

In-Person and Remote Learning Plan



FAYETTE COUNTY PUBLIC SCHOOLS

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

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

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General Health Procedures and Protocols



Masks:

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

- Gaiters and bandanas do not provide enough protection and are not considered an adequate face covering for FCPS facilities.
- If a student refuses to put his/her mask over his/her mouth and nose the teacher should do the following
- Reteach
- If student still refuses, the teacher should contact the office
- An administrator will reteach in the hall
- Continued refusal will result in an office referral, and may result in students being enrolled in remote instruction for failure



Clean Hands:

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



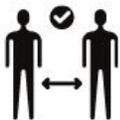
Health Screenings:

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



Temperature Check:

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



Social Distancing:

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



Healthy Habits:

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



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:

- Lansdowne staff arrivals will be in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
- Staff members will arrive at the building by **7:00** a.m. and will enter the building while staying socially distanced. Staff must be at his/her designated post by **7:04**, in anticipation for student arrival at 7:05. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located in the complex closest to their room or at the front office check stations.
- If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook. Additionally, he or she should contact one of the substitutes identified on Lansdowne's preferred list.



Supervision Duty:

- Lansdowne protocols for staff performance of morning duties to support the implementation of the student arrival plan will be in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.

- Staff will perform specific morning duties to facilitate the implementation of the morning arrival plan. Please see the linked document for a listing of assignments and duty responsibilities. Link: [Lansdowne AM duty schedule](#)



Student Arrival Procedures:

- *Lansdowne protocols for student arrival procedures will be 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.*

Student Bus Arrival

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

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at Lansdowne

If students on the bus have not had a temperature check conducted, they will proceed to the entrance to main hall on the right and will go through the infrared screening conducted at that location.

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 (Rm 114).

Students will be reminded to keep their masks on as they enter the building.

Walker/Car Arrival (Lansdowne will open doors at 7:05 - we ask that students do not arrive early in order to ensure that social distancing protocols are followed. At 7:05 Lansdowne staff will be present outside all arrival areas to assist in order to maintain social distancing.

- Walkers at the front of the building and those being dropped off by buses without monitors at the front entrance should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken by the thermal imaging camera at the front student entrance: Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- **Students arriving though the car rider line at the back of the school should sit on the passenger side of the car and will have their temperature taken by staff before exiting their car. Students will open and close car doors themselves.**

- Students who walk to school and enter the back door will have their temperature taken by staff at the back door before entering the building. These students will also need to maintain 6 feet spacing while waiting for temperature screening
- **To avoid a congregation of people at any doorway, families should NOT walk students to the door but see that then enter the line of students entering the building. Families should remind their students to keep their distance when joining the line.**

Breakfast

- Breakfast will be distributed at three pick up locations as students arrive, to spread students as much as possible. Kindergarten and 4th grade will pick up breakfast between the D & E complexes. 1st and 2nd grade will pick up breakfast at the end of the cross hallway as they walk to class. 3rd and 5th grade will pick up their breakfast in the cafe. All students will socially distance while in line and wear masks in the hallways. Breakfast will be eaten in the classroom.
 - Any Students with allergies will have specific bags to choose from at each location to ensure they don't get a regular breakfast.
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Instructional Plans



Classrooms:

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



Instructional Materials:

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

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

[Lansdowne In-person master schedule 2021](#)

Lansdowne will follow the FCPS COVID 19 in-person learning matrix to determine when students will return to in-person learning or remain remote.

Lansdowne will rely on guidance included in: [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#)



Specials

- Special classes (Art, Music, TEchnology, STEAM) will be held in the homeroom classroom. PE will be held in the gym with students adequately socially distanced or outside if the weather permits. Special Area teachers will rotate to each class during their scheduled time. In order to limit the number of classes each teacher serves each week we will rotate special classes each week rather than each day. EX: If your child was scheduled to have Art on Day 1 - they will now have Art for Week 1 (the 2 days they are in-school and 1 day virtually from home) This will decrease the number of classes these teachers serve from 24 each week to 5 each week. (1 from each grade level)
- Additional time for specials teachers to transition between grade levels has been built in the schedule for sanitizing any materials travelling with the teacher. Specials teachers will be encouraged to leave materials specific to the class of the week in that classroom or complex to avoid moving materials across different areas of the building.
- [Lansdowne Jan. specials schedule](#)
- Lansdowne will closely follow the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#)



Preschool (elementary only)

- Schools will ensure that preschool classrooms operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#).



Band and Orchestra

- Schools will ensure that band and orchestra instruction follows the [ECPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)
- Large areas will be designated for band and orchestra to meet in order to provide for social distancing.
- *Band and Orchestra will need to be offered as extra curricular remote classes, unable to distance and mix students from multiple classes together during in-person*



Chorus and Vocal Music

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



Physical Education

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





Library/Media Center

- Lansdowne procedures will follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):

IF possible:

- Students browse books on Destiny and indicate choice on Google sheet?
 - Teachers check out books on Wednesdays and distribute to students on their in-building day.
 - Returned books collected by teachers go in marked tubs in commons area - quarantined for 1 week before scanned in and reshelved..
- *Since Lansdowne only has a media specialist 1 day a week it may not be possible to allow all grade levels to check out books each week.**
- 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)

- Lansdowne 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 \(Appendix N\)](#).

Special services will take place, when possible, in the regular classroom, but students may be pulled for services if they are pulled alone or with students from their class. If absolutely necessary some groups may be pulled with students from different classrooms but these groups will be pulled to larger areas where students can remain distanced to mitigate the risk of exposure to multiple classroom groups.

- Special Education:
 - Co-teach will take place in the general education classroom
 - All IEPs will be followed
- Intervention:
 - Co-teach will take place in the general education classroom
 - All intervention plans will be followed
- Gifted and Talented:
 - Co-teach will take place in the general education classroom
 - All service plans will be followed

- English Language:
 - Service plans will be followed

Parents will be notified by specialized teacher about times for remote G/T, ELL, Sped and Intervention times. (these will be scheduled specifically for these students)



Remote Instructional Plan

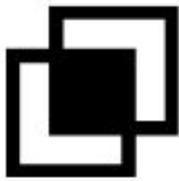
Lansdowne Grade level remote schedules

Lansdowne remote plan will follow FCPS guidance document [Office of Academic Services Instructional Guidance for Remote Learning document \(Appendix O\)](#).



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

- *Input at grade level PLC meetings and school department meetings*
- *Lansdowne Leadership team meeting 12/15/20*
- *Will be shared at SBDM meeting when in-person return is announced*
- *We will also use class dojo to notify parents about schedule changes and where to find documents on Lansdowne website*



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.
- *Each school will develop hallway protocols to reduce hallway traffic and lessen the number of people traveling the same pathway. These procedures could include:*
 - *Adjusting school schedules.*
 - *Staggering class changes.*
 - *Designating hallways for one-way traffic where possible.*
 - *Having teachers move from class to class rather than having students switch rooms.*
 - *Using signage such as posters, floor decals or arrows to reinforce 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.
- [Lansdowne schedule of bathroom breaks](#)
- Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing. Each class will have a designated set of bathrooms they will use each day. 4 sets of bathrooms include the Kindergarten wing bathrooms, Primary hallway bathrooms, Intermediate hallway

bathrooms and gym bathrooms. Grade levels will be assigned to different sets to limit the amount of students in one hallway or any congregation of groups outside the hallway.

- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed, *with proper 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.
- **As Lansdowne has only 3 filling stations, we will set up water dispensers in every grade level commons area to allow teachers to fill all bottles each morning and again at lunch if needed**
- 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.
- **Lunches will be delivered and eaten in classrooms.** Students with documented allergies will be accommodated. Students will eat at their desks which are facing the same direction and separated for social distancing.
- Students will receive a drink but have the option to drink water from their water bottle. Should they need to refill their bottle, teachers in that area will refill the bottle for them using the water station set up in each complex each day.

- Teachers and custodians will use cleaning protocols to clean areas used for lunch - students will NOT assist in cleaning areas after lunch.



Recess (elementary only)

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used.
- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.
- Students will go outside one grade level at a time and be allowed to use the outdoor space. No grade levels will overlap and we will have breaks in between scheduled times to cut down on students passing during transitions.
- The playground will be divided into 4 zones and each homeroom in the grade level will stay in their own zone to avoid possible cross-contamination between zones.
- Classes will exit and enter from different areas of the school to avoid congregations of students in one area
- **Indoor recess (due to weather) will be at student desk**/zone and may include some organized movement from that location or activities that can be done individually at their desk.



Administrative Spaces

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Floors will be marked for social distancing.
- Plexiglass barriers will be installed in the reception area; this does not change the requirement that office staff wear a mask.
- Hand sanitizer will be available in the reception area.
- Work spaces will be at least six feet apart or employees will stagger work times to ensure proper distancing.
- If workstations are shared or individuals relieve co-workers to provide breaks, areas will be sanitized between uses, including keyboards, computer screens, telephones, and writing utensils.

- Meetings should be held virtually if at all possible. If face-to-face meetings must take place, they should be held in large areas with good ventilation where social distancing can be maximized and sharing of materials or supplies is discouraged.



Computer Labs

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



Gymnasiums

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Masks should be worn by staff at all times and by students except when engaged in strenuous physical activity. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- 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.
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Dismissal/Student Pick-up

[Lansdowne Elementary PM supervision duty schedule](#)



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
- Bus riders will be picked up in the front loop
- Students will be dismissed by bus number and grade level and walk to the front entrance following social distancing once their bus arrives. Grade levels will be called at staggered times to decrease the number of students in the hallways at one time.
- Staff will check off students on a manifest and then be assigned to monitor others during dismissal
- Students cannot be sent home on the bus if they are sick



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

- Dismissal locations will be from the following areas:
 - Car - rear loop ONLY
 - Bus/Daycare - front bus loop
 - We encourage all families who have walked their child in the past to pick your child up as a car rider to avoid the large group gathering that takes place with walkers.
 - Dismissal procedures will begin earlier to stagger movement and spacing of students.
 - Lansdowne will use silent dismissal with students watching for their designated dismissal on classroom TVs.
 - Students will walk to their dismissal location following social distancing at their individual time of dismissal
 - Families will be reminded that they must wear a mask and socially distance while picking up their students
 - Families will be encouraged to use the car line instead of picking up walkers outside.-**Car riders will need to have secured a car number before using the car line.**
 - **Students will need to open their own doors and will be entering cars from the school side(not the gym side as in previous years)**
 - Students will stay with their classroom teacher until their dismissal time (kindergarten car riders will line up in the hall by the STEAM lab with distancing to await their car number- this will cut down on travel time for K students to the back door)
 - Kindergarten walkers will now be met outside the side door near the portable to avoid congestion in hallways and provide space for parents waiting.
 - Other walkers will continue dismissing through side doors to avoid large groups of students in the main hallways.
 - *dismissal procedures will adhere with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*
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Afterschool



Extra-curricular Activities, Co-curricular Activities

- At this time Lansdowne has suspended school activities/clubs due to COVID 19.
- Extra-curricular activities, co-curricular activities and athletics will be held in accordance with the [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#), as well as guidelines from the Kentucky High School Athletic Association, Kentucky Music Educators Association, and other governing bodies or state guidance.



Afterschool Care (elementary only)

- At this time LEAP after school program has been suspended due to COVID 19. The program may resume when administration deems it safe and possible.
- School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix Q\)](#).



ESS or tutoring

- At this time Lansdowne has suspended after school activities due to COVID 19.



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.
- Lansdowne plans for student pick-up include:
 - Having families call from the car or from outside if they are picking up a child that has COVID symptoms at school. The child will be escorted out and parent will sign pickup list at car window.
 - Students not picked up during car-line will NOT congregate in the office awaiting pick up - they will lined in the ABC hallway in a socially distanced manner awaiting parent pick up.
 - No students will be allowed to wait for parent pick up in the main office. They will need to stay in their classroom until a parent arrives.
 - If parent/guardian arrives to pick up a student - only 1 parent/family will be allowed into the vestibule at a time. Other families will need to wait on the porch until the family in the vestibule is either let in the building or leaves the building. This will allow for distancing in the vestibule.



Sick Room:

- Lansdowne procedures will adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):
- If teachers discover a student with COVID symptoms they will notify the front office and a staff member will pick the student up from the classroom and escort them to the sick room
- Lansdowne will then 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 \(Appendix R\)](#).
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in room 114 to wait for parent pick up. If we exceed the social distance capacity of that room we will use the stage by the cafeteria as a back up location for holding students showing C-19 symptoms.
- 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.
- Families picking up students with COVID symptoms will need to call from the car or from outside when they arrive. The child will be escorted out and parent will sign the pickup list at the car window.
- If a family has no transportation they can walk to the school to meet their child, or they must have a plan in place to have someone pick up their child should they become ill.
- If a family is unreachable or does not come to pick up their child, a school support staff member (Social worker, Family resource coordinator, etc) will do a home visit to notify the need for immediate pick up)
- The nurse’s office/health clinic at each school will remain open for routine student needs, such as dispensing medication.



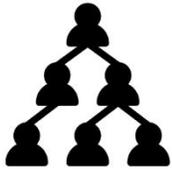
Cleaning Protocols:

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

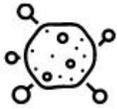


Large Group Gatherings:

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



Contact Tracing



Infection/Exposure/Quarantine

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



Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). (See [Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us 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.
- Lansdowne will notify families with a dojo message/talking points message or phone calls.
- 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. That Lansdowne will use for contact tracing efforts**
- 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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