

Leestown Middle School

As the district and schools continue providing instruction utilizing the NTI-2DL model, it may be necessary for schools to bring small groups of students into the building for short orientation periods or to provide targeted services. This document should be used to capture and communicate the districts' targeted services model.

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

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

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General Health Procedures and Protocols



Masks:

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



Clean Hands:

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



Health Screenings:

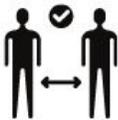
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures. Prior to sending their children back to campus for the first time, families will sign and return a [“Family Assurance of Student Health Agreement” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19. Students and staff should not be on any FCPS property for at least 10 days if they have been in

close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19, or if they have travelled out of the country or to one of the states on the governor's travel advisory list at <https://govstatus.egov.com/ky-travel-advisory>. Students and staff who have a member of their household test positive for COVID-19 should not be on any FCPS property until they have been released from quarantine by the health department.



Temperature Check:

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



Social Distancing:

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



Healthy Habits:

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



Health Agreements and Daily Assurances



Family Assurance of Student Health

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



Employee Assurance of Personal Health

- All staff will be asked to submit a signed [“Fayette County Public Schools Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) attesting that they will monitor their health each day and not come to work if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the governor’s travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Employees who have a member of their household test positive for COVID-19 should not return to work until they have been released from quarantine by the health department.

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

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



Arrival



STAFF

Staff Arrival Procedures:

- *Each work location will develop protocols for staff arrivals in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*

Staff Arrival

Staff members will arrive at the building by 8:30a.m. and will be at his/her designated post by that time. If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front check stations. Staff members will use the front entrance of the school.

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 the school's preferred list.

Staff members should call the office if they are experiencing symptoms. Grade level admin will arrange for cleaning of classroom and class coverage for the teacher so they can leave campus for testing. The teacher will follow all guidelines once they have the result of the test.

Staff members complete the Leestown Healthy at Work bit.ly/LMS54321 when entering the building



Supervision Duty:

Supervision Duty

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. [Supervision Duty Schedule](#)



Student Arrival Procedures:

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

Student Bus Arrival

- Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever (100.4 or above) 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 Leestown.
- If students on the bus have not had a temperature check conducted, they will proceed to the bus entrance and will go through the temperature 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 (room & in nurse's station).
- Students will be reminded to keep their masks on as they enter the building. Students will use the side bus entrance adjacent to Opportunity Way.
- If a student arrives without a mask. Masks will be provided for students or staff members who do not have one. Students without masks will be directed to the SAFE room (beside bus entry) to get a mask. Mask violations will be logged in and treated as a dress code violation. Dress code violations follow a progressive tier.

[Supervision Duty Schedule](#)

Car Arrival

- Car riders will be dropped off in the front of the building and will use the front doors to enter the school.
- Temperatures will be taken before students exit the vehicle.
- Students will then exit cars and line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area. (This will be a second screening)
- If a car rider arrives at school with a fever or demonstrates COVID-19 like symptoms, the family will be asked to take the student home.
- *If a car rider arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (room & in nurse's station).*
- Families will not be allowed to walk students to the door.

[Supervision Duty Schedule](#)





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

Classroom

Classroom set-ups will rearrange seating to maximize space between students to be 6 feet or greater. If the physical space in the classroom does not allow for spacing students' desks 6 feet apart, seating will be spaced as far away as possible. All desks/tables should be arranged so students' seats face the same directions. The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived.

Goals for In-Person Instruction (825 students will return for in-person learning)

- Provide grade level appropriate instruction for ALL students.
- Provide consistent instruction for all students per grade level.
- Minimize disruption to our master schedule.
- Keep teams in place.
- Continue student/teacher relationships.

NEW BLOCK SCHEDULE starting January 2021

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

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

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

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

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



Band and Orchestra

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

Orchestra Room

- No students may share instruments

Choir Room

- Use singer masks

Band Room

- All students will wear musician masks
- All students will use bell covers (excluding percussionists)
- Brass players will use “puppy pads” for emptying water on the floor



Physical Education

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

Physical Environment:

- Class size will not be increased for physical education instruction
- Students will social distance as they are escorted from other instructional areas to the physical education space.
- 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.
- Plan to incorporate marked off areas (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination.

Personal Hygiene:

- Students and staff are encouraged to wash or sanitize hands as they enter and exit the class.
- Encourage students and staff to use individual water bottles.
- Masks should be worn by staff at all times and by students except when engaged in strenuous physical activity.

- Consult with FCPS administrators and school nurses on proper protocol for students with asthma or other underlying conditions which may prohibit them from wearing face coverings.

Equipment Safety & Sanitation:

- 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 properly 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 equipment 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.
- Keep each student's belongings in a separate, safe and clean space such as individually labeled areas.

Instructional Strategies:

- Teachers should use a microphone and speaker when delivering instruction to students. The use of face coverings and the need for students to spread out to accommodate physical distancing may make it more difficult for teacher instructions to be heard.
- Include opportunities for student choice and incorporate student-suggested activities when appropriate.
- Identify activities and units that can enhance the development of health education skills (e.g., self-management, interpersonal communication).
- Consider individual physical activities (e.g., dance, yoga, walking/running challenges, fitness stations) that comply with physical distancing guidelines and require little or no equipment.



Career and Technical Education

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

Technical Tools & Materials:

- When possible, teachers will provide individual tools for each student during each student.
- Materials will be sanitized in between cohorts of students and in between individual student use.
- Students will have consistent breaks for handwashing and sanitizing.
- Materials and tools which must be shared among students will be sanitized in between uses, and students will wash hands before and after using the shared tool.

Labs

- Seat students at a small table or desks with students spread **as far apart as possible**.
- Desk shields are available and can serve as a deterrent to separate student areas. Shields may be ordered through the FCPS ordering system by each school as needed.
- Labs rearranged to limit students in high traffic areas
- Skill practice and application should be an individual effort



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

Patron Services

- [Curbside Service](#) will continue to be available to all students and families (if we are Remote)
- Chat and Chew Lunch sessions each Wednesday - Book Talks and Virtual social connection sessions for all students- Invited link will be mailed each Wednesday morning to student email addresses.
- [Battle of the Books Reading Club](#) will meet virtually and in person depending on student needs.
- [Quixote Writing Group](#) will continue to meet virtually each Wednesday.
- Individual student and small group book recommendations via virtual/recorded meetings will continue as requested by students.
- Makerspace/games/shared materials will not be available at this time. Students may request consumable materials and those materials will be gifted to them.
- The librarian will continue to collaborate with classroom teachers both in person and virtually.

Library Access

- Patrons will enter via cafeteria hall doors and exit via the stairway doors.
- Library capacity will be capped at 25 patrons. Library doors will be locked once capacity has been reached.
- Classroom visits will be scheduled in advance
- Once students are allowed to visit the library during class time - teachers may send one student at a time to visit the library.

Handling of Library Materials and Book Circulation

- Students may access [ebooks and audiobooks](#) 24/7.
- Students may place books on hold and the books will be delivered to them throughout the school day.
- Students must social distance while browsing the library shelves and while waiting to check out books. - Floor tape will be a reminder to social distance.
- Students may check out books using contactless scanning procedure with student badges and plexiglass barrier.
- Mobile book carts to be shared with ELA teachers on a rotating basis and students may browse and check out via the ELA teacher.

Cleaning/Safety Procedures

- Tables will be arranged to foster social distancing and chairs will be covered or removed.
- Tables and chairs will be cleaned and sanitized after student use or between classes
- Returned materials will be quarantined for seven days.



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.
1. Strategies classes need to adjust their schedules so that the all students that are in a class are from the same team instead of multiple teams.
 2. Social Skills classes will go to grade level classes rather than cross grade level classes (Houlihan will be all 8th and Waller all 7th). (Houlihan meet in McCombs/Arnett to minimize cross grade contamination)
 3. Identify any students in co-teach setting that is cross teamed unnecessarily and reschedule to the appropriate team.
 4. PPE Kits in all classes across building - 2 gowns, 2 masks, 2 sets of gloves and 1 pair of glasses.
 5. Make sure all pull out testing (from co-teach) is communicated with the teacher whose room you will be using. Try to stay at grade level as much as possible.
 6. Resource will still be cross team.
 7. Video call into electives for MSD students (medically fragile as well)

Many questions regarding the delivery of special education services can be answered by referring to the KDE Guidance Document, [Considerations for Reopening Schools Updated September 10, 2020 Kentucky Department of Education OSEEL Page 1 Exceptional Learners and Preschool Students](#)

Safety Considerations for Scheduling/Delivering Special Education Services

Therapists and resource classroom teachers should follow the classroom safety expectations addressed in the ["Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)."](#) It is important to consider sanitation expectations for these classrooms. One safety expectation noted in the guidance is for teachers and

administrative staff to assist janitorial staff by routinely disinfecting frequently touched items in the classroom. This is especially important for resource settings in which multiple students may utilize the same desk, chair or other items at different times throughout the day.

[PPE Considerations for Special Ed Staff](#)

[Cleaning and Disinfecting in a Special Ed Classroom](#)

[Safety Expectations During Early Hybrid In-Person](#)

Schools should consider the service needs of students when developing schedules and should consider ways to minimize multiple transitions throughout the school building for students and staff while continuing to follow students' IEPs. IEPs should not be modified to change a student's educational setting for reasons other than the needs of the student; however, changing the physical location or the method of delivery (in person or remote) doesn't change the least restrictive environment. Resource (small group) instruction can still be provided whether you provide it remotely, in a resource room setting, or even by taking a resource class to the cafeteria or outside for instruction (during nice weather) to allow for social distancing and better ventilation.

Masks

If a student with a disability presents a doctor's note referencing the need for a waiver of the face mask requirement, an ARC meeting is not necessary. The school should immediately grant the waiver and begin implementation. Doctor's notes can be written by anyone on the student's medical team who is qualified to make that determination. For example, notes from a physician's assistant or nurse practitioner should be accepted. In rare cases, schools and ARCs already may have substantial information about the medical issues of children that may cause mask wearing to be problematic. In these cases, an ARC meeting should occur to discuss the information and determine the appropriateness of a face mask. If a waiver is approved by the ARC, it should be documented in the student's IEP and implemented immediately. In both cases, the student's teachers should be notified of the waiver. There may be additional staff in the building who should also be notified about the waiver to prevent staff from requiring the student to wear a mask. Schools should consider ways to help students identify themselves as having an approved waiver. An example of how to do this includes giving a student a card he or she can carry and produce to staff members when asked to don a mask they are not required to wear.

[Guidelines on Fabric & Soft Items in the Classroom and Sensory Rooms - from Debbie Boian](#)



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

- Reviewed preliminary plans with SBDM on 11.9.20
- Student registration window 11.9.20-11.18.20
- Reviewed preliminary plans with PTSA on 11.18.20
- Met with Leadership Team on 12.4.20, 12.7.20, and 12.18.20
- Met with Instructional Leadership Team on 11.19.20 and 12.17.20

Before starting back to school, we will have a series of time each morning @ 9:45am on the WLMS news show to focus on the school expectations and how it relates to the *Leestown Way*. We will also follow up with information every Sunday in our parent newsletter. The morning news show is watched by all students and parents and can be accessed on youtube here bit.ly/leestown The parent newsletter is emailed to all parents, students , and staff every Sunday at 6:00pm. The newsletter can be accessed here <http://bit.ly/LeestownNews>

We will also develop an “In-Person” and “Remote” parent orientation that will be shown on our *Leestown Way* Youtube channel.



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 \(Appendix O\)](#).

Leestown Middle School

Return to In-Person and Remote Instruction

Goals

- Provide grade level appropriate instruction for ALL students.
- Provide consistent instruction for all students per grade level.
- Minimize disruption to our master schedule.
- Keep teams in place.
- Continue student/teacher relationships.
- Keep teacher workload manageable (as much as possible)

Facilitated Asynchronous Learning

Description

- Students would remain “on team” for instruction.
- Each grade level of remote learners would have a certified “facilitator”.
- Students would report to Zoom with their grade level facilitator at 9:00 and leave at 4:00.
- Students would complete all work within Canvas using recorded lessons.

REMOTE LEARNING SCHEDULE



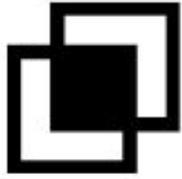
Input and Communication Plan. How were staff, SBDM council, families, and stakeholders involved in the planning? How will families be notified about services offered?

- Reviewed preliminary plans with SBDM on 11.9.20
- Student registration window 11.9.20-11.18.20
- Reviewed preliminary plans with PTSA on 11.18.20
- Met with Leadership Team on 12.4.20, 12.7.20, and 12.18.20
- Met with Instructional Leadership Team on 11.19.20 and 12.17.20

Before starting back to school, we will have a series of time each morning @ 9:45am on the WLMS news show to focus on the school expectations and how it relates to the *Leestown Way*. We will also follow up with

information every Sunday in our parent newsletter. The morning news show is watched by all students and parents and can be accessed on youtube here bit.ly/leestown The parent newsletter is emailed to all parents, students , and staff every Sunday at 6:00pm. The newsletter can be accessed here <http://bit.ly/LeestownNews>

We will also develop an



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.
- School hallways have been marked with floor stickers to designate social distancing requirements
- School schedules will be adjusted to reduce hallway traffic.
- Hallways will be designated for students to always walk on the right to keep movement one way.
- School schedules will be adjusted with additional passing time to stagger dismissals and to reduce hallway traffic. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.



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.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be allowed as needed
- Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance. Staff members will follow proper cleaning and disinfecting procedures and document completion.



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.
- Water fountains will not be used. Water bottle filling stations will be available.
- Students will be allowed to bring individual water bottles from home.
- Water bottles will be provided for students who do not have one.
- Students or school will provide reusable water bottles to be refilled with water throughout the day. Water bottles will be labeled with each student's name. This will reduce the number of students drinking directly from the water fountains.



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.
- Breakfast will be served as "grad and go." Kiosks will be set up throughout the school.
- Lunches will be single serve meals, with disposable containers and plastic ware.
- Self-service food stations and condiment stations will be removed.
- We will eliminate share tables and discourage students from sharing food.
- Lunch: Lunch can be served through the cafeteria lines. It will be served in "to go" style boxes with all disposable items. They will be able to take this to their designated lunch area and throw all items away when done.
- Students eating in the cafeteria will have assigned seats for contact tracing.
- One grade level, and one team at a time in the cafeteria for Lunch service.
- Lunches will consist of an entrée, vegetable, fruit, and milk (with exceptions made for dietary restrictions)
- For an in person/remote learning plan, we will still be serving bagged meals for pick up for the number of days students are not in person. Distribution method from FCPS for this has yet to be determined.
- Lunch Schedule can be accessed here: [Bell and Lunch Schedule](#)



Administrative Spaces

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



Computer Labs

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



Gymnasiums

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



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.

PM Bus Dismissal

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Begin calling for busses when the bus pulls in from front office
- Call for grade level & bus individually
- Students watch for bus numbers in the classroom. Numbers are displayed on *Leestown Way* youtube following afternoon announcements. Buses will be called three times before getting released from the bus parking area.
- Manifest can ordered by stop and grade level
- Use silent dismissal with a google sheet of expectations that will be projected into the classroom
- Bus and Car supervision schedule that will ensure social distancing guidelines are followed: [Supervision Duty Schedule](#)



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

Parents will be asked to arrive at the time for the youngest student

Proposed Pick Up Times

3:45- 6th grade with older siblings

3:55 -7th grade

4:05- 8th grade

All car riders will be dismissed at

the same time:

Students picked up at 3:45 will go directly to the sidewalk

Students picked up at 3:55 and 4:50 will socially distance on bleachers in the gym



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.
- Extra-curricular and co-curricular activities will be held in accordance with guidelines from the Kentucky High School Athletic Association, Kentucky Music Education Association, and other governing bodies or state health guidance.



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 \(Appendix Q\)](#)*

YMCA Before and Afterschool Program:

Morning

Children absorb knowledge, skills and values from everything and everyone around them. At the Y, we believe time well spent in a fun, safe and supportive environment before and after school is a primary building block for quality of life and future success of children. Children feel connected at the Y, where they can make friends and learn the values of caring, honesty, respect and responsibility. We promote positive self-esteem, life skills, teamwork, leadership, creativity and educational success.

If you are interested in before or after school care, please complete the following link so we can follow up with you once we are ready to begin registration.

https://docs.google.com/forms/d/e/1FAIpQLSc0flyKzcMTzdYFWIc29RK680nV_DLSMNITw-Adm1hmg90Q1g/vie_wform?usp=sf_link



ESS or tutoring

- Our in-person ESS program will take place on Monday and Thursday afternoons from 4:30-6:00.
 - We will focus primarily on credit recovery. Through this, students will be able to gain knowledge they did not receive during the time frame it was taught. This will address achievement gaps by giving the students another chance to get “on-level” with their peers.
 - All subject areas will be addressed.
 - We will provide certified teachers to guide students through the credit recovery process. These teachers will provide feedback and formative assessment throughout in order to support student learning.
 - We will utilize Imagine Learning and other programs that may be available for credit recovery.
-



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.
- Visitor Access will be limited. Parents will enter vestibule and speak with attendance clerk at the window
- Since we cannot issue paper hallpasses, the grade level admin will be radioed that we have a student checking out
- Front office will call the classroom and have student come to the front office (escorted if possible).



Sick Room:

- Families will be contacted to come pick up any student who has a temperature of 100.4°F or greater, or displays symptoms of COVID-19:
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever

- Families are expected to ensure that an adult will be available to pick up any student who has a fever or displays symptoms of COVID-19 during the school day.
- Families must have a “Pick Up” plan in place before they send their child to school.
- Families are responsible for ensuring the phone numbers listed in Infinite Campus are correct and that everyone who could be asked to pick up the child is registered with the office.

Procedures For Sick Students:

- Teacher will call the school nurse or front office to report that a student is feeling ill.
- School Nurse (or office staff..includes admin) will head to escort student to COVID area (following healthy at work guidelines)
- Upon evaluating the student who may answer in the affirmative to health screening questions and or have temperature checked, parents will be called to come to school to pick up the student. Parents will be given information on where their child can be tested.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office. Families will be contacted to come pick-up their children as soon as possible.
- If a parent cannot be reached, we will immediately conduct a home visit.
- In the event that there is a confirmed case of COVID-19, the school will work with the district office, the Fayette County Health department, and transportation to conduct contact tracing. Communication to families will follow



Cleaning Protocols:

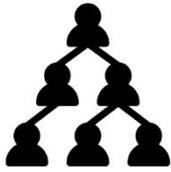
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\)](#) outlines role-specific recommendations for staff.
- Schools should use the [warehouse ordering system](#) to request needed cleaning supplies and PPE, which will be delivered to their school.
- Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, locker rooms, cafeteria seating and other facilities is critical to preventing the spread of all illness, including COVID-19 pandemic and seasonal influenza. Special attention should be given to high touch areas, such as water fountains, doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. It is recommended that high touch surfaces be cleaned and disinfected frequently.
- All staff should be trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with district provided, EPA approved disinfectants. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For soft (porous) surfaces such as carpeted floors and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Victory sprayers may also be used.

- Teachers and administrative staff should assist janitorial staff by routinely disinfecting frequently touched items in the classroom/office such as desks, doorknobs, crafting equipment, pencil sharpeners, staplers, markers, and white boards.
- Special Education classroom teachers must ensure [guidance specific to special education classrooms](#) is followed.
- Disinfectants and cleaning materials kept in classrooms and areas accessible to students are required to be kept out of the reach of students and locked, depending on the chemical label and the age group of the students in the classroom.
- Custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- All areas where cleaning supplies and toxic items are stored must be kept locked, including janitor closets. All bottles containing toxics/liquids must be clearly labeled.

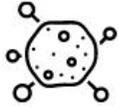


Large Group Gatherings:

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



Contact Tracing



Infection/Exposure/Quarantine

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



Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). ([See Appendix S](#))

To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us 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.
-