

Locust Trace AgriScience Center In-Person and Remote Learning Plan

FAYETTE COUNTY PUBLIC SCHOOLS

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

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

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General Health Procedures and Protocols

Masks:

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

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 Checks:

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

Social Distancing:

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

Healthy Habits:

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

Health Agreements and Daily Assurances



Family Assurance of Student Health:

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

Transportation

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

Arrival

Staff Arrival Procedures:

- Staff members will arrive at the building by 8:00 a.m.
- Staff members will enter through the front door, sign in via a QR code, and confirm their self-check for temperatures/symptom-free status.
- If a staff member is not able to take his or her temperature at home, administrators will take temperatures during check-in in the front office.
- Staff members will then report directly to their classrooms/offices until supervision.
- If a staff member is not able to report to work or must leave due to the onset of symptoms, the staff member should notify Anne DeMott and Catherine Vannatter as soon as possible then request leave by completing a leave form and submitting a leave of absence in Frontline.

Supervision Duty:

- Anne DeMott and Catherine Vannatter and other support staff will supervise student arrival at the front of the school, with one administrator reporting to the assembly (sick room) as needed.
- One staff member will supervise the parking lot area for student drivers and students who are car riders.
- Teachers will supervise students within their classrooms.
- Other staff (all non-classroom teachers) will supervise students walking through the hallway to classrooms near their office locations.

Student Arrival Procedures:

- Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever of 100.4°F or higher or other symptoms will exit first and be taken to the assembly by an administrator to await a family member to take them home. Kimberly Collins will assist with family contact.
- All students will exit the bus and go through the thermal camera or thermometer screening conducted at that location by Anne DeMott and/or Catherine Vannatter. Students will be

reminded to keep their masks on as they enter the building and have their attention directed to signage about healthy practices. Students with a fever of 100.4°F or higher or other symptoms will be taken to the assembly by an administrator to await a family member to take them home. Kimberly Collins will assist with family contact.

- Student drivers may park in the student lot then walk to the front of the school, where they will be required to maintain social distance at the front of the school while waiting to have their temperatures taken by the thermal cameras or thermometer as supervised by an administrator. Student drivers who have a temperature at or below 100.3°F will be admitted to report to their classes. Student drivers who have a temperature of 100.4°F or higher will be required to return to their cars and depart the grounds. Guardians will be notified when students leave. Administrators will radio to Kimberly Collins to conduct these phone calls.
- Guardians who transport their students to school will line up in the upper parking lot, remain in the car, and wait until an administrator takes the student's temperature. Students will be asked to roll down the window so that administrators can take their temperature. Administrators will not touch/open the car door or window. Students who have a temperature below 100.4°F will receive a card with the current date to be used to gain access to the building and will report to their first classes. Students who have a temperature of 100.4°F or higher will not be granted access and will be required to leave with their guardians.

Metal Detectors (High School Only):

- N/A
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Instructional Plans

Classrooms:

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

Instructional Materials:

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

Teachers will follow the guidance from the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) regarding instruction and will continue the personalized learning model of the school.

Teachers will maintain a safe distance from students and other adults without compromising instructional practices. Teachers will maximize social distancing in classes or activities that usually involve students working in close proximity, such as demonstrations and labs, working outside or in the barns whenever possible. Teachers will make every effort to create equity in experiences between students participating in in-person instruction with hands-on learning and students selecting remote instruction. Students who receive pull-out instruction per an Individualized Education Plan, 504 Plan, and/or English Learner Plan will continue to receive services from teachers, Beth Barnott, Janet Fox, and Catherine Vannatter via offices/classrooms and technology when necessary.

In case of the return to NTI: 2DL, teachers will resume remote instruction for all students utilizing Zoom, Canvas, and other technological tools.

Specials (elementary only):

- N/A



Preschool (elementary only):

- N/A



Band and Orchestra:

- N/A



Chorus and Vocal Music:

- N/A



Physical Education:

- Katie Beeler will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#) and will provide in-person instruction outside when possible.



Career and Technical Education:

- Teachers will follow the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#) and will provide in-person instruction outside when possible.



Library/Media Center:

- Meredith Reed will follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#).
- Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- Teachers will make an appointment for Meredith Reed to come to their room when needing access to her and/or materials from the media center.
- Meredith Reed will provide instructional support in teachers' classrooms per teacher request..
- Students will use the Destiny Discover online tool to request books and materials. Once hold requests are made, Meredith Reed will deliver books to classrooms. At the school's discretion, students may arrange times for book pickup if they are in a remote learning environment. The ebook collection will be promoted to students.
- Library cleaning and sanitation requirements will follow the cleaning protocols outlined for Locust Trace.
- At school discretion, students may be allowed to use the media center Chromebooks under supervision. Devices will be sanitized between each user.

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

- Beth Barnott, Janet Fox, and Catherine Vannatter will support teachers in ensuring students receive specialized services per Individualized Education Plans, 504 Plans, and/or English Learner Plans in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and the [Special Education COVID-19 Guidance for In Person Instruction \(Appendix N\)](#).

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

- A team including the Principal, Administrative Dean, Counselor, and Student Support Specialist generated the plan then all faculty and staff reviewed it during a faculty meeting. Pending District approval and return to in-person instruction, the principal will notify faculty and staff about implementing the plan then will proceed with informing students and families who selected in-person instruction via an Infinite Campus message and the newsletter, *The Howl*. (No Site-Based Decision-Making Council exists at this school site.)
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Remote Instructional Plan

Teachers will follow the guidance from the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) regarding remote instruction. Teachers will utilize Canvas, in addition to other technology tools, to continue instruction for remote learners.

Teachers will make every effort to create equity in experiences between students participating in in-person instruction with hands-on learning and students selecting remote instruction. Students who receive pull-out instruction per an Individualized Education Plan, 504 Plan, and/or English Learner Plan will continue to receive services from teachers, Beth Barnott, Janet Fox, and Catherine Vannatter via technology and home visits, if possible.

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

- A team including the Principal, Administrative Dean, Counselor, and Student Support Specialist generated the plan then all faculty and staff reviewed it during a faculty meeting. Pending District approval and return to in-person instruction, the principal will notify faculty and staff about implementing the plan then will proceed with informing students and families who selected remote instruction via an Infinite Campus message and the newsletter, *The Howl*. (*No Site-Based Decision-Making Council exists at this school site.*)

Common Area Procedures



Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways have floor stickers to designate social distancing requirements. Staff and students will maintain six feet of distance between one another when in the hallway.
- All staff and students will walk on the far right sides of the hallway. Students may only exit classrooms to go to the restroom one at a time with an escort requested via eOS or to leave the school building for parent pick-up or dismissal.



Restrooms:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- If a student must use the restroom while on campus, the teacher will request an escort via eOS.
- An administrator will monitor each restroom. Students will be admitted to the restroom one at a time, will be logged in and out of the restroom and supervised during hand sanitization outside the restrooms' main doors. Students may not leave classrooms until they have approval from an administrator. Students will return directly to the classrooms after restroom use.
- Custodians will sanitize and clean restrooms each time a student uses the restroom.
- Sinks, stalls, and urinals will be limited to allow for social distancing.
- All staff will maintain a social distance of six feet in bathrooms or create barriers between sinks/stalls. Administrators will monitor restroom breaks to ensure social distancing and proper handwashing. Proper handwashing posters will be placed in restrooms for guidance. Staff members will follow proper cleaning and disinfecting procedures and document completion.



Water Breaks:

- Water fountains and bottle filling stations will be cleaned and sanitized frequently throughout the school day.
- Students and staff will not be allowed to drink directly from water fountains.
- Students will be allowed to bring individual reusable water bottles from home.
- Students may fill their water bottle at water fountain or bottle filling stations.

Meal Service:

- N/A



Recess (elementary only):

- N/A



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 are marked for social distancing.
- Plexiglass barriers are 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.
- Meetings will 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, such as the assembly.

Computer Labs:

- N/A

Gymnasiums:

- N/A

Weight Rooms:

- N/A
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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.
- As a bus arrives, Kimberly Collins will make an announcement for students riding that bus to proceed to the front of the school for dismissal. Administrators will supervise students in the hallways to ensure social distancing is practiced.
- 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:

- Following bus dismissal, Kimberly Collins will make an announcement for car riders to proceed to the front of the school for dismissal. Administrators will supervise car riders during departure to ensure social distancing is practiced.
- Following car rider dismissal, Kimberly Collins will make an announcement for student drivers to proceed to the front of the school for dismissal. Administrators will supervise student drivers during departure to ensure social distancing is practiced.
- Non-teaching staff will supervise dismissal outside their offices. Anne DeMott and Catherine Vannatter will supervise dismissal in the front of the school, encouraging student drivers to proceed immediately to their vehicles and depart. All will follow the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#).

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.

Afterschool Care (elementary only):

- N/A

ESS or Tutoring:

- N/A
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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 in-person 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 use the QR code and 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 have temperature checks.
- Visitors must follow all safety and mitigation measures while on campus.
- Visitors will use the QR code to sign out as they depart.
- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.
- Students who develop a fever or display symptoms of COVID-19 while on campus will be sent directly to the assembly and will remain there until picked up by a guardian. A staff member will supervise the assembly. Guardians will be contacted to come pick-up their children as soon as possible.
- When a guardian arrives to pick-up his or her child, Kimberly Collins will ask for the student's name via the door intercom. Kimberly Collins will check the guardian's identification while maintaining appropriate social distance via plexiglass or glass window barrier and release the student after verifying the identification via Infinite Campus.



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.

- Students who develop a fever or display symptoms of COVID-19 while on campus will be sent directly to the assembly and will remain there until picked up by a guardian. A staff member will contact Anne DeMott (or Catherine Vannatter, if Anne DeMott unavailable) via phone or radio to retrieve the student and escort the student to the assembly. Anne DeMott or Catherine Vannatter will supervise the assembly, which can hold up to 20 students. Guardians will be contacted by Kimberly Collins to come pick-up their children as soon as possible. Staff will follow the “What To Do If a Student Becomes Sick at School” protocol outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).
- When a guardian arrives to pick-up his or her child, Kimberly Collins will ask for the student’s name via the door intercom. Kimberly Collins will check the guardian’s identification while maintaining appropriate social distance via plexiglass or glass window barrier and release the student after verifying the identification via Infinite Campus.
- If Kimberly Collins cannot reach a family member or guardian for pick-up, an administrator or voluntary staff member will transport the student home following all safety and sanitizing protocols. Kimberly Collins will continue to attempt notifying the family.
- The nurse’s office/health clinic will remain open for routine student needs, such as dispensing medication.

Cleaning Protocols:

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule: early morning, mid-day break, and afternoon.
- 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 have been 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 will assist custodial 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.
- 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 custodial closets. All bottles containing toxics/liquids must be clearly labeled.



Large Group Gatherings:

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

Contact Tracing

Infection/Exposure/Quarantine

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

Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). ([See Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us, or visit www.fcps.net/covid19.

- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to conduct contact tracing – a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. ([See Appendix R.](#))
- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R.](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R.](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note 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.
- Administrators will continue to communicate with families and staff via newsletters, IC messenger, email, phone calls, and text messages.
- 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, administrators and staff will maintain folders in the Google Shared drive to ensure Anne DeMott, Catherine Vannatter, and Kimberly Collins have 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.
- Schools will gather daily attendance and code the reason for student absence. For the 2020-2021 school year, two additional codes have been added by the state to identify students who are “COVID-19 positive” and those who need to “Quarantine” due to exposure.
- School and district leaders will monitor staff and student attendance for trends/patterns of absences for infectious illness that include identification of absences for COVID-19 and Influenza with an ability to compare to usual rates/patterns at individual school site levels. ([See 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.