted again after FCPS mows.
- Grade levels could create **structured activities** to ensure 6 feet distance.
- Staggered times to go to recess and come in the building
- Designated doors to go in the building
- Teachers will help clean off doors exiting and entering the building for recess



### **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.
- Seating assignments should maximize space between students with students seated at least every other computer.
- Computer labs cannot be used for MAP or Access Testing. Both of those tests should be administered on student Chromebooks, with assurances for cleaning headphones between usage.
- Teachers will not be allowed to schedule the lab for individual class periods.



### Gymnasiums

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Masks should be worn by staff at all times and by students except when engaged in strenuous physical activity. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Locker rooms will be closed. Encourage students to come to school dressed in clothes that are appropriate for participation in physical education, whether indoors or outdoors. Keep each student's belongings in a separate, safe and clean space such as individually labeled areas.
- If gyms will be used for physical education instruction, plans should be made to mark off areas (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.

- Each school will inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively sanitized. Cloth or porous materials are more difficult to sanitize than vinyl or plastic materials.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period.
- Teachers will sanitize all equipment between class periods using FCPS approved supplies. Consider cleaning recommendations from manufacturers to ensure equipment is not damaged when cleaning/sanitizing.
- Staff will be properly trained on how to safely apply disinfectant and have access to the appropriate personal protective equipment needed.



### Weight Rooms

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
  - *Schools will develop plans for the use of weight rooms in accordance with [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#).*
-



## Dismissal/Student Pick-up



### Bus Dismissal:

- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Each school will develop dismissal routines to stagger dismissal times, determine hallway traffic patterns and designate specific exit doors to maximize social distancing and reduce the number of students in the same area at any given time.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask on the bus at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. Bus drivers will record student seat numbers as students exit the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- See [“Safe on the Bus, Safe at the Garage” \(Appendix G\)](#) for additional details and staff expectations.



## Dismissal Procedures Family Pick-up/Car Dismissal/Walker:

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### 20-21 JLA Dismissal Procedure

- JLA dismissal cues will be viewable from a recurring ZOOM that is linked on Tiger Talk.
- Dismissal movement will begin at 2:20 p.m. As soon as the hallway clears from 1 stage, dismissal staff will advance the slides and movement will begin on the next stage.
- Homeroom teachers will hold students in the regular classroom, displaying the ZOOM slides and homeroom teachers will stand in their doorways to help monitor student movement in the hallways.
- Dismissal staff will pick up bus riders. The ZOOM slides will show the current stage that is underway.
- Classroom teachers will prompt walkers, daycare and car riders to go to their assigned location when the ZOOM slide indicates it is their turn.
- Car line loading stations will be color-marked by spray-painted cones until circles on the sidewalk can be painted.
- Bus loading stations will be marked with cones indicating bus #s. Buses will park in a set order to ensure social distance & prevent student crowding. (11 at the end near Maywick loop exit, then 978, 762, and 669 in back.)

<u>Stage 1</u> 2:20	Bus riders # <b><u>11</u></b> picked up by JLA staff. Students follow staff out the <b><u>kindergarten door</u></b> , 6 feet apart, to check manifest as students load the bus.	1 person out to collect car #s for input directly into google slide.
<u>Stage 2</u> 2:21	Bus riders # <b><u>978</u></b> picked up by JLA staff. Students follow staff out the <b><u>front door</u></b> , 6 feet apart, to check manifest as students load the bus.	
<u>Stage 3</u> 2:22	Bus riders # <b><u>762</u></b> picked up by JLA staff. Students follow staff out the <b><u>1st grade hallway</u></b> , 6 feet apart, to check manifest as students load the bus.	
<u>Stage 4</u> 2:23	Bus riders # <b><u>669</u></b> picked up by JLA staff. Students follow staff out the <b><u>glass hallway</u></b> , 6 feet apart, to check manifest as students load the bus.	

<p><u>Stage 5</u> Slide manager to cue when hall is clear</p>	<p><b>Cross Keys walkers dismissed</b> from the classroom to the <b>5th grade door</b>. Staff will check the manifest, then lead students off campus.</p>	<p>Student movement in the hallway monitored by JLA dismissal slide-manager, classroom teachers in their doorways, and dismissal staff waiting at their dismissal door.</p>
<p><u>Stage 6</u> Slide manager to cue when hall is clear</p>	<p><b>Kroger walkers dismissed</b> from the classroom to the <b>cafeteria</b>. Staff will check the manifest, then lead students off campus via the sidewalks.</p> <p><b>AND Maywick walkers dismissed</b> from the classroom to the <b>kindergarten door</b>. Staff will check the manifest, then lead students off campus via the sidewalks.</p>	<p>Walkers will line up in the hallway 6 ft. apart while staff check the manifest. <b>As soon as all students are present, the line moves out</b> to walk home.</p>
<p><u>Stage 7</u> Slide manager to cue when hall is clear</p>	<p><b>Daycare</b> dismissed to walk down the hallway, 6 ft. apart, on the marked line to the <b>gym</b>.</p>	<p>Daycare students will sit 6 feet apart on the gym floor &amp; wait for JLA staff to check manifest and dismiss out the door to individual daycare vans.</p>
<p><u>Stage 6</u> Slide manager to cue when hall is clear</p>	<p><b>Car Rider Group 1</b> dismissed to walk down the hallway, 6 ft. apart, on the marked line to exit the <b>glass door</b>. Students go to their assigned color dot on the sidewalk</p> <p>6 cars load. Line moves. 6 more cars load, etc.</p>	<p>Classroom teachers will prompt car riders to notice their color location.</p>
	<p><b>Car Rider Group 2</b> (next 24 car #s)</p>	<p>Car riders go directly to their assigned color dot (red, green, blue, orange, purple, yellow). There will be 4 car rider #s at each dot Students wait 6 feet apart in line stretching back toward the building.</p>
	<p><b>Car Rider Group 3</b> etc, until all car riders are gone.</p>	



## Afterschool



### Extra-curricular Activities, Co-curricular Activities and Athletics

- Extra-curricular activities, co-curricular activities and athletics will be held in accordance with the [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#), as well as guidelines from the Kentucky High School Athletic Association, Kentucky Music Educators Association, and other governing bodies or state guidance.



### Afterschool Care (elementary only)

- JLA will not provide the YMCA After School program.
- School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix Q\)](#)



### ESS or tutoring

- JLA will not offer ESS or after school tutoring.
-



## 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.
- 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.
- Masks, covering both the mouth and nose are required for entry into the building.
- Parents will enter the building through the front door on the right hand side.
- Parents will wait in the foyer. Only one family is allowed into the foyer at a time.
- Parents will sign out their student in the office one at a time once they are buzzed into the office.
- Any visitor entering the office will have their temperature taken by a staff member
- Students will wait until they are called before coming to the office for parent pick up.
- In order to exit the building, families will follow the signs leading them to the exit.
- Families will need to ensure that JLA has accurate dismissal information for their child. All changes must be written and received by the front office no later than 1:00 p.m.
- It is strongly encouraged to avoid picking up students from the office at dismissal.
- There may be a delay between families entering the office from the foyer to ensure cleaning protocols are followed.



### 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.
- *Each school will work with its Lexington-Fayette County Health Department nurse and Healthy at School Team to determine where students who have a fever or display symptoms of COVID-19 during the day will wait until they can be picked up to go home and follow the “What To Do If a Student Becomes Sick at School” protocol outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).*
- *Each school will develop and communicate procedures that adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):*
  - The nurse’s office will remain open for routine student needs, such as dispensing medication.
  - If a staff member needs to report a student illness they will notify the office by phone call.
  - The office will send a staff member to the classroom to escort the student to the sick room.
  - Up to four students may be in the waiting area.
  - Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in the waiting room which is behind the nurse’s office. Families will be contacted to come pick-up their children as soon as possible.
  - If the family does not respond to phone calls, then the emergency contact will be notified to pick up the student or contact the family.
  - If we are unable to reach anyone a home visit will occur.
  - Parents will go to the office to sign out their child. The child will be escorted to the office and released to the parent.
- Waiting areas must 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.



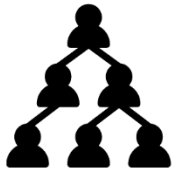
## Cleaning Protocols:

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\)](#) outlines role-specific recommendations for staff.
- Schools should use the [warehouse ordering system](#) to request needed cleaning supplies and PPE, which will be delivered to their school.
- Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, locker rooms, cafeteria seating and other facilities is critical to preventing the spread of all illness, including COVID-19 pandemic and seasonal influenza. Special attention should be given to high touch areas, such as water fountains, doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. It is recommended that high touch surfaces be cleaned and disinfected frequently.
- All staff should be trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with district provided, EPA approved disinfectants. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For soft (porous) surfaces such as carpeted floors and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Victory sprayers may also be used.
- Teachers and administrative staff should assist janitorial staff by routinely disinfecting frequently touched items in the classroom/office such as desks, doorknobs, crafting equipment, pencil sharpeners, staplers, markers, and white boards.
- Special Education classroom teachers must ensure [guidance specific to special education classrooms](#) is followed.
- Disinfectants and cleaning materials kept in classrooms and areas accessible to students are required to be kept out of the reach of students and locked, depending on the chemical label and the age group of the students in the classroom.
- Custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- All areas where cleaning supplies and toxic items are stored must be kept locked, including janitor closets. All bottles containing toxics/liquids must be clearly labeled.



### Large Group Gatherings:

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



## Contact Tracing



### Infection/Exposure/Quarantine

- Schools are required to follow all district and state isolation, exposure, and quarantine guidelines and protocols, which have been developed in partnership with the Lexington-Fayette County Health Department. ([See Appendix R](#))
- Isolation: When a patient tests positive for COVID19, they are placed in isolation until their contagion period expires and/or they are capable of returning to normal activities. Individuals who are asymptomatic are typically placed in isolation for at least 10 days. Those showing symptoms will remain in isolation until symptoms resolve. Students and staff may not return to campus until they have been released by a medical professional.
- Exposure: Upon notification of a positive case within a school community, school and district officials will work in consultation with the Lexington-Fayette County Health Department on a case-by-case basis to determine any “close contacts” who may have been exposed to COVID-19. In general, per the Lexington-Fayette County Health Department, anyone who is within six feet of a person with COVID-19 for 15 minutes or longer will be considered a close contact, regardless of mask usage.
- Quarantine: If a person has been exposed, or believed to have been exposed, to COVID-19, they are placed in quarantine to see if they develop symptoms. Depending upon duration of exposure and social distancing, there may be times that an entire class or all students who rode on the same bus will be required to quarantine. ([See Appendix R](#))
- Students and staff members who go home after having a temperature of 100.4°F or greater, or displaying symptoms of COVID-19 ([Appendix R](#)) may return after being symptom or fever-free for 24 hours without the use of symptom- or fever-reducing medication.
- Students and staff members who have a member of their household test positive for COVID-19 must follow all Lexington-Fayette County Health Department quarantine recommendations and may not return to campus until they have been cleared to do so.
- Student and staff absences due to COVID-19 diagnosis or quarantine requirements will be handled in accordance with district procedures established for these specific circumstances. ([See Appendix R](#))



## Communication and Notification Procedures:

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



## Attendance and Tracking

- To assist with contact tracing, schools should develop protocols to ensure the principal or designee has easy access to the following tools when needed: seating charts, bus manifests, team/club/activity membership lists, emergency contact information for students and staff, documentation of people who moved throughout the building, student and staff schedules, and any other information that could support contact tracing.
- *To help track movement of employees throughout the building and between buildings throughout the district, FCPS has developed a “Trace Space” app. Employees are encouraged to use the app, but schools may use an alternate way of documenting staff movement throughout the building if they choose.*

- Schools will gather daily attendance and code the reason for student absence. For the 2020-2021 school year, two additional codes have been added by the state to identify students who are “COVID-19 positive” and those who need to “Quarantine” due to exposure.
  - School and district leaders will monitor staff and student attendance for trends/patterns of absences for infectious illness that include identification of absences for COVID-19 and Influenza with an ability to compare to usual rates/patterns at individual school site levels. ([Appendix R](#))
  - School and district leaders will collaboratively determine when classrooms or the school will switch to NTI: 2DL due to rising absence rates, rates of infectious disease, or quarantines of individual teachers, classrooms or a significant portion of the school.
-