



## FAYETTE COUNTY PUBLIC SCHOOLS

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.



### 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:

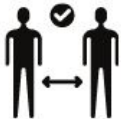
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

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**

### Staff Arrival Procedures:

- *Each work location will develop protocols for staff arrivals 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.*
- *School plans for staff arrival procedures must include:*
  - *Staff members will be at his/her designated post by 7:05 a.m. 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, 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 Cardinal Valley's preferred list.*
  - *Staff members may enter any entrance if they checked their temperature at home prior to arrival. If a staff member needs to use the thermometers located at the front check-in stations, they must enter through the front before entering the rest of the building.*
  - *Should staff begin experiencing symptoms of COVID-19 they should contact an administrator and leave the building as soon as possible.*



## Supervision Duty:

- Each school will develop protocols for staff performance of morning duties to 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.
- Staff Morning Duties-  
[https://docs.google.com/document/d/1yH\\_ab\\_9-tLtHrd-284NswsCrdMBIcGQ5W6JKOOXb2m8/edit?usp=sharing](https://docs.google.com/document/d/1yH_ab_9-tLtHrd-284NswsCrdMBIcGQ5W6JKOOXb2m8/edit?usp=sharing)



STUDENT

## Student Arrival Procedures:

- Each school will develop protocols for student arrival procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
- School plans for student arrival procedures must include:

### **Student Bus Arrival**

- All bus riders will enter through the front entrance and will go through the thermal scanner. The doors will open at 7:05 for bus riders to begin entering the building. All students will then go straight to their classroom, or get the “Grab and Go Breakfast” and proceed to their classrooms.
- 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, located in the front office conference room. Students will be escorted there by a staff member.
- Visual reinforcement of safety protocols are posted at building entrances, restrooms, and in various spaces around the school. Staff will provide verbal reinforcements.
- Changes in arrival procedures will be sent through e-mail and Class Dojo. We will do an all call to remind parents to check their e-mail and Dojo accounts for important information regarding how to get your child to school.

### **Walker Arrival**

- Walkers can begin entering the building at 7:05.
- Walkers entering through the front entrance will social distance to the best of their ability. Ideal spacing will be marked. They will then pass through the thermal temperature camera and proceed to their classroom, or to get their "Grab and Go Breakfast" before proceeding to their classrooms.
- Walkers entering through the back entrance will social distance to the best of their ability. Ideal spacing will be marked. Students will stand by the backdoor and wait for a staff member to check their temperature. If the child is without an adult upon arrival and has a fever, they will be escorted to the sick room by a staff member and their family will be contacted. If a family member is present, the student will be asked to return home with the adult. If families are walking their child to the school, they must stop 6 feet before the door, wait for their student to be screened, and maintain a 6-foot distance from other families in the vicinity.
- Visual reinforcement of safety protocols are posted at building entrances, restrooms, and in various spaces around the school. Staff will provide verbal reinforcements.
- Changes in arrival procedures will be sent through e-mail and Class Dojo. We will do an all call to remind parents to check their e-mail and Dojo accounts for important information regarding how to get your child to school.

### **Car Rider Arrival**

- The building will open at 7:05. Car riders will enter through the backdoor. Students will be responsible for opening their own car doors so staff may be socially distant. Families must wait for their child's temperature to be taken before leaving the premises. Staff will be waiting by the students' car doors. When the child opens the door, a staff member will use a handheld thermometer to scan the child. If students have a fever of 100.4 or higher, they will immediately be sent back home with their family.
- Visual reinforcement of safety protocols are posted at building entrances, restrooms, and in various spaces around the school. Staff will provide verbal reinforcements.
- Changes in arrival procedures will be sent through e-mail and Class Dojo. We will do an all call to remind parents to check their e-mail and Dojo accounts for important information regarding how to get your child to school.



## 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.



### Specials (elementary only)

- Schools will develop plans for specials. Where will specials take place? What is the instructional setting? How will schools reduce student movement and hallway traffic? (This could include having specials teachers come to the homeroom classroom rather than having multiple groups of students rotate through the specials classroom.) How will the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) be implemented? If specials classrooms will be used, plans must include sanitation of classrooms and materials between groups of students
  - Special area teachers are recording lessons for the remote students.
  - In-person students will receive specials in their classrooms and the special area teachers will come to them. Special area teachers will be provided with grade-level carts and will service one homeroom a week in order to limit exposure. Specials will rotate on a weekly basis.
  - Students will go to the gymnasium for P.E.

□ *Specials Schedule for In-person:*

[https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekFVJL-YaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekFVJL-YaXLUsLcX_HE2-OKUg/edit?usp=sharing)





### 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.
  - No special considerations



### 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.
  - No special considerations



### 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.
  - No special considerations



### 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.
  - Students will not be permitted to remove masks for strenuous physical activity. Lessons should be adjusted to account for student respiration.

- *Students will receive the same special area class for one week at a time to limit exposure.*

- *Schedule:*

[https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX_HE2-OKUg/edit?usp=sharing)



## Library/Media Center

- *The librarian would curate a cart of books for each grade level. She will take the cart, with her scanner and Chromebook, into each classroom. The students will choose their books from this cart but the librarian will be the only one handling the texts until it is checked out to the student. When students return their books the librarian will check them in while in the classroom and place texts into a bin and they will quarantine for one week before returning back to the rotation. Students will check out a book during their designated library specials day. The librarian will instruct from the homeroom class. The library will be closed to students.*
- *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.*
- *Schools will develop procedures and safety protocols for the usage of the library/media center that answer the following questions and follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):*
  - *Students will receive the same special area class for one week at a time to limit exposure.*
  - *Schedule:*

[https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX_HE2-OKUg/edit?usp=sharing)



## 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 \(Appendix N\)](#). If your school has unique considerations they may be noted here.*



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

- *The plan was presented to the SBDM council on 12/16/2020. Various leadership team members have been providing feedback on the plan throughout the year.*
  - *Families will be notified by a letter that will be sent out via e-mail and Class Dojo. An all call will be sent to parents telling them to check their devices for important information regarding returning to school.*
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## 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 \(Appendix O\)](#).

- 1-3 teachers per grade level will provide remote instruction for students. Students will participate in their classes in a similar way as NTI2DL. Students will have Google Classroom, Zoom, or Google Meets
- Daily Schedule for Remote Students-  
[https://docs.google.com/spreadsheets/d/1pB23YXB9T0bH5uiYfFzgcWxe39DH\\_bpze0s4vrCfirM/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1pB23YXB9T0bH5uiYfFzgcWxe39DH_bpze0s4vrCfirM/edit?usp=sharing)
  - This schedule is implemented Monday through Friday.



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

- The plan was presented to the SBDM council on 12/16/2020. Various leadership team members have been providing feedback on the plan throughout the year.
- Families will be notified by a letter that will be sent out via e-mail and Class Dojo. An all call will be sent to parents telling them to check their devices for important information regarding returning to school.



## Common Area Procedures



### Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways should be marked with floor stickers to designate social distancing requirements.
- The only time classes should be in the hall during the instructional day are when during scheduled restroom breaks, monitored restroom breaks, lunch, recess, arrival, and dismissal.
- Students should not deliver items.
- If a student has to leave the classroom, the teacher will need to call the office for an escort. Students should not be in the hall unsupervised.
- Students should remain on the right hand side of the hall, follow the directional patterns marked by the floor stickers in halls, and maintain social distancing.
- Classes should yield to one another to ensure social distancing.
- Teachers will move from classroom to classroom rather than students switching classes.
- Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal.
- Signage will be posted throughout the building to specify the traffic flow patterns and reminders of social distancing.



### 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.

- *Each school must develop plans to ensure decreased traffic and social distancing in school restrooms. Elementary schools should coordinate bathroom breaks accordingly. Plans must include:*
  - [https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX_HE2-OKUg/edit?usp=sharing)
    - *Subject to change upon changing of Master Schedule*
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing..
- Only two boys and two girls should be sent into the restroom at one time.
- Teachers need to call the office if anyone needs to take an emergency restroom break.
- Students should not be in the hall unsupervised.
- All students must wash their hands with soap and water after using the restroom



### Water Breaks:

- Water fountains and bottle filling stations will be cleaned and sanitized frequently throughout the school day.
- Students and staff will not be allowed to drink directly from water fountains.
- Students will be allowed to bring individual reusable water bottles from home.
- Students may fill their water bottle at water fountain or bottle filling stations.
- Water bottles will be provided for students and staff who do not have one.
- Water bottles will be labeled with each student's or staff member's name.



### Meal Service

- Students will wash their hands before and after meal service.
- Surfaces will be disinfected regularly.
- Child nutrition staff follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, plexiglass barriers, and additional disinfecting of surface and high contact areas).
- Breakfasts and lunches will be single serve meals, with disposable containers and plastic ware.
- Self-service food stations and condiment stations will be removed.
- Share tables will be eliminated and students will be discouraged from sharing food.
- *Each school will work with its cafeteria staff to determine modifications to meal service that will maximize social distancing.*
- *Breakfast will be served "grab and go" style: students will pick up breakfast on the way to the classroom. Students will sit at their assigned seat to eat.*

- *Lunch:*  
[https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX_HE2-OKUg/edit?usp=sharing)



### 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.
- [https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX\\_HE2-OKUg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/13boylyaqXnPv7ZZRlr0ekEVJLYaXLUsLcX_HE2-OKUg/edit?usp=sharing)
  - *Subject to change upon changes master schedule/ class creation*



### 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/ Chromebooks

- 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.
- Students need to have their chromebooks while learning at school and at home.
- Chromebooks should be fully charged when students arrive at school.
- Teachers 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.



### 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.
-



## 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.
- *Each school will develop protocols for student dismissal procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*
- *School plans for student dismissal procedures must include:*
  - Buses will be dismissed from their homerooms in a staggered method 2 minutes apart. Primary will exit through the front door and intermediate will exit through the backdoor and walk around the building. Homerooms closest to the exit door will exit first and then consecutive homerooms will exit once the room ahead of them is out of the building in a waterfall fashion. Buses will be called in order of farthest from the main entrance to the

closest. Two adults will be standing at each bus. One adult will roster the manifest and one will scan temperatures. Homeroom teachers will stand at their doors to supervise. Intermediate students will have an adult who can walk them safely around the building to their bus.



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

- *Each school will develop protocols for student dismissal procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*
- *School plans for student dismissal procedures must include:*
  - *Specific protocols for students going home by bus, car, or on foot, including staggered dismissal times, traffic patterns, and designated exits.*
  - *Provisions for visual and verbal reinforcement of General Health Procedures and Protocols, including, but not limited to wearing masks, social distancing and sanitizing hands before exiting the building*

#### *Walkers:*

- *Dismissal procedures will begin earlier to stagger movement and spacing of students. Walkers will be called first and will exit their classrooms in a waterfall procedure based on how close they are to the gym. Once the classroom in front of your classroom has exited, your walkers will exit. Teachers will be standing in the hallways to monitor student safety. Once in the gym, students will sit 6 feet apart on the gym floor by the garden exit door and wait until they are called. Students will have an assigned seating arrangement with family/house members to assist with contact tracing.*
- *Visual reinforcement of safety protocols are posted at building entrances, restrooms, and in various spaces around the school. Staff will provide verbal reinforcements.*
- *Changes in dismissal procedures will be sent through e-mail and Class Dojo to families. We will do an all call to remind parents to check their e-mail and Dojo accounts for important information regarding arrival and dismissal.*

#### *Car riders:*

- *Dismissal procedures will begin earlier to stagger movement and spacing of students. Car riders will be called after walkers and will exit their classrooms in a waterfall procedure based on how close they are to the gym. Once the classroom in front of your classroom has exited, your walkers will exit. Teachers will be standing in the hallways to monitor student safety. Once in the gym, students will sit 6 feet apart on the gym floor by the book room exit door and wait until they are called. Students will have an assigned seating arrangement with family/house members to assist with contact tracing.*
- *Visual reinforcement of safety protocols are posted at building entrances, restrooms, and in various spaces around the school. Staff will provide verbal reinforcements.*
- *Changes in dismissal procedures will be sent through e-mail and Class Dojo to families. We will do an all call to remind parents to check their e-mail and Dojo accounts for important information regarding arrival and dismissal.*





## Afterschool



### ESS or tutoring

- *ESS will be offered virtually.*



## Additional Mitigation Measures



### Visitors/Student Pick-up:

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible. (Volunteers and guest speakers are not permitted at this time.)
- Individuals representing essential agencies are exempt from access restrictions.
- Families will not be permitted to accompany students into the building or eat with students.
- Any visitor who enters a school building or school-sanctioned event must wear a mask with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Visitors will be subject to temperature checks.
- Visitors must follow all safety and mitigation measures while on campus.
- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.
- Parents will wait in the vestibule and office staff will check IDs from the window.
- Students will wait in their classroom until they are called before coming to the office for parent pick up. The office staff will call the classroom once the guardian is present.



### 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 \(Appendix R\)](#):*
- 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.
- The point of contact for the isolation room is either Kevin Disney or Suzy Armishaw. Homeroom teachers must call the leadership team prior to sending the student to the waiting area. A staff member will go get the child from the classroom and escort them to the isolation room after Dr. Disney or Ms. Armishaw has received the phone call. Staff will monitor the students via a window. 5 students can sit in the isolation room.
- The family will be contacted by a staff member at Cardinal Valley and asked to call the school once they arrive and wait in their car or wait outside if not driving. Once families arrive at the school, they will call the front office and a staff member will check the adults’ information/ID via the car window. Families can fill out a digital check-out form if they have a device or will complete a paper form. Families will be given a form that states their child’s symptoms, possible next steps, and board policies on returning to school after sickness.
- The person monitoring the isolation room will escort the child to the car. Students will exit through the front door and students and staff will clear the area.
- The custodians will disinfect the space after the student has left.
- If families do not have transportation they will walk home.
- If the family does not respond to the phone calls a home visit will be made. If a family does not come for the sick child after 2 hours a referral to CPS will be made.



### Cleaning Protocols:

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

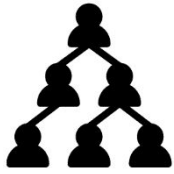
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\)](#) outlines role-specific recommendations for staff.
- Schools should use the [warehouse ordering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



### Large Group Gatherings:

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





## Contact Tracing



### Infection/Exposure/Quarantine

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



## Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). (See [Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email [covid19@fayette.kyschools.us](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://www.fcps.net/covid19).
- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to conduct contact tracing – a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. (See [Appendix R](#))
- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note, however, that during a worldwide pandemic of this highly contagious virus, the Lexington-Fayette County Health Department requires us to notify people who have been in close contact with the infected person.
- 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.
- Cardinal Valley will use Talking Points, Class Dojo, e-mail, and all calls to communicate with families.



## 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.
-