

In-Person and Remote Learning Plan



FAYETTE COUNTY PUBLIC SCHOOLS

JESSIE CLARK MIDDLE SCHOOL

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.

<u>General Health Procedures and Protocols</u>	4
Masks	4
Clean Hands	4
Health Screenings	4
Temperature Check	5
Social Distancing	5
Healthy Habits	6
<u>Health Agreements and Daily Assurances</u>	7
Family Assurance of Student Health	7
Employee Assurance of Person Health	7
<u>Transportation</u>	9
<u>Arrival</u>	10
Staff Arrival Procedures	10
Supervision Duty	10
Student Arrival Procedures	11

<u>Instructional Plans</u>	12
Classrooms	12
Instructional Materials	13
<u>In-Person Instructional Plan</u>	14
Band and Orchestra	15
Chorus and Vocal Music	15
Physical Education	15
Career and Technical Education	16
Library/Media Center	16
Specialized Push-In and/or Pull-Out Services (special education, intervention, gifted and talented, English language and other support)	16
Input and Communication Plan	17
<u>Remote Learning Instructional Plan</u>	18
Input and Communication Plan	18
<u>Common Area Procedures</u>	19
Hallway Protocols	19
Restrooms	19
Water Breaks	20
Meal Service	20
Administrative Spaces	21
Computer Labs	21
Gymnasiums	22
Weight Rooms	23
<u>Dismissal/Student Pick-up</u>	24
Bus Dismissal	24
Dismissal Procedures Family Pick-up/Car Dismissal/Walker	25
<u>Afterschool</u>	26
Extra-curricular Activities, Co-curricular Activities and Athletics	26
Afterschool Care (elementary only)	26
ESS or tutoring	26

<u>Additional Mitigation Measures</u>	27
Visitors/Student Pick-up	27
Sick Room	27
Cleaning Protocols	28
Large Group Gatherings	29
<u>Contact Tracing</u>	30
Infection/Exposure/Quarantine	30
Communication and Notification Procedures	31
Attendance and Tracking	31
Appendices	
Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12)	A
Fayette County Public Schools Guidance on Masks and Personal Protective Equipment (PPE)	B
Fayette County Public Schools Employee Assurance of Personal Health Agreement	C
Fayette County Public Schools Family Assurance of Student Health Agreement	D
Daily Home Screening for Students	E
Daily Home Screening for Employees	F
Safe on the Bus, Safe at the Garage	G
Office of Academic Services Instructional Guidance for Return to In-Person Learning	H
Preschool COVID-19 Guidance for In-Person Instruction	I
FCPS In-Person Guidance for Band, Orchestra, and Chorus	J
FCPS Physical Education COVID-19 Guidance for In-Person Instruction	K
FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction	L
COVID-19 Considerations for Reopening Schools – Library Media Center guidance	M
Special Education COVID-19 Guidance for In Person Instruction	N
Office of Academic Services Instructional Guidance for Remote Learning	O
Fayette County Public Schools Athletic/Activity Return to Competition Guidelines	P
Healthy at Work Requirements for Childcare Programs	Q
FCPS Isolation, Exposure, and Quarantine Guidance	R
Kentucky Emergency Administrative Regulation 902 KAR 2:220E	S



General Health Procedures and Protocols



Masks:

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



Clean Hands:

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



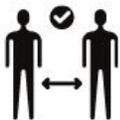
Health Screenings:

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



Temperature Check:

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



Social Distancing:

Everyone – employees, students, contractors and visitors – should attempt to maintain at least six feet of space between themselves and others whenever possible. This mitigation measure is known as social distancing and will be supported by modifications in hallway traffic patterns and furniture placement. If the physical space in the school does not allow for spacing students’ desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students’ seats face the same direction as space allows. 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.



Health Agreements and Daily Assurances



Family Assurance of Student Health

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



Employee Assurance of Personal Health

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

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

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



Transportation

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



Arrival



STAFF

Staff Arrival Procedures:

- Staff members will arrive at the building prior to 8:40 a.m. for school, and will be at his/her designated post by that time.
- If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations.
- Staff will enter through the front doors.
- 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.
- If a staff member becomes symptomatic of Covid 19 during the school day, they need to alert administration immediately to arrange for class coverage and teacher departure.



Supervision Duty: Morning supervision begins at 8:40am. All staff must be in their designated spot at that time.

- Teachers who have a first hour class will stand inside their class doorway to monitor and greet students.
- Teachers who are not assigned a first hour class will be assigned specific points in the hallway to monitor hallway movement and keep students from congregating in the hallways. Lockers will not be used at this time. Hallways are marked with directional arrows.
- An administrator and teacher will greet students in the car rider area and direct them to the front entrance to the thermal imaging station set up in the front foyer area.

- An administrator and teacher will greet students exiting the buses and direct them to the thermal imaging station located outside the concession stand.
- Any student with a temperature over 100.4 degrees or exhibiting symptoms will be escorted to the Isolation Area by an adult where someone will contact a parent for student pick-up.
- *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.*



Student Arrival Procedures:

Student Bus Arrival

Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a temperature of 100.4 or higher will exit first and be taken to the isolation area to await a family member to take them home.

If students on the bus have not had a temperature check conducted, they will proceed to the concession stand entrance and will go through the thermal imaging cameras prior to proceeding to their instructional area.

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 nurse's office.

Students will be reminded to wear their mask so it covers the nose and mouth and to maintain distance from one another as they enter the building. Multiple hand sanitizing stations are available for student use.

Walker/Car Arrival

Jessie Clark doors open for students at 8:45am. We ask parents not to drop off students prior to that time. Walkers and car riders should line up 6 feet apart (spacing will be marked) at the front entrance while waiting to pass through the temperature screening area. All plans will be sent to parents via email, and plans will also be posted on the school website.

- Car riders will continue to use the student drop off loop that runs parallel to Clays Mill Road (If travelling toward Man O War, it is the first car entrance on the right then move toward the front entrance.
- Walkers need to cross with the crossing guards and move toward the front entrance.

- The line should move quickly through the thermal imaging cameras.
 - Once in the building, students should move to their 1st period class. Grab and go breakfast kiosks will be in the cafeteria for any student wanting breakfast.
 - Teachers have been assigned hallway supervision posts to keep the students moving to class.
-



Instructional Plans



Classrooms:

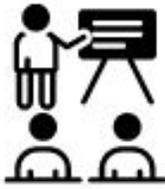
- *Classroom set-ups* will rearrange seating to maximize space between students. All desks/tables should be arranged so students' seats face the same direction. Desk shields will be used in circumstances where students cannot all face the same direction. The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived. Medical waivers must be turned in prior to the students' return to school. Students with medical waivers will be provided individual desk shields, and their teachers will be provided face shields to wear in combination with the cloth mask.
- All classes will maintain a seating chart to assist with contact tracing if needed.
- *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 based upon their seating in class to minimize student contact.
- Teachers will sanitize instructional surfaces between each class.
- *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.

- *Desks* will be arranged to maximize space between students. If the physical space 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.
- *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.



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.
 - 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.
 - Backpacks will be placed under the students' workspaces or hung on the backs of chairs to limit the movement.
-



In-Person Instructional Plan

Jessie Clark Middle will maintain a 7 period day instructional schedule for in person instruction. Many student schedules/teachers may change to allow for the incorporation of virtual classes throughout the school day. Teachers will continue to utilize FCPS unit frameworks that align with our Kentucky State Standards, and will monitor student learning using formative assessments, learning activities, and summative assessments.

The individual physical classroom setup will be adjusted according to school safety/wellness protocols.

Teachers will continue to maintain their Canvas classrooms to allow for a smooth transition back to NTI 2DL if needed.

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.



Band and Orchestra

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



Chorus and Vocal Music

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



Physical Education

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



Career and Technical Education

- When applicable, schools will ensure that career and technical education follows the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)



Library/Media Center

- 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 \(Appendix M\)](#):

- **Will the library be open to students outside of class time?** As we begin our return to in person instruction, the Library will not be open outside of class time. This is to limit the number of students walking around and touching materials.
- **Will teachers be able to bring classes to the library?** To start we will not be allowing class visits to the library. Again this will help maintain a safe environment with shared materials.
- **Will library media specialists provide instruction?** The media specialist will provide instruction through video/zoom as well as by going into classes. This will allow her to explain the process of checking out materials and explain the library expectations.
- **How will students have access to library books and materials?** The media specialist has developed a system where students request books and pick them up at school. This process will continue but books will be delivered to the classrooms. Returned books will be set aside for a period of time before being put back into circulation.
- **What specific cleaning and sanitation requirements will be implemented?** Materials will be held out of circulation for seven days to allow for disinfection per American Library



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.
- These push-in/pull-out services could include, but are not limited to: Speech Therapy, Physical Therapy, Occupational Therapy, Music Therapy, Mobility Assistance.



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

- JCMS has a Healthy at School Committee that includes Administrators, Teachers, ParaEducators, Clerical Staff, and our Lead Custodian.
- The team meets to assist in developing new plans and/or when safety guidance changes.

- The plan has been shared with SBDM during the January meeting and will be shared with parents via email.
 - The plan will also be available for viewing on the JCMS webpage.
-



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 \(Appendix O\)](#).

Students learning remotely will follow the same curriculum as those students who are learning through the in-person instructional model. Virtual sections of courses have been built into the already existing master schedule so students who are learning remotely will have access to live instruction and to allow teachers to continue with PLC's and collegial planning. Courses of study will remain the same, but the teacher may change. Teachers will continue to utilize FCPS unit frameworks that align with our Kentucky State Standards, and will monitor student learning using formative assessments, learning activities, and summative assessments.

All students learning remotely have been given a study hall to allow them to have a break from screen time.

Teachers will maintain their Canvas classrooms and will continue to record lessons for students to access if/when they need to learn asynchronously.



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.
- Hallways have been set up for two way traffic. Staff will be actively monitoring to keep students moving..
- Signs are posted with hallway expectations.



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:*
 - *Age-appropriate supervision/monitoring must be provided to enforce social distancing and proper handwashing.*
 - *Bathroom capacities are limited to the number of stalls/urinals available.*
 - *Individual bathroom breaks will be allowed as needed, with proper precautions and supervision.*



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/sanitize 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 from the cafeteria. Students must sit in their assigned seat while eating.*
- *Lunch will be eaten in the cafeteria. Classes will be assigned tables, and students will be assigned seats at that table. Students may remove their mask while they eat, but it must put back on once lunch is over.*
- *Cafeteria tables will be disinfected between each class/group of students.*



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 will be available in the reception area.
- Work spaces will be at least six feet apart or employees will stagger work times to ensure proper distancing.
- If workstations are shared or individuals relieve co-workers to provide breaks, areas will be sanitized between uses, including keyboards, computer screens, telephones, and writing utensils.
- Meetings should be held virtually if at all possible. If face-to-face meetings must take place, they should be held in large areas with good ventilation where social distancing can be maximized and sharing of materials or supplies is discouraged.



Computer Labs

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Computer labs should only be used for classes that require the use of the lab, such as digital art, computer programming, business applications, Computer-aided design, etc.
- The teacher is responsible for cleaning and sanitizing the computer lab between classes with appropriate cleaning supplies.
- Seating assignments should maximize space between students with students seated at least every other computer when possible.
- Computer labs cannot be used for MAP or Access Testing. Both of those tests should be administered on student Chromebooks, with assurances for cleaning headphones between usage.
- Teachers will not be allowed to schedule the lab for individual class periods.



Gymnasiums

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Masks should be worn by staff at all times and by students except when engaged in strenuous physical activity. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Locker rooms will be closed. Encourage students to come to school dressed in clothes that are appropriate for participation in physical education, whether indoors or outdoors. Keep each student's belongings in a separate, safe and clean space such as individually labeled areas.
- If gyms will be used for physical education instruction, plans should be made to mark off areas (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.
- Each school will inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively sanitized. Cloth or porous materials are more difficult to sanitize than vinyl or plastic materials.
- For equipment that will be touched or handled by students, assign each student their own piece of equipment for that class period.
- Teachers will sanitize all equipment between class periods using FCPS approved supplies. Consider cleaning recommendations from manufacturers to ensure equipment is not damaged when cleaning/sanitizing.
- Staff will be properly trained on how to safely apply disinfectant and have access to the appropriate personal protective equipment needed.



Dismissal/Student Pick-up



Bus Dismissal:

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



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

- *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.*
 - Car Riders will exit either the door by room 506 (classes in 300 and 400 hallways) or the front entrance/exit by the administrative offices (classes in 500 and 200 hallways). Car riders will then wait in the pick-up area for their vehicle. Walkers will exit using the sidewalks toward the direction of their home.
 - Walkers will exit through the following doors: Outside rooms 420, 421, 506, and the front entrance/exit by the administrative offices.
 - Adults supervising will reinforce General Health Procedures and Protocols including, but not limited to wearing masks, social distancing and sanitizing hands before exiting the building.
-



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.
- We plan to offer some extracurricular activities outside of athletics to allow students to interact with their peers outside of the classroom. Check JCMS website for more information.



Afterschool Care (elementary only)

- *Insert your plans for after school care, parks and rec, YMCA, school-related, etc.*
- School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix Q\)](#).



ESS or tutoring

- ESS will be offered before school on Monday, Wednesday, and Friday mornings beginning at 7:45am and on Monday, Tuesday, and Thursday afternoons beginning at 4:15pm.
- Sessions will either meet in the library or may break up into smaller groups and work in teacher classrooms.



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.

When picking up a child outside of normal arrival and dismissal times:

- Parents should ring the doorbell/intercom when they arrive.
- A staff member will ask the reason for their visit prior to admittance to the building.
 - If picking up a child, the parent will be allowed to enter so they may show the appropriate ID to pick up the student.
 - Parents then may be asked to either wait outside the front door, in the vestibule, or in their vehicle.
 - If dropping off or picking up materials, the parent may be admitted to the vestibule or someone may bring the materials to the door for them to minimize the number of people entering the building.
- Students will wait until they are called before coming to the office for parent pick up.
- If the child is ill, they will be allowed to remain in either the quarantine area or another private location until picked up.



Sick Room:

- Daily routine student needs, such as dispensing medication, will take place in the JCMS counseling office.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in the nurse's office that is housed within the administrative offices. Families will be contacted to come pick-up their children as soon as possible.
- Parents picking up a sick student should call when they get to the school - 859-381-3036. Depending on the situation, someone will either walk the sick child out to the car or the parent will be asked to enter the building.
- 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 \(Appendix R\)](#):*
 - **A leadership team member contact for the sick room.** - Jennifer Kendall, Principal and Nathan Lockhart, Administrative Dean. Janda Pelosa-Graham will route calls or questions to Ms. Kendall or Mr. Lockhart.
 - **How classroom teachers will report a student illness to the leadership team prior to sending the student to the waiting area.** Classroom teachers will call the main office. If the school nurse is available, she will determine if the student needs to move into isolation. If the school nurse is not available, school admin will make the determination.

- **How students will be escorted to the waiting area.** After the teacher calls the office, someone will be dispatched to the classroom to escort the student to the isolation area.
- **How many students can be in the waiting area.**
- **How families will be notified.** Either the school nurse or school administrator will contact the families.
- **Instructions for families picking up a sick child.**
 - Parents should ring the doorbell/intercom when they arrive, or call the main office.
 - A staff member will ask the reason for their visit prior to admittance to the building.
 - If picking up a child, the parent will be allowed to enter so they may show the appropriate ID to pick up the student. In some cases, the child may be escorted to the car where someone will check the ID.
 - Parents then may be asked to either wait outside the front door, in the vestibule, or in their vehicle.
- **Contingency plans for how students will get home if the family has no transportation.** The school will work with the family and our Youth Services Center to problem solve the situation.
- **Contingency plans if the family does not respond to calls.** The school will do their best to reach another relative who can reach the parent(s) and request they call us. If necessary, we can do a home visit or go to their place of work.
- Waiting areas must be supervised by an adult in a designated location, separate from the school health clinic or front office.



Cleaning Protocols:

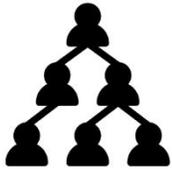
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal 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. Students are permitted to volunteer to wipe down services; however, they may not handle the chemicals. All parties are required to wear gloves.
- 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.

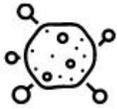


Large Group Gatherings:

- 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.
- *Each school must develop effective two-way communication plans for families and staff that are tied to the tools already working for their communities, such as Remind, Dojo, Microsoft Teams or Group Me.*
- Fayette County Public Schools will follow all state requirements to report the number of students and school personnel reporting a positive diagnosis of COVID-19. (See [Appendix R](#))
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.



Attendance and Tracking

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

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