

# STEAM Academy

## In-Person and Remote Learning Plan



# FAYETTE COUNTY PUBLIC SCHOOLS

Fayette County Public Schools and STEAM Academy are 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 2021, 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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**Appendices**

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| <a href="#"><u>Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12)</u></a>          | A |
| <a href="#"><u>Fayette County Public Schools Guidance on Masks and Personal Protective Equipment (PPE)</u></a> | B |
| <a href="#"><u>Fayette County Public Schools Employee Assurance of Personal Health Agreement</u></a>           | C |
| <a href="#"><u>Fayette County Public Schools Family Assurance of Student Health Agreement</u></a>              | D |
| <a href="#"><u>Daily Home Screening for Students</u></a>   | E |
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| <a href="#"><u>Safe on the Bus, Safe at the Garage</u></a>   | G |
| <a href="#"><u>Office of Academic Services Instructional Guidance for Return to In-Person Learning</u></a>     | H |
| <a href="#"><u>Preschool COVID-19 Guidance for In-Person Instruction</u></a>                                   | I |
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| <a href="#"><u>COVID-19 Considerations for Reopening Schools – Library Media Center guidance</u></a>           | M |
| <a href="#"><u>Special Education COVID-19 Guidance for In Person Instruction</u></a>                           | N |
| <a href="#"><u>Office of Academic Services Instructional Guidance for Remote Learning</u></a>                  | O |
| <a href="#"><u>Fayette County Public Schools Athletic/Activity Return to Competition Guidelines</u></a>        | P |
| <a href="#"><u>Healthy at Work Requirements for Childcare Programs</u></a>                                     | Q |
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| <a href="#"><u>Kentucky Emergency Administrative Regulation 902 KAR 2:220E</u></a>                             | S |



## General Health Procedures and Protocols



### Masks

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



### Clean Hands

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



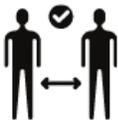
## Health Screenings

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



## Temperature Check

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



## Social Distancing

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



## Healthy Habits

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

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## Health Agreements and Daily Assurances



### Family Assurance of Student Health

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



### Employee Assurance of Personal Health

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

who have a member of their household test positive for COVID-19 should not return to work until they have been released from quarantine by the health department.

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

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



## Arrival



**STAFF**

### Staff Arrival Procedures

- STEAM Academy will utilize the guidelines set forth in the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#).
- Staff members will arrive at the building by 7:10 a.m. and be at his/her designated post by 7:15 a.m.
- If a staff member is not able to take his or her temperature at home, he/she may utilize the thermometers located at the front building entrance check-in station.
- If a staff member is not able to report to work, he/she should follow standard operating procedure as defined in the STEAM Academy staff handbook. Additionally, he/she should contact one of the substitutes identified on STEAM's preferred list. Teachers will notify an administrator as soon as they can of their absence.
- Staff will enter the building via the side entrance and sign in each day in the main office. Staff who have not taken their temperatures at home, will have their temperature taken upon sign-in.
- Staff experiencing COVID-19 symptoms will notify an administrator immediately. Administration will facilitate the movement of students to a new/clean classroom space while custodial staff disinfects the classroom.
- Staff members experiencing symptoms will be asked to leave the building via the front entrance and schedule a COVID-19 test. Prior to returning, the staff member must have a negative test result.



### Supervision Duty

- All staff members are expected to be at work no later than 7:10 am each day. Teachers on morning duty will begin check-ins at 7:15 am.
- Teachers not assigned to a designed check-in area for morning duty will monitor classrooms and co-labs until 7:45 am each morning.
- The following is the morning and lunch supervision/check-in schedule.

| <b>Morning/Lunch Supervision Schedule<br/>2020-2021</b> |                   |                    |                  |
|---|-------------------|--------------------|------------------|
| 7:15-7:40   |                   |                    |                  |
| <u>MORNING LOCATION</u>                                 | <u>Team 1</u>     | <u>Team 2</u>      | <u>Team 3</u>    |
| <b>Position 1 (Café and Bus Entrance)</b>               | Ward/Radtke       | Vaughan/Fisher     | Merlin/Lauer     |
| <b>Position 2 (Front Entrance/Car Riders)</b>           | Rose/Valley       | Morris/Parks       | Mohr/Waters      |
| <b>Position 3 (Main Hallway/Other Hallways)</b>         | Frantz/Flores/Lee | DeBorde/Flores/Lee | Moore/Flores/Lee |

All teachers and staff will need to sweep students to the bus loading zone and to the car rider pick up in the afternoons once your class is empty. Morning duty locations will need to perform temperature checks on students as they pass through the metal detectors. Teachers not on duty will need to cover their co-lab partner's class and co-lab area until 7:40 am.

| <b>Lunch Supervision (This will be everyday)</b> |                      | <b>Stevenson/Flores/Lee will help supervise all lunches.</b> |  |
|--|----------------------|--|--|
| <b>1st (A) Lunch Supervision</b>                 | <b>11:10 - 11:30</b> | Sarver/Ridd  |  |
| <b>2nd (B) Lunch Supervision</b>                 | <b>11:37 - 11:57</b> | Rosen/Ridd   |  |
| <b>3rd (C) Lunch Supervision</b>                 | <b>12:04 - 12:24</b> | Manley/Ridd  |  |

Mrs. Stevenson's location in the morning will be the front parking lot (car rider drop-off).  
 Mr. Flores' location in the morning will be floating between the front office and monitoring hallways.  
 Dr. Lee's location in the morning will be outside in the bus lane then transition to the main hallway(s).

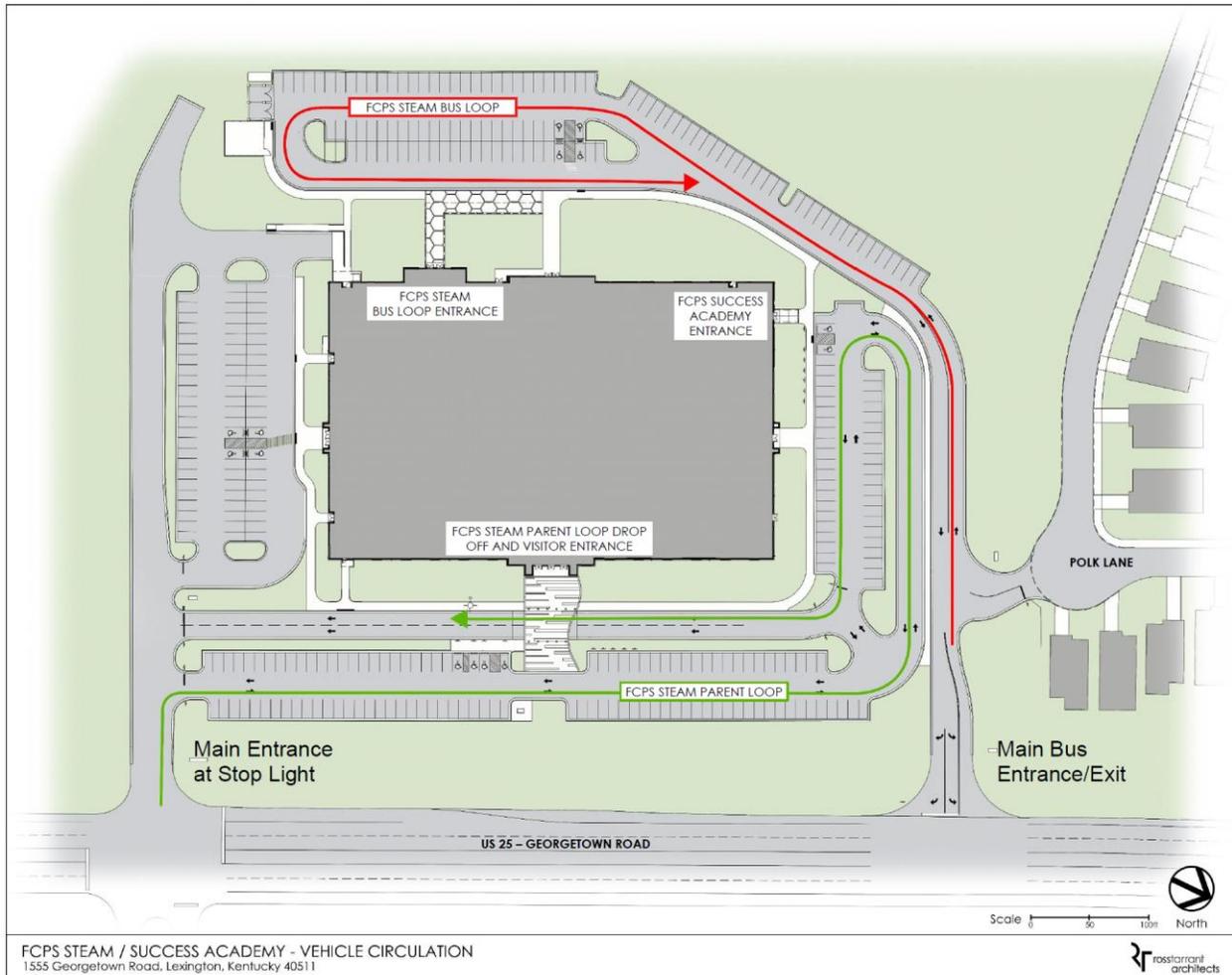


## Student Arrival Procedures

- Bus, car-rider, and student walker arrival times will begin at 7:15AM and continue until 7:40AM each morning. Busses will drop-off at the rear entrance to the building. Car-riders will drop-off at the front entrance of the building. Student walkers will enter from the front entrance of the building. Student drivers will park on the side lot and enter through the front of the building.
- As students exit the busses and proceed to the cafeteria, they will be temperature checked and then asked to walk through the metal detectors.
- As students exit their cars (walkers included), they will be temperature checked and walk through the metal detectors prior to proceeding to the cafeteria.
- Students requiring breakfast will grab their to-go breakfast if and report directly to their assigned seat in their advisory classroom or assigned co-lab space.
- Students not needing breakfast will immediately report to their homeroom advisory course classrooms to begin the school day.
- Students entering the building who do not have a mask or appropriate PPE will be provided materials upon entry into the building.

- Students who exhibit COVID 19 symptoms, or have a temperature of 100.4 or greater, will immediately be escorted to the sick room (room 127) for examination by the school nurse. Teacher morning check-in teams will notify a school administrator of a student's potential symptoms immediately. Administration will safely escort the student to the sick room.
- If the school nurse determines the student needs to return home, the student's parent/guardian will be notified via phone. Protocols for sick students (see below) will be followed.

The following is a map indicating student drop-off/entrance zones and traffic patterns:



### Metal Detectors (High School Only)

- All students and visitors will be expected to pass through metal detector security screenings prior to entering the building. Visitors and/or students not entering per normal morning entry will have their temperatures checked upon entrance. All students and visitors will enter through the front building entrance and sign-in at the front office after completing their security and health

screenings.

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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](#).
- 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 in classrooms.
- 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.
- Sign In/Sign Out Sheets: Teachers will make use of sign in/signout sheets to track any student who may leave the classroom for a bathroom break, etc. Teachers will maintain the signout sheet themselves so as to reduce the amount of physical contact on the signout sheet.



## 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 when appropriate.
  - When/if needed, 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), sanitization between student use will occur. Students will also be required to 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 will occur before and after the materials are used by another student.
-



## In-Person Instructional Plan

STEAM Academy's in-person instructional plans will adhere to the considerations outlined in the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#).

Further instructional safety measures include:

- Teachers will maintain a safe distance from students and other adults without compromising instructional practices.
- Modifications such as; arranging student desks at least 6 feet apart, and all desks facing the same direction; frequent sanitizing of desk, high touch surfaces, and shared instructional tools; use of multiple instructional spaces for learning; usage of masks, face-shields, and desk shields (when necessary), limited classroom movement by students and staff; and teacher/student proximity, will provide safer learning environments for students and teachers.
- Although challenging, teacher instructional plans will still provide students with opportunities to collaborate with others. Student discourse can happen, and will be encouraged, utilizing the safety measures outlined above. When possible, and probable, collaborative projects will occur between in-person and remote learners when possible.

Daily Schedule for In-Person Learning: STEAM Academy will implement a 5 Block Schedule Daily with Advisory each morning to account for breakfast, temperature checks, security checks, and social/emotional check-ins with students. The following is an overview of the daily schedule to be utilized during In-Person return:

|                               |
|-------------------------------|
| <b>(Advisory) 7:45 - 8:30</b> |
| <b>(1) 8:34 - 9:40</b>        |
| <b>(2) 9:44 - 10:50</b>       |
| <b>(3) 10:54 - 12:24</b>      |
| <b>Lunch A 11:10 – 11:30</b>  |
| <b>Lunch B 11:37 - 11:57</b>  |
| <b>Lunch C 12:04 - 12:24</b>  |
| <b>(4) 12:28 - 1:34</b>       |
| <b>(5) 1:38 - 2:45</b>        |



## Band and Orchestra

- STEAM Academy will ensure that band, orchestra, and percussion instruction follows the [FCPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)
- STEAM Academy will ensure that all students in these classes are properly spaced and facing the same direction.
- Because STEAM Academy only has one section each of band, orchestra, and percussion there will not be a need for students to share instruments, sheet music or music stands. Instruments and mallets will be properly sanitized after each class period.



## Physical Education

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)
- STEAM Academy does not enroll anymore than 30 students per physical education class and the facility has a double gym that will allow students to properly spread out.
- Any equipment that cannot be properly sanitized quickly and efficiently will not be used during this time period.
- Students will be assigned specific equipment to use during the class and will not share that equipment.
- The teacher will make sure of a microphone and speaker system to ensure students can properly hear and to avoid close contact with the instructor.
- Locker Rooms will be closed and time will be built in for students to wash and sanitize their hands.
- The instructor will make use of assigned markers around the gym where the students will stand during the class period.



## 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. \(Appendix L\)](#)
- Students will have limited access to CTE equipment lab during the day. Students will be assigned specific equipment if needed and the equipment will be properly sanitized after each use. In the event of injury or incident, the CTE lab will be closed.



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

- Separate space and rooms will be available for students receiving push-in/ services.
- Student(s) and instructors/specialists will adhere to space transitioning guidelines when moving from zone to zone.
- When students leave the regular classroom for pull-out services, they will be expected to sign out in order to track their movement and location.
- Spaces will allow instructors/specialists and the student to remain safely distanced while allowing privacy related to the service being offered.
- Spaces and materials utilized will undergo the same cleaning processes and procedures as classrooms.



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

- STEAM Family Informational Zoom on December 17th to explain and receive input about face to face instruction as well as remote instruction.
  - STEAM Faculty Meetings on December 1st, 8th, 15th, 2020, and January 4th, 5th, 6th, 2021. (Meetings via Zoom)
  - STEAM Advisory Council Meeting Composed of all Stakeholders on December 15th (Meeting via Zoom).
  - Weekly Newsletters that are sent out to all STEAM families on Fridays of each week with surveys and information related to face to face and remote learning.
-



## Remote Instructional Plan

**Remote Learning Plan:** Students who are remote learners at STEAM Academy will be scheduled in 4-5 courses depending on their academic progress. Effort will be made to ensure that the remote learning focus is on the core academic standards that students need in order to fulfill graduation requirements. Students will log in to Zoom during the designated times for their classes, as listed below, and will receive remote instruction from their instructors. All Remote Learning students will have Lunch C as their designated lunch time. All synchronous remote learning will be recorded for viewing by the students later, if needed, and some days/blocks may be designated as asynchronous learning throughout the week as determined by the teacher. This determination will be communicated to the student and their adults prior to the learning occurring.

Students will meet with their grade level advisory teacher at least once per week during the scheduled advisory time for check in, questions, and school-wide updates.

STEAM students each have a designated Chromebook assigned to them for daily use. Any supplemental materials that students may need for classes can be picked up by a parent/guardian at designated drive-through materials pick-up times at the school.

- Remote Learning may include:
  - Extended-Learning Boards/Menus
  - Quality Extension Assignments
  - Writing Activities
  - Projects/PBL
  - Independent Reading
  - Imagine Learning
  - Inquiry Based Learning

### Schedule

|                               |
|-------------------------------|
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## Common Area Procedures



### Hallway Protocols

- STEAM Academy students and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways are marked with floor stickers to designate social distancing requirements for individuals transitioning in the hallways.
- Main hallways are separated in half with *Six Feet Safe* stickers and “traffic flow” being shown by arrows on the designated sides of the hallways. Stickers and directions will ensure students stay distanced safely while moving the correct direction down the main hallways.
- Side hallways (not main hallways) are one directional and marked with arrows accordingly. *Six Feet Safe* stickers also designate the correct spacing individuals should remain from one another while utilizing a side hallway.
- Teachers will stand in the hallways during class changes to help monitor hallway travel direction and student spacing during transition.



### Restrooms

- STEAM Academy students 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](#).
- Signage has been placed in bathrooms illustrating proper handwashing techniques and marking appropriate social distancing.
- Students needing to use the restroom facilities during instructional class time will be expected to sign out before heading to the restroom and sign in upon return. Teachers will keep the list for documentation of who/when students were in the restrooms. Students will be asked to use hand sanitizing practices when returning from the restroom.
- Restroom facilities will be cleaned and disinfected every 30 minutes. 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.



## Meal Service

- Students will wash their hands before and after meal services.
- 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.
- Upon arrival, and after health and security screenings, students needing breakfast will go through food service lines in the school cafeteria. Students will take their breakfast to advisory classrooms where they will be assigned seating in a separate learning area (collaboration spaces) to eat their breakfast. Because students will need to remove their masks to eat, no food will be permitted in classrooms where other students are masked and socially distanced.
- Students who have a teacher on morning duty will still report to their designated classes and eat breakfast in the co-lab connecting classrooms. One of the corresponding co-lab teachers will monitor both classroom areas and the co-lab until 7:40 am when the tardy bell rings.
- Classes will have staggered arrival and dismissal for lunch. Students will be escorted to and from the lunch room by their classroom teacher.
- Students will be assigned designated tables where they can sit according to their classroom teachers. All students will be spaced a minimum of six feet apart and facing the same direction during lunch.
- Students will be permitted to remove their masks to eat while sitting. Students who need to stand or leave their seat for any reason will be required to put their mask on before leaving their seat and moving locations.



## Administrative Spaces

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



## 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. 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.
- When in the gym for instruction, areas will be marked off (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination. Physical activities will be planned that allow students to remain a safe distance from their peers and staff members.
- 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, each student will be assigned 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.



## Weight Rooms

- The use of masks is a safety expectation for all students K-12, staff, and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
  - Schools will develop plans for the use of weight rooms in accordance with [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#).
  - Currently, STEAM does not have a weight room or equipment for a weight room. In the event that the school receives equipment during the 2020-2021 School year, the school will follow the FCPS weightroom guidance and ensure all equipment is properly sanitized. Equipment that cannot be easily sanitized will not be used during this time period.
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## Dismissal/Student Pick-up



### Bus Dismissal

- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Students who ride the bus will be dismissed by their specific high school bus. (For example, if the Henry Clay bus is first in the dismissal line then those students will be dismissed first.) This process will continue until all busses have been dismissed to allow for staggering of students exiting the building at one time. Busses will be dismissed from the back of the building.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask on the bus at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. Bus drivers will record student seat numbers as students exit the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- See [“Safe on the Bus, Safe at the Garage” \(Appendix G\)](#) for additional details and staff expectations.



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

- Each school will develop protocols for student dismissal procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.
  - Students who are car riders will be dismissed after all busses have been dismissed. Students who are car riders will be dismissed by the floor of the building. Family pickup will occur in the front parking lot of the building and parents will park in designated parking spaces. Traffic patterns will follow the flow of traffic to ensure safety of all drivers. Markers will be placed on the pavement at the front of the building to ensure that students are distanced in the event that their ride is not present at the time of their dismissal. Students will not be permitted back inside the building once they have been dismissed unless an emergency.
  - Student drivers and walkers will be dismissed after all busses and car riders are dismissed and will be dismissed by floor of the building. These students will dismiss out the left side of the building near the science labs.
  - All students will be required to keep their mask on until they are safely inside their vehicle. Staff will be present outside and inside the building to ensure that congregating does not occur and that students are spaced out as they walk to their dismissal point.
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## Afterschool



### Extra-curricular Activities, Co-curricular Activities and Athletics

- Extra-curricular activities, co-curricular activities and athletics will be held in accordance with the [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#), as well as guidelines from the Kentucky High School Athletic Association, Kentucky Music Educators Association, and other governing bodies or state guidance.
- All after school clubs, groups, and instructional supports, must follow school and district safety protocols detailed in this plan. Groups not following protocols may be suspended from meeting after school hours.
- Teachers/Staff working with students during after school extra-curricular activities will be required to walk each student to the front school entrance for pick-up once services are complete. Visitors will not be permitted to enter the building after school hours for student pick-up.
- Teachers/Staff are to wait in the front vestibule, or on the front sidewalk, until all students are picked up to ensure social distancing and healthy habits are followed. Students are not to be released unsupervised and left on their own.



### ESS or tutoring

- Extended School Services (ESS) and after school tutoring will adhere to the same processes and protocols as regular classroom instruction and after school extracurricular activities listed above.
- Teachers/Staff working with students during ESS and after school tutoring will be required to walk each student to the front school entrance for pick-up once services are complete. Visitors will not be permitted to enter the building after school hours for student pick-up.
- Teachers/Staff are to wait in the front vestibule, or on the front sidewalk, until all students are picked up to ensure social distancing and healthy habits are followed. Students are not to be released unsupervised and left on their own.



## 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 and security 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.
- Families/Guests entering the school to pick-up a student will be asked to register in the vestibule using the district Raptor system. Once the guest has been cleared for entry, they will be permitted to enter the front office to speak with the office attendant and sign their student out of school.
- While waiting for the student to arrive at the office from class, guests will be asked to wait in the vestibule to ensure safety for office staff, other students, teachers, and administrators in the main office area.
- Parents/Guardians picking students up who are sick or showing COVID 19 symptoms, will follow the pick-up protocols listed above, however, students will be escorted to the side building entrance/exit rather than coming to the front office. Parents/Guardians will be able to drive their vehicles to the side entrance/exit for easy and safe student transition.



## 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.
- STEAM Academy has designated room 127 to be the student holding area for sick students.
- The nurse’s office/health clinic will remain open for routine student needs, such as dispensing medication.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult, in the sick room area, until a family member arrives to pick-up the sick student.
- Teachers and staff will report student illnesses to school administration. A school administrator will help escort sick students to either the nurse’s office or sick room (127) depending on symptoms.
- In order to ensure students remain at a safe distance from one another while in the sick room, a maximum of five students may be permitted in the sick room at any given time. This number will allow students to remain more than 6 feet apart while waiting to be picked-up.
- Families will be notified via phone by the school nurse, administrative personnel, or school administrator of student sickness and need for pick-up.
- Individuals picking students up will check-in at the front office as normal, sign the sick student out, then be prompted to drive their vehicle to the side of the building closest to room 127. The sick student will be escorted to the side exit doors to leave in order to contain contamination to others within the building.
- Parents/Guardians who are not available to pick students up from the school will be asked permission for the student to use public transportation (STEAM Academy will provide the student with a bus token), or seek permission for students to use Uber or Lift to be transported home.
- If a parents/guardians does not answer calls and communication from the school regarding their sick student, STEAM Academy will request the Family Resource Center coordinator to do a home visit and make the guardian aware of the situation; contact other members of the household listed in Infinite Campus; and/or ask the student for assistance in helping us to notify the guardian or potential individual for pick-up.



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



## Communication and Notification Procedures

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



## 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.
- STEAM Academy 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.
  - The attendance clerk will run a weekly report for the principal that identifies possible absences trends, quarantine students/staff, and confirmed positive case absences.
-