



HENRY CLAY HIGH SCHOOL

Henry Clay High School 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 have been made, 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:

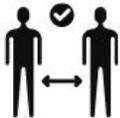
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

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 to cover coughs or sneezes with a tissue, then throw the tissue in the trash.



Health Agreements and Daily Assurances



Family Assurance of Student Health:

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



Employee Assurance of Personal Health:

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

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

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

- 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.
- 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.
- Staff members will be at their designated posts by 8:00 a.m. each school day. All students will report directly to their first class immediately upon arrival (unless they choose to eat breakfast in the cafeteria), and teachers must be at their doors to receive these students. Teachers must remain by their doors until 8:25 in order to monitor student movement in the hallways.
- If a staff member is not able to take his or her temperature at home, he/she must utilize the thermometers located at the front check stations.
- Teachers will enter the building through doors that are equipped with a badge reader.
- If a teacher begins experiencing symptoms of COVID-19, he/she will notify the main office and exit the building (once relief staff has arrived, as needed) through the most direct, least populated route. The affected area will be sanitized immediately.



Supervision Duty:

- Staff will perform specific duties to facilitate successful following of safety guidelines. Please see [2020-2021 SUPERVISION SCHEDULE FOR RETURN TO IN-PERSON INSTRUCTION 1.pdf](#) for a listing of assignments and duty responsibilities.



Student Arrival Procedures:

- All students will enter the building no earlier than 7:45 a.m. through the lower gym entrance at the student parking lot. Students arriving earlier than 7:55 a.m. must remain in the gym in designated, socially distanced seats until dismissed between 7:55-8:00 a.m.
- Students arriving by bus will be released near the gym entrance.
- Students arriving by car must enter Henry Clay's campus via the Fontaine Road entrance. Car riders must be dropped off at the sidewalk in the main driveway.
- Students who have a zero hour class will enter through the main lobby for temperature checks and metal detector scans. Only students enrolled in a zero hour course will be permitted into the building through the main lobby entrance.
- Students who arrive with a fever or demonstrating COVID-19 like symptoms will be escorted to the isolation room 173 via the main lobby entrance to await a family member to take them home.
- As they enter the building, staff will remind students to keep their masks on, remain socially distanced, and sanitize their hands. Signage reinforcing these guidelines will be posted throughout the building.
- Students will walk to the gym entrance and line up 6 feet apart while waiting to pass through the temperature screening area inside the gym entrance, before proceeding through the metal detectors.
- Students must report directly to their first period class, unless they pick up breakfast at a station in the cafeteria. Breakfasts must be consumed at a table in the central area of the cafeteria. Tables will be labeled with a sign-in sheet to permit contact tracing, if needed. Staff members will be posted throughout hallways and stairwells to prevent students from congregating in hallways.
- Lockers have been disabled to discourage students from congregating in hallways.
- A parent- and student-friendly version of this document will be shared with all families via email, and links to that document will be incorporated in our online presence.



Metal Detectors:

- All students will enter the building via the gym and proceed through the thermal imaging camera area (temperature check) and metal detectors. Guidance will be provided through security ambassadors, school administrators, and other assigned staff.



Instructional Plans



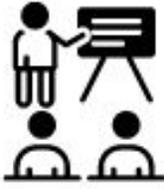
Classrooms:

- 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.
- For classrooms without individual desks, Henry Clay has ordered desk shields through the [warehouse PPE ordering system](#). Desk shields have also been ordered for students who have a mask exemption.
- Assigned seating and seating charts have been developed for every classroom and will be followed at all times. When creating seating charts, teachers are encouraged to strategically place students to support small group instruction for differentiation. Teachers will upload their completed seating charts to [2020-2021 Henry Clay High School Seating Charts for Contact Tracing](#).
- 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 items needed according to individual education programs.
- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Student movement should be minimized to maintain social distancing. This requires teachers to develop protocols that limit movement of students for distribution of materials, sharpening pencils, and student work collection, as well as other classroom procedures.
- When lining up in the classroom to leave for a common area, students will line up in the same order each time and space themselves to maximize distance.



Instructional Materials:

- Students will maintain their own sets 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), these items will be sanitized between student use and students will wash or sanitize their 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.
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In-Person Instructional Plan

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

Students' seats will be placed as far apart as possible. All students will be assigned a seat and may not change seats without express permission from the teacher. These seating charts will be uploaded to [2020-2021 Henry Clay High School Seating Charts for Contact Tracing](#). Any changes must be immediately updated to the uploaded seating chart.

Students must bring their fully-charged, school-issued Chromebook or other WiFi-enabled device to school each day. Henry Clay will continue to deliver and collect assignments through Canvas. Should conditions demand a return to NTI: 2DL for the district, school, or individual class, instruction will continue on the current NTI: 2DL schedule.

Students on remote instruction will remain with their current course schedule and are expected to Zoom into their classes during their regularly scheduled times*. Teachers who have students on remote instruction will record in-class instruction via Zoom and post those videos to Canvas or to their FCPS YouTube channel. Teachers will monitor class rosters to determine if any students are in remote learning to determine if video recording is required. During the regular class, teachers may not be able to readily respond to questions from students who are not physically present, and those students should primarily use email to communicate with their teachers.

*Should school network issues prevent synchronous Zoom, students on remote will have to access recorded instruction asynchronously.

Students who are quarantined will receive instruction asynchronously via Canvas. They should communicate with their teachers via e-mail.

Modifications must be made to maximize social distancing in classes or activities that usually involve students working in close proximity, such as science labs, small group instruction, chorus, physical education, art, band, orchestra, drama, etc. These activities should not be cancelled if distance and sanitation needs are met.

While challenging, instructional plans should include intentional efforts to provide students with opportunities to collaborate with others. Student discourse can happen at the partner, group, whole class, or student-to-teacher level. Collaborative projects will occur between in-person and remote learners when possible.



Band and Orchestra:

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



Chorus and Vocal Music:

Henry Clay Chorus faculty will ensure that vocal music instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)



Physical Education:

Henry Clay Health & Physical Education faculty will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)



Career and Technical Education:

Henry Clay Practical Living and Career Education faculty will ensure that career and technical education follows the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)



Library/Media Center:

- The Henry Clay Media Center will be open during class time, but with lowered capacity.
- Teachers may not bring an entire class to the Media Center.

- Teachers will determine whether or not individual students may access the Media Center during class time and will use the EoS system to track students who are permitted to go to the Media Center.
- Students using the Media Center will be assigned to seats to facilitate contact tracing. Seating will be arranged to accommodate social distancing protocols.
- One door (across from room 22) will be designated as the entrance, with the opposite door (across from room 46) designated exclusively for exiting.
- Students will be permitted to browse to locate books on displays and shelves, but once a book has been touched, it will be placed on a cart to allow for disinfection per American Library Association Guidelines.
- Media Center staff will use student ID badges and book barcodes to provide touch-free check-out.
- High-touch areas will be frequently sanitized.
- 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.



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

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



Input and Communication Plan:

Elements of this document have been shared broadly with the SBDM council, faculty & staff, families, and stakeholders throughout the process of developing plans for returns to in-person instruction, whether for targeted services, a hybrid plan, or this plan for full –in-person instruction. Families will be notified via e-mail messages sent through Infinite Campus Messenger. The approved plan will be posted on the Henry Clay website once a return date has been established.



Remote Instructional Plan

Students on remote instruction will remain with their current course schedule and are expected to Zoom into their classes during their regularly scheduled times*. Teachers who have students on remote instruction will record in-class instruction via Zoom and post those videos to Canvas or to their FCPS YouTube channel. Teachers will monitor class rosters to determine if any students are in remote learning to determine if video recording is required. During the regular class, teachers may not be able to readily respond to questions from students who are not physically present, and those students should primarily use email to communicate with their teachers.

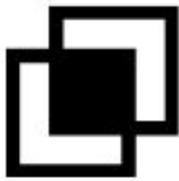
*Should school network issues prevent synchronous Zoom, students on remote will have to access recorded instruction asynchronously.

Students who are quarantined will receive instruction asynchronously via Canvas. They should communicate with their teachers via e-mail.



Input and Communication Plan:

Elements of this document have been shared broadly with the SBDM council, faculty & staff, families, and stakeholders throughout the process of developing plans for returns to in-person instruction, whether for targeted services, a hybrid plan, or this plan for full –in-person instruction. Families will be notified via e-mail messages sent through Infinite Campus Messenger. The approved plan will be posted on the Henry Clay website once a return date has been established.



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.
- Signage reinforcing hygiene expectations is posted throughout the school.



Restrooms:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Signage will be placed in bathrooms illustrating proper handwashing techniques and marking appropriate social distancing.
- Facilities will be cleaned and disinfected every 30 minutes. Staff members will follow proper cleaning and disinfecting procedures and document completion.
- School staff is assigned to monitor and limit restroom access before school and during class changes.
- Sinks, stalls, and urinals are limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed, with proper precautions including documentation of every individual bathroom break via the EoS system.



Water Breaks:

- 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 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.
- Breakfasts must be consumed at a table in the central area of the cafeteria. Tables will be labeled with a sign-in sheet to permit contact tracing.
- All four cafeteria lines will be open during each lunch.
- Students will be assigned seats for their lunch period and must sit in this seat every day. Seating will be tracked to facilitate contact tracing. Two additional lunch periods have been scheduled to allow for greater social distancing during each lunch period.



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 have been installed in the reception area; this does not change the requirement that office staff wear a mask.
- Hand sanitizer is available in the reception area.
- Work spaces are at least six feet apart.
- 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 are held virtually if at all possible. If face-to-face meetings must take place, they will be held in large areas with good ventilation where social distancing can be maximized. 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 will 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 must 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 has been properly trained on how to safely apply disinfectant and has 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](#).
 - Athletic coaches will develop plans for the use of weight rooms in accordance with [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#).
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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.
- Bus riders will be dismissed in two waves at 3:15 and 3:21, based on bus arrival time
- Bus riders will immediately exit the building following their dismissal. All bus riders exit into the bus lane via downstairs green hallway doors.
- Hand sanitizer will be provided as students enter and exit the bus.
- At dismissal, teachers will remind students to continue wearing their masks, maintain social distance, and sanitize their hands before exiting the building.
- 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:

- Car riders and walkers will be dismissed at 3:18. These students will exit through the main lobby or upstairs yellow hallway exits. Student drivers parked in the gym or gravel lot will exit through the downstairs green hallway doors.
 - Teachers assigned to bus dismissal supervision will remind students of the protocols for leaving school, including wearing masks, social distancing, and sanitizing hands before exiting the building.
 - At dismissal, teachers will remind students to continue wearing their masks, maintain social distance, and sanitize their hands before exiting the building.
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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.



ESS or Tutoring:

Where possible, ESS and/or afterschool tutoring will be held virtually via Zoom. Any in-person ESS or afterschool tutoring will follow the same safety protocols for in-school instruction. See p. 14.



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.)
- Entry during the school day is limited to the main lobby entrance. Families picking up students will be asked to wait in the vestibule.
- 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.



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

- Teachers who identify a student with any of the above symptoms will call the main office to notify them that a student is being sent to the sick room. A member of the leadership team or other available staff member will escort the student to room 173 in the main lobby. A family member will immediately be notified that they must pick up their child.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult (Matt Cox) in Room 173 in the main lobby.
- Family members who arrive to pick up a child must enter through the main lobby entrance and report to the attendance office.
- If a family member cannot be reached or no transportation can be arranged to pick up the student, the student will remain in the sick room until shortly before dismissal and will be escorted to the bus loading zone, where they will wait in a designated location so that they can be the final individual who boards the bus. Bus staff will follow protocol for transporting ill students.
- Six is the maximum number of students who may be in room 173. Overflow will be placed in the auditorium across the main lobby.
- 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. Students will remain in the designated area for ill students (room 173) until parent arrival, and then will be escorted out through the main lobby entrance.
- 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.
- Principal Paul Little or his designee is the leadership team member contact for the sick room.
- The nurse’s office/health clinic at each school must remain open for routine student needs, such as dispensing medication.



Cleaning Protocols:

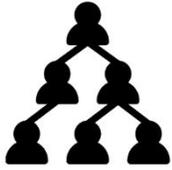
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal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

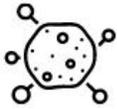


Large Group Gatherings:

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



Communication and Notification Procedures:

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