Fayette County Public Schools is committed to welcoming everyone back to school in-person this August, and ensuring that our students experience all the joys and advantages of being together on campus with classmates and caring adults.

Experiences from the past year have proven that our district can safely provide in-person instruction and minimize the potential spread of COVID-19 when proper precautions — including layers of prevention strategies — are implemented with fidelity.

Guidance documents and public statements from the Kentucky Department for Public Health, U.S. Centers for Disease Control and Prevention, American Academy of Pediatrics, and Kentucky Governor affirm the critical importance of in-person learning and urge local school districts to prioritize face-to-face instruction by adopting and enforcing multiple mitigation measures.

Based on these expert recommendations, FCPS has developed its COVID-19 Health and Safety Procedures in partnership with the Lexington-Fayette County Health Department. Our district will continue to use the FCPS In-Person Learning Matrix to track the seven-day average of new cases and transition factors. As conditions change or state and national guidance is updated, these protocols may be adjusted.

During the 2021-22 school year, Fayette County Public Schools will offer in-person instruction for all students at all schools. Remote learning would only be considered if advised by medical professionals, required under orders from the Governor, mandated by the Kentucky Department of Education, or compelled by extraordinary circumstances.

In collaboration with families and employees, and in consultation with its School-Based Decision Making Council, each school will review the FCPS COVID-19 Health and Safety Procedures and ensure all prevention strategies are consistently followed.
Detailed mask guidance and protocols are provided in Appendix A, but in general, everyone is required to wear a mask on school buses at all times and in FCPS facilities when students are present. Mask requirements apply to all employees, students in kindergarten through 12th grade, contractors, and visitors, regardless of immunization status, with the exception of those who have a medical exemption or exemption determined by an Admissions and Release Committee. Masks are recommended for preschool students who can successfully remove a face covering on their own. The classroom teacher will provide more guidance to preschool families whose children will be wearing a mask.

Students and staff may lower their masks while actively eating or drinking. Students may remove masks outdoors on campus as long as they remain in their cohort group and maintain social distancing to the best of their ability. Employees may remove masks outdoors on campus as long as they are physically distanced. Fully vaccinated employees may remove masks indoors when students are not present.

Electives and specials, including band, orchestra, and chorus should continue to follow all guidance from KMEA.

School leaders will plan for physical distancing to the greatest extent possible. Recommendations include maintaining at least three feet of separation in classrooms while wearing masks, and six feet outdoors and during activities where masks are not worn (eating, playground).

To reduce the potential for exposure, students should remain in cohorts as much as possible in classrooms, groupings, cafeterias, and if unmasked outdoors. A cohort may include an entire classroom or groups of children within the classroom.

Desks and tables should be arranged to maximize physical distancing. When possible, consider having students face the same direction. Desk shields are not required for the 2021-22 school year.

Everyone — employees, students, contractors, and visitors — should attempt to maintain at least three feet of space between themselves and others whenever possible.

When planning for physical distancing, schools should give consideration to and develop processes for:

- Electives and specials, including band, orchestra, chorus, and physical education
- Usage of libraries, computer labs, science labs, and career and technical education labs
- Specialized Push-In and/or Pull-Out Services (special education, intervention, gifted and talented, English learners, and other support)
Clean Hands & Healthy Habits

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.

School leaders will plan and monitor for handwashing and respiratory etiquette. At the elementary level, school leaders should consider regularly scheduled breaks for restrooms and handwashing.

Students and staff should avoid sharing items that are difficult to regularly clean. If items must be shared, consider cleaning between use or sharing within a cohort.

Students and staff are 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

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

Families will sign and return a “Family Assurance of Student Health Agreement” attesting that they will monitor their children’s health each day, not send them to school if they are experiencing any symptoms of COVID-19, and make arrangements to pick them up at school should they fall ill during the day (Appendix B). Students who exhibit symptoms of COVID-19 during the school day may not return to campus until they have been symptom free for 24 hours without the use of medication.

Cleaning Protocols & Facility Notes

School leaders will plan for cleaning and maintaining healthy facilities, including regular cleaning of high-touch surfaces. In accordance with CDC guidelines and local health department recommendations, cleaning protocols will be provided by the Operations Department to all custodial staff.

Schools that have air purifiers should leave those in place. When weather conditions allow, classroom windows can be opened to increase air flow, including first floor classrooms. Classroom doors should remain locked during the school day to comply with Senate Bill 1.

Schools should adequately prepare to provide masks to students and staff who need one. School leaders should use the warehouse ordering system to request needed cleaning supplies and PPE, which will be delivered to their school.

Facilities may not be rented out to community stakeholders at the beginning of the 2021-22 school year. This decision will be revisited if average daily cases in the community are reduced.
Common Area Procedures

**Cafeterias**

School leaders will plan for lunches to be served in the cafeteria, and the expectation is that students will be going through cafeteria lines. Students should be physically distanced to the greatest extent possible and are not required to face the same direction when seated in the cafeteria. Preschool students will continue to be served lunch in their classrooms. Schools should maintain seating charts for the purposes of contact tracing.

**Playgrounds**

Students may be on the playground without masks as long as they remain in their same cohort. Students should be encouraged to social distance while on the playground. Students may remove masks when outside for instruction as long as they remain in their cohorted group and maintain a distance of six feet.

**Water Breaks**

Students and staff are encouraged to use refillable water bottles rather than drinking directly from water fountains. Bottles may be brought from home or provided by each school. Bottle filling stations and water fountains will be cleaned and sanitized frequently throughout the school day.

**Lockers & Cubbies**

There are no restrictions on cubbies or lockers. School leaders should be mindful of physical distancing in developing schedules for students to go to their lockers or cubbies.
Activities & Visitors

Orientations, Open Houses, Family Nights & School Performances

Schools may host activities and programs for students and families during the 2021-22 school year, with the understanding that masks are required, physical distancing is encouraged, and events should be held outdoors as much as possible.

Visitors & Volunteers

Visitors and volunteers providing educational or therapeutic services for students are welcome in Fayette County Public Schools. Visitors and volunteers are required to follow mask requirements.

Field Trips

Field trips are permissible during the 2021-22 school year in consultation with school chiefs. All staff, students, and chaperones are required to wear masks while on field trips unless physically distanced outside or actively eating or drinking. Please be prepared to offer an educational and equivalent school-based opportunity to students with families that do not wish for their students to attend a field trip.

After School Activities

After school clubs, athletics, and extra-curricular activities will be allowed, in accordance with district mask requirements and guidance from appropriate governing bodies (KHSAA, KMEA, etc.).
Sick Room

Sick rooms, separate from the nurse clinic, will need to be accessible for students who exhibit symptoms and require isolation until arrangements for pick-up are made. Schools have the capacity to administer rapid COVID-19 tests to students experiencing symptoms of the virus with permission from a parent/guardian. Schools should ensure an adequate supply of gloves, gowns, masks, and eye protection is available. Specific expectations and procedures for sick rooms are outlined in Appendix C.

Contact Tracing

School staff will maintain seating charts for every classroom to assist with contact tracing and identification of close contacts in the event of a positive case. Line order charts are not required.

Seating charts on buses must be kept in the event of contact tracing. School leaders will designate a staff member to create bus seating charts and keep them up-to-date in the Transportation Seating Chart shared folder to assist with contact tracing. Please refer to the Bus Manifest and Seating Chart process in Appendix D.

School leaders are expected to follow the contract tracing protocols and communication process as outlined by the district in Appendix E.
Quarantine Instruction

While students will be returning to in-person learning for the 2021-22 school year and school-based virtual learning is not available, there may be times when schools will need to provide virtual learning for quarantined students.

ELEMENTARY

Schools must develop instructional plans that address the possibility of quarantines for individual students, groups of students from the same class, or entire classrooms of students.

- **If an entire class is quarantined**, virtual instruction should continue using Google, as well as utilization of online learning programs (i.e. Imagine Learning). Students will need access to their Chromebooks for instruction.

- **When a student or small group of students is placed in quarantine**, instruction should continue using Google Classroom for asynchronous learning, as well as utilization of online learning programs, (i.e. Imagine Learning). Students will need access to their Chromebooks for instruction.

SECONDARY

In the event of quarantine, instruction should continue through the Canvas platform and any other online programs.
FCPS Guidance on Masks and Personal Protective Equipment

**Requirement and Usage:**
- Students (K-12), contractors, and visitors are required to wear a mask at all times inside FCPS facilities or on the bus, regardless of vaccination status, with the exception of those who have a medical exemption or an exemption determined by an admissions and release committee (ARC).
- Employees are required to wear a mask on the bus at all times regardless of vaccination status.
- Unvaccinated employees are required to wear a mask at all times while inside FCPS facilities.
- Fully vaccinated employees are required to wear a mask while inside FCPS facilities when students are present.
- Students and staff may lower their masks while actively eating or drinking.
- Masks will be provided for students or staff members who do not have one.
- Gaiters and bandanas do not provide enough protection and are not considered an adequate face covering for FCPS facilities.
- Students may remove masks outdoors on campus as long as they remain in their cohorted group and maintain social distancing to the best of their ability.
- Employees may remove masks outdoors on campus as long as they are physically distanced.
- Electives and specials, including band, orchestra, and chorus should continue to follow all mask guidance from KMEA.
- Masks are recommended only for preschool students who can successfully remove a face covering on their own. It should be shared with families that the most current recommendations from Kentucky’s Department for Public Health and Kentucky Department of Education do not require preschool students to wear masks throughout the school day because improper wearing of a mask poses a risk of strangulation and suffocation for young students.
- Masks are not required for FCPS preschoolers, but if a family wants their child to wear a mask, they can choose to do that. If a family requests this option, please talk with the caregivers about the risks stated above. Also, families would need to know that any time a mask touches a surface, it would need to be replaced or laundered. (If/When this happens, the dirty mask would be placed in a paper bag to send home and a new mask given to the child. Families would have to provide a paper bag, and extra masks in these instances.)

**Exemptions:**
- 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.
- 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 Individualized Education Plan (IEP) and implemented immediately.
- In cases when students have a medical exemption or ARC-determined exemption, 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 them from asking 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 if asked to put on a mask they are not required to wear.
- If a student has a mask exemption, that student should be seated at least six feet away from others within the classroom, near the front of the room, offset from the teacher.
- All families should be made aware there could be students in their children’s classroom that have a mask exemption.
- 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.

**District supplies:**
- Masks will be provided for students or staff members who do not have one.
- Schools and work sites should have two fabric masks per employee and student. Additional masks should be ordered through the warehouse PPE ordering system.
- Staff members who work with students that have a medical exemption or ARC-determined exemption for wearing a mask will be provided with a protective face shield in addition to their cloth mask.
**Personal Protective Equipment (PPE)**

**Band and Orchestra:**
- Performance masks and bell covers will be provided by the district and must be utilized in band classes, practices, and performances.

**Guidance:**
Employees in the following roles should wear the following Personal Protective Equipment (PPE):
- Bus Drivers and Monitors: KN95, double layer cloth or surgical mask, and optional eye protection (safety glasses, face shield, or personal glasses)
- Child Nutrition Workers: surgical or double layer cloth mask, and food service gloves
- Preschool and Special Education Diapering: KN95, double layer cloth or surgical masks, disposable aprons, eye protection (safety glasses, face shield, or personal glasses), and gloves
- Sick Room Supervision: KN95 masks, gowns, gloves and eye protection (safety glasses, face shield, or personal glasses)
- Special Education Classroom: High risk students: KN95 masks, gowns, eye protection (safety glasses, face shield, or personal glasses), and gloves
- Special Education Classroom: Low to medium risk students: double layer cloth or surgical mask
- Traditional Classroom: double layer cloth or surgical mask
- Traditional Health Room (medication administration): surgical or double layer cloth mask, gloves

**Supply Monitoring and Ordering:**
Each school must designate a staff member (principal, associate principal, PGE coach, bookkeeper, etc.) to oversee PPE supplies in the school, monitor PPE supply levels, and order when needed from the warehouse ordering system.

The usage process is referred to as the “burn rate,” and it is the rate at which PPE is used in various settings. The following link to the CDC’s burn rate calculator is a tool that will be helpful to those assigned this task: https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/burn-calculator.html.

**KN95 Masks:**
- Can be reworn for 7-10 days by the same person without changing.
- Mask should be stored in a clearly labeled paper bag when not in use.
- Masks should not be shared between individuals.

**Gloves:**
- Gloves are available for staff use, however good hand hygiene will be just as effective.
- Wash thoroughly prior to and after procedure for 20 seconds with soap and water.

**Specific Guidance for Special Education:**
Principals should consult the following documents: PPE Considerations for Staff Providing Educational Support to Students with Special Healthcare Needs and PPE and Cleaning Supply Needs/Suggestions for Special Education.

Please work with special education teachers in your building to identify the specific needs of their students and classrooms and use the warehouse ordering system to order the appropriate items.
We all play a role in protecting the health, safety, and well-being of our students, staff and families. One of the most important things we can do to prevent the potential spread of COVID-19 is to stay home when we are sick or have been exposed to someone else who is sick.

**Please sign and return this form showing that you agree to the following:**

1. I will NOT send my child to school until they are released from quarantine by the health department if:
   - My child has been in close physical contact with a person who is known to have COVID-19.
   - Anyone in our household tests positive COVID-19.
   - My child has travelled out of the country.

2. I will check my child each day for the following known symptoms of COVID-19 and will NOT send them to school if they are experiencing:
   - Fever (temperature of 100.4 degrees Fahrenheit or greater) or chills
   - 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

3. If my child is tested for COVID-19 for any reason, I will not send them to school until I receive their results. If they test positive, I will NOT send them to school until cleared to do so by a medical professional. I understand I am required to report a positive test result to FCPS within 24 hours of receiving the results.

4. If my child meets any of the conditions above or is exhibiting any of the symptoms of COVID-19, I will notify the school of my child’s absence.

5. If my child develops any symptoms of COVID-19 during the school day, I agree that I, or my designee, will pick up my child as soon as possible, and will not send my child back to school until they have been symptom free for 24 hours without the use of medication.

**Student Name:**

**School:**

**Parent/Guardian Signature:**

**Date:**

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**Fcps Procedures on Health Assurances & Daily Health Screenings**

Families will be asked to submit a signed “Fayette County Public Schools Family Assurance of Student Health Agreement” attesting that they will monitor their child’s health each day and follow the “Daily Home Screening for Students” guidelines.

All staff will be asked to submit a signed “Fayette County Public Schools Employee Assurance of Personal Health Agreement” attesting that they will monitor their health each day and follow the “Daily Home Screening for Employees” guidelines.
Families: Please complete this quick check of your child’s health each morning before your child leaves for school.

SECTION 1: Symptoms
Please check your child for these symptoms every day. If your child has any of the following symptoms, keep them home from school and call the school to let them know. Students may not return to campus until they have been symptom free for 24 hours without the use of medication.

- Temperature of 100.4 degrees Fahrenheit or higher
- 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

SECTION 2: Close Contact/Potential Exposure
If any of the following statements are true for your child, keep them home from school and call the school to let them know.

- Had close contact with a person with confirmed COVID-19
- Lives in the same house with someone confirmed to have COVID-19
- Travelled out of the country

SECTION 3: Testing
If your child has been tested for COVID-19 for any reason, keep them home from school until you receive their results.

- If their test results are negative and they have not been told to isolate or quarantine for any reason, they may return to school.
- If their test results are positive, you are required to notify FCPS within 24 hours of receiving the result. To report a positive case of COVID-19, families should call 859-381-FCPS (3277).

Daily Home Screening for Students

Please sign and return this form showing that you agree to the following:

1. I will NOT go to work until released from quarantine by the health department if:
   - I have been in close physical contact with a person who is known to have COVID-19.
   - Anyone in my household tests positive COVID-19.
   - I have travelled out of the country.

2. I will check myself each day for the following known symptoms of COVID-19 and will NOT report to work if I am experiencing:
   - Fever (temperature of 100.4 degrees Fahrenheit or greater) or chills
   - Sore throat
   - New uncontrolled cough that causes difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in their cough from baseline)
   - Diarrhea, vomiting, or abdominal pain
   - New onset of severe headache

3. If I am tested for COVID-19 for any reason, I will not return to work until I receive my results. If I test positive, I will NOT return to work until cleared to do so by a medical professional. I understand I am required to report a positive test result to FCPS within 24 hours of receiving the results.

4. If I meet any of the conditions above or am exhibiting any of the symptoms of COVID-19, I will notify my supervisor.

5. If I develop any symptoms of COVID-19 during the work day, I agree to notify my supervisor, leave work as soon as possible, and not return to campus until I have been symptom free for 24 hours without the use of medication.

Employee Name: ____________________________
Work Location: ____________________________
Employee Signature: ________________________
Date: ________________________________

Employee Assurance of Personal Health Agreement
Daily Home Screening for Employees

Employees: Please complete this quick check of your health each day before you leave for work.

SECTION 1: Symptoms
Please check yourself for these symptoms every day. If you have any of the following symptoms, stay home from work, notify your supervisor, and do not return to campus until you have been symptom free for 24 hours without the use of medication.

- Temperature of 100.4 degrees Fahrenheit or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those 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

SECTION 2: Close Contact/Potential Exposure
If any of the following statements are true for you, stay home from work and call your supervisor to let them know.

- Had close contact with a person with confirmed COVID-19
- Live in the same house with someone confirmed to have COVID-19
- Travelled out of the country

SECTION 3: Testing
- If you have been tested for COVID-19 for any reason, stay home from work until you receive your results.
- If your test results are negative and you have not been told to isolate or quarantine for any reason, you may return to work.
- If your test results are positive, you are required to notify FCPS within 24 hours of receiving the result. To report a positive case of COVID-19, call 859-381-FCPS (3277).

Appendix C

Sick Room Protocols

Purpose
Students who display any of the following symptoms of COVID-19 should be placed in a room that isolates them from others:
- A fever (temperature of 100.4 degrees Fahrenheit or greater)
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those 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

This room is to be a holding space for students to rest until they can be picked up to go home. The expectation is that all caregivers have an early dismissal plan for students, and their student be picked-up within a reasonable amount of time. Schools have the capacity to administer rapid COVID-19 tests to students experiencing symptoms of the virus with permission from a parent/guardian.

Emergency Warning Signs for COVID-19
If someone is showing any of these signs, seek emergency medical care immediately by calling 911 or calling ahead to your local emergency facility. Notify the operator that you are seeking care for someone who may have COVID-19:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*NOTE: This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Set Up
The sick room should have yoga mats for the comfort of students, should they want to lie down. (Mats have been distributed to all schools. Requests for more should be made through the warehouse ordering system.) The mats can be placed on the floor, disinfected with quat, and rolled up for storage when not in use. Students may also sit in a chair or at a desk and put their head down.

The room should also be equipped with a chair for the person supervising, a trash can or bathroom in case a student is vomiting, and tissues for runny noses.
Appendix C - Sick Room Protocols (Continued)

**Staffing**

Supervision of the space can be by any competent adult. School nurses are responsible for other routine services for well students, and may not be in the building at all times, so schools should not plan on having them available to serve in this role. That adult will need to wear the following PPE: KN95 mask, goggles or face shield, gloves and a gown when supervising students. (Additional PPE are available through the warehouse ordering system.)

The supervising adult may say comforting words, or provide tissues or a waste bin (for vomit). Unless absolutely necessary, they are not to touch students. They are there to supervise.

**Checking Temperatures**

Every school Health Room and front office have been equipped with touch free thermometers. Those taking temperatures should wear a facemask, eye protection (shield, goggles, eyeglasses), and gloves. Disposable gowns are optional. To use the thermometer, stand in front of the patient and point the thermometer at the mid-point of the forehead. Pull button on thermometer and temperature read out should display the temperature. Any readings of 100.4 degrees Fahrenheit or above are considered a fever and the person must go home.

**Student and Family Expectations**

While in the sick room, students should wear masks at all times (unless they have a mask waiver). If they are having difficulty breathing, or they are nauseous/vomiting they may remove the mask, but the adult supervising must move at least six feet away.

All families need to have a plan in place to pick up students should they become sick at school. Students who become sick at school may not ride the bus home, so families need to consider who will be available and able to pick up a student who becomes sick at school. Schools should remind families about the importance of these plans and encourage families to provide detailed contact information for all adults who may possibly pick a child up.

Students who exhibit symptoms of COVID-19 during the school day may not return to campus until they have been symptom free for 24 hours without the use of medication. This means students who spike a fever at school will not be able to return the next day.

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**Appendix D**

**Bus Manifest & Seating Chart Process**

In order to efficiently and effectively contract trace, a bus manifest and seating chart for every bus route must be easily accessible by all parties. Developing and maintaining accurate records is a responsibility shared by employees at the school and department of transportation.

The following process shall be implemented at every school and special program in the district:

- Each child who rides a bus must be connected to a bus number in Infinite Campus.
- A Google sheet will be emailed to each school principal. The principal can then share the Google sheet with any needed team members to complete.
- The school is required to assign seats and complete seating charts for each bus by the end of the first week of school. Please give a hard copy to the bus driver.
- The seating chart will be housed in a shared drive accessible by the Department of Transportation, appropriate school chief, Health Services Coordinator and the school. This makes it easily accessible to all parties involved when contact tracing needs to occur.
- The school, in cooperation with the bus team, will work together to make sure students know their assigned seat and expectations.
- Each bus will have a copy of the seating chart printed and kept on a clipboard. Supervisors are responsible for printing the bus seating chart for each driver.
- In the event a bus monitor/driver needs to move/add a child to another seat, it will be noted on the seating chart and clearly communicated to the school.
- At the end of every month, the seating chart will be given to the bus team’s supervisor. If changes were made, then a new seating chart will be printed by the bus team and given to the Supervisors.

**Special Note Regarding Preschool Students**

Per KDE regulations, preschool students are not to sit in the front or back seat. Two students may be placed in the same seat, but no children without a vest can sit behind them. For that reason, start assigning preschool students to the seat in front of the side emergency door going forward.
Appendix E

FCPS COVID-19 Reporting, Contact Tracing, Quarantining & Communication Protocols

Terms and Definitions

• Asymptomatic: The term used for an individual who tests positive for COVID-19 but is not exhibiting any symptoms of COVID-19.
• Close Contact: In a school setting, per the Lexington-Fayette County Health Department, anyone who is within three feet of a person with COVID-19 for 15 minutes or longer while using other precautions will be considered a close contact. In the cafeteria or other settings where masks are not in use, those within six feet will be considered a close contact. Public health authorities may also determine that distances beyond three feet can result in high-risk exposures based on other considerations and circumstances in each particular case.
• Contact Tracing: A process of identifying and analyzing the interactions an individual who tests positive for COVID-19 has had with others while they were contagious to assess the potential risk to our school community—and identify individuals who need to quarantine as a result of school-related interactions.
• Contagious Period Onset: Health officials believe that the contagious period for people who test positive for COVID-19 starts 48 hours before they were tested and/or 48 hours before the onset of their symptoms, whichever is earliest.
• Exposure: Someone is said to have been exposed to COVID-19 if they live in the same household as someone who tests positive for COVID-19 or if they have been in close contact with someone who has COVID-19 during the time that individual was contagious.
• Fully Vaccinated: An individual is considered fully vaccinated 14 days after receiving the last shot in the COVID-19 vaccination series.
• Isolation: When a patient tests positive for COVID-19, they are placed in isolation until their contagious period expires and/or they are capable of returning to normal activities. A person who is symptomatic may not return to work or school until they have been released by a medical professional, which is typically after the patient has been fever free and symptom free for 24 hours without the use of symptom reducing medication. A person who is asymptomatic is typically placed in isolation for at least 10 days from the date of their test. If an individual has a compromised immune system or they are hospitalized, they could be isolated 20 days or longer, but this will be up to the individual’s physician or the team at the Health Department.
• Quarantine: When a person has been exposed, or is believed to have been exposed, to COVID-19, they are placed in quarantine. The purpose of a quarantine is to separate and restrict the movement of people who were exposed to a contagious disease for the length of the incubation period for the disease to see if they become sick. With COVID-19, if a person is going to develop symptoms they generally will do so within 10 days of being exposed. Those who have close contact with someone who tests positive for COVID-19 will be asked to quarantine for 10 days from the last date of interaction. The quarantine period begins the day of exposure and normal activities can be resumed on the 11th day.
• Symptomatic: The term used for an individual who tests positive for COVID-19 and is experiencing symptoms of COVID-19.

COVID-19 Reporting
Families and staff members are required to report a positive case within 24 hours of receiving the diagnosis. Reports should be made by calling the FCPS hotline at 859-381-FCPS (3277). This requirement is in place whether or not school is in session.

Contact Tracing
Once made aware that an individual who has been on an FCPS property has tested positive for COVID-19, school and district leaders will work together with the Lexington-Fayette County Health Department to take all steps necessary to stop potential spread, which includes contact tracing and quarantining those who may possibly have been exposed.

Advance Preparation for Contact Tracing

• Reporting requirements should be frequently communicated to employees and families. Principals and supervisors are encouraged to widely share the steps to reporting a COVID-19 case with all constituents.
• Everyone who helps answer phones or greets walk-in traffic at a school must be trained on the steps to take if they receive a call about a positive case of COVID-19.
• Students are required to have assigned seats at all times—in every class, during specials and while eating. Seating charts must be maintained and readily available to the principal or contact tracing designee.
• School leaders will designate a staff member to create bus seating charts and keep them up to date in the Transportation Seating Chart shared folder to assist with contact tracing.
• It is critical that we have accurate emergency contact information for all students, families and employees. This is an excellent time to update Infinite Campus records and establish a backup in case the system is down. Be sure you have contact information for substitutes as well.
Contact Tracing Tools

- Seating Charts
- Bus Manifests
- Team/Club/Activity Membership Lists
- Emergency Contact Information
- Student and Staff Schedules

Contact Tracing Process
Once a school principal or their designee is made aware of a positive COVID-19 case, they will begin the process of reconstructing the individual’s movements in the building and interactions with others while contagious. (48 hours before symptom onset or testing, whichever was first.)

This process will involve:
- Speaking to the staff member who tested positive or the caregiver of the student who tested positive
- Pulling and reviewing student or staff schedules
- Speaking with teachers or coworkers to discuss social distancing, mask wearing, class movement, and other factors
- Reviewing seating charts in each class and cafeteria
- Considering interactions at recess, during class changes, and specials
- Determining participation in clubs, athletics, and extra-curricular activities
- Confirming method of transportation to and from school while contagious and reviewing the bus manifest and seating chart if student is a bus-rider

School nurses employed through the Lexington-Fayette County Health Department may be able to support this process, depending on schedule and other responsibilities. In School Based Clinic Schools, the school nurse can assist the principal or designee obtain class rosters, but unable to assist with contact tracing.

The principal or designee will notify their chief and call Health Services Coordinator Debbie Boian. In consultation with the Lexington-Fayette County Health Department, close contacts who need to quarantine will be identified.

Quarantine
Given the volume of cases at this time, the Lexington-Fayette County Health Department has asked us to make contact with those individuals who need to quarantine because of a school related exposure. All FCPS students, families and employees must cooperate with school and public health officials during this process.

In a school setting, per the Lexington-Fayette County Health Department, anyone who is within three feet of a person with COVID-19 for 15 minutes or longer will be considered a close contact.

In the cafeteria or other settings where masks are not in use, those within six feet will be considered a close contact. Public health authorities may also determine that distances beyond three feet can result in high-risk exposures based on other considerations and circumstances in each particular case.

Given the nature of preschool and kindergarten classrooms, if a preschool or kindergarten student tests positive for COVID-19, we will quarantine the entire class because it is difficult to keep students separated.

When determining quarantines at other grade levels, decisions will be made on a case by case basis, depending on the amount of social distancing able to be maintained and the consistent use of masks.

If assigned seats are maintained and student movement is highly regulated, quarantines may be limited to only those students who sat closest to the person who tests positive. However, there will be times that it may be necessary to quarantine an entire class or bus.

In accordance with recommendations from the Lexington-Fayette County Health Department, students and employees who are fully vaccinated or have tested positive for COVID-19 within the past 90 days will not have to quarantine.

Quarantines will last for 10 days and begin the first day after the exposure. Those asked to quarantine may return to work or school on the 11th day unless they develop symptoms or test positive for COVID-19 during the 10-day waiting period.
Communication and Notification Protocols
While committed to maintaining the confidentiality of students and staff, Fayette County Public Schools will make every effort to be transparent regarding all COVID-19 related matters.

FCPS respects the privacy 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.

FCPS 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 and the appropriate Lexington-Fayette County Health Department COVID-19 Contact Notification Statement will be sent as a follow up. After close contacts have been personally notified, all staff and families at the school will receive a written notification from the school. Notifications for families will be done in multiple languages appropriate for the student population.

Each school must develop effective two-way communication plans for families and staff tied to the tools established for their communities.