

In-Person and Remote Learning Plan

WELLINGTON ELEMENTARY

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. 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.

General Health Procedures and Protocols

- Masks
- Clean Hands
- Health Screenings
- Temperature Check
- Social Distancing
- Healthy Habits

Health Agreements and Daily Assurances

- Family Assurance of Student Health
- Employee Assurance of Person Health

Transportation

Arrival

- Staff Arrival Procedures
- Supervision Duty
- Student Arrival Procedures

Instructional Plans

- Classrooms
- Instructional Materials

In-Person Instructional Plan

- Special Area Classes
- Preschool
- Band and Orchestra
- Chorus and Vocal Music
- Physical Education
- Library/Media Center
- Specialized Push-In and/or Pull-Out Services
- Input and Communication Plan

Remote Learning Instructional Plan

- Input and Communication Plan

Common Area Procedures

- Hallway Protocols
- Restrooms/Water Breaks
- Meal Service
- Recess
- Administrative Spaces
- Computer Labs
- Gymnasiums
- Large Group Gatherings

Dismissal/Student Pick-up

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

Afterschool

- Extra-curricular Activities
- Afterschool Care
- ESS or tutoring

Additional Mitigation Measures

- Visitors/Student Pick-up
- Sick Room
- Cleaning Protocols

Contact Tracing

- Infection/Exposure/Quarantine
- Communication and Notification Procedures
- Attendance and Tracking

Appendices

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



General Health Procedures and Protocols



Masks:

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



Clean Hands:

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



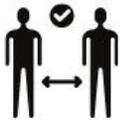
Health Screenings:

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



Temperature Check:

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



Social Distancing:

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



Healthy Habits:

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



Health Agreements and Daily Assurances

Family Assurance of Student Health

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



Employee Assurance of Personal Health

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



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:

- All Wellington Staff will adhere to the health and safety guidelines outlined above.
- Staff will arrive and be ready to work (in supervision duty location) by no later than 7:05am every morning.



Supervision Duty:

- [Wellington Supervision Duties - In-Person](#)



Student Arrival Procedures:

General	<ul style="list-style-type: none"> • Students will proceed to their classrooms upon entering the building. <ul style="list-style-type: none"> ○ Students will not walk siblings to class or go visit other teachers. ○ One staff member will be in each hallway to monitor social distancing and restrooms during arrival. <p>Masks</p> <ul style="list-style-type: none"> • Students in grades K-5 should be wearing masks when they enter the building. PreK students are not required to wear masks. <ul style="list-style-type: none"> ○ If students arrive without a mask, extra masks will be provided. ○ If a student refuses to wear a mask, an administrator should be contacted. <p>Temperatures</p> <ul style="list-style-type: none"> • Car riders will have their temperature checked while student is in the car whenever possible. • Temperatures will either be taken by the thermal thermometer at the front of the building or manually by a handheld thermometer. • If a student or staff member has a fever, they should not be permitted into the school building. Fever protocol should be followed.
Breakfast	<ul style="list-style-type: none"> • Breakfast will be delivered to students in the classroom. Students will not go to the cafeteria for breakfast.
Bus Riders	<ul style="list-style-type: none"> • Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever will exit first and be taken to the isolation area to await a family member to take them home. • Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival. • If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through the screening.

	<ul style="list-style-type: none"> ● If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (room 105) using the front door). ● Students will be reminded to keep their masks on as they enter the building. ● Buses will enter bus loop as normal. Buses will not unload until staff member(s) are present to help direct students. ● Buses will have staggered arrival to allow for students to socially distance. ● Staff member(s) will walk students from bus into front door of building, keeping students socially distant as much as possible. ● Temperatures will be taken by the thermal thermometer in the front of the building. In the event equipment is not working, staff will take temperatures using handheld thermometers. ● Students will proceed entering the building using the Arrival/Dismissal Maps routes
Car Riders	<ul style="list-style-type: none"> ● Cars will enter car rider line using same formation as previously used. ● Staff members will take temperatures of students before they exit their vehicle, whenever possible. Otherwise, students will have temperature taken using thermal thermometer. ● Students will open their own car doors as much as possible. Staff members will assist as needed. ● Staff members will direct students towards the building doors in a socially distanced manner. Students will proceed to their classroom using the Arrival/Dismissal Maps routes ● Once buses are unloaded and cleared from the front of the building: <ul style="list-style-type: none"> ○ Staff will cone area to turn by preschool door to redirect traffic. ○ Staff in rear of building will move to front of building and allow students to enter the front door of building. ○ Temperatures will be checked by thermal thermometer
Walkers	<ul style="list-style-type: none"> ● Walkers will enter at their own pace through the front doors of the building and temperature will be taken via thermal thermometer. ● Staff will monitor students to ensure they adhere to social distancing guidelines. ● In the event of a mass of students in the front of the building, staff may hold some walkers outside before allowing them to enter.
Hallway	<ul style="list-style-type: none"> ● Staff will be posted at various points throughout the hallway to ensure students go directly to their classrooms.



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 to prioritize social distancing.***
- *Tables:* 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, art supplies, 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 \(Appendix I\)](#).



In-Person Instructional Plan

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

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

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

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

[Wellington Master Instructional Schedule](#)
[Building Map & Room Assignments](#)



Special Area Classes

- Special Area Teachers will come to the homeroom classroom to teach. PE is the exception. To increase opportunities for student movement, PE classes will take place in the gym. Gym is large enough to accommodate social distancing.
- Teachers follow a procedure upon room entry and exit (i.e. hand washing,/sanitizing, equipment wipe down, setting up technology etc.)
- Students will have their own materials. No sharing.
- Specials can occur outside at teacher discretion while adhering to social distancing guidelines and avoiding recess areas.



Preschool (elementary only)

- Schools will ensure that preschool classrooms operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#). If your school has unique considerations they may be noted here.

Band and Orchestra

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



Chorus and Vocal Music

- Chorus at Wellington will remain virtual for the 2020-21 school year.



Physical Education/ Gymnasium

- PE classes will take place in the gym.
- Limited gym equipment will be used. If equipment is used, it will not be shared and will be sanitized at the end of the school day.
- 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.
- Each school will inventory physical education equipment at the school to identify which pieces of equipment can be easily and effectively sanitized.
- For equipment that will be touched or handled by students, *assign each student their own piece of equipment for that class period.*
- Staff will be properly trained on how to safely apply disinfectant and have access to the appropriate personal protective equipment needed.



Library/Media Center

- The Library will not be open to students.
- Wellington's media specialist will distribute books to students in their classrooms. Students will use online system for book selection or will choose from a book menu.
- Teachers will not bring classes to the library and the media specialist will not provide instruction
- Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.

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

- Assigning rooms that are large enough to have individual desks for students so that additional groups coming in do not have to sit at the same seat.
- Consecutive groups could run in the classroom if additional seating is available. If not, cleaning protocol would need to be put in place prior to another student sitting in the same area as a different child.
- Push in services for only Special Education students with co-teach on their IEP. No push in for ELL or Intervention.
- Attempts will be made to limit co-mingling of students for pull-out services. When co-mingling of students from homerooms must occur, the seating chart will reflect additional distance between students of different homerooms.



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

- The Wellington Administrative Team met with teachers and staff, Instructional Leadership Team (ILT), families, and SBDM Council regularly to gain feedback.
 - Teachers & Staff - 11/5/2020, 11/19/2020, 12/3/2020, 12/8/2020, 12/10/2020
 - Instructional Leadership Team (ILT) -11/6/2020, 11/13/2020, 11/20/2020, 12/11/2020
 - Special Area Team - 11/6/2020, 11/20/2020, 12/4/2020
 - Families - November 11, 2020, November 19, 2020
 - SBDM - 12/8/2020
-



Remote Instructional Plan

Students choosing to remain with remote instruction will have a different schedule than NTI 2DL. Students will have different synchronous/asynchronous time and will likely have a different teacher delivering instruction.

Technology

- 1 [Swivl](#) has been ordered for each grade level.
 - 1 video will be recorded per grade level for reading and math to be posted for remote students.
 - Video will be concise, focused Tier 1 instruction.
 - Team may recording load while maintaining cohesive instruction.
 - Ex. 1 teacher records for reading unit, another for math unit, etc.

Classroom Assignments

- Condense 4 classes in K into 3 due to enrollment
 - K-1 Remote Teacher- Spurlin
 - Re-assign students for in-person from the remaining class
 - No in-person class/teacher changes anticipated in grades 1-5.
 - 2-5 Remote Teacher- Nolt
 - [Teacher Schedule](#)
 - Remote Teacher will plan with teachers and be point of contact for academics, including synchronous instruction, student support, report cards, etc.
 - Classroom Teacher will continue to send classroom and school communication
 - Assignment posting responsibilities will be decided as a grade team with remote teacher.
 - Info Night will take place to inform parents of logistics once a date for in person return has been determined
-

Common Area Procedures



Hallway Protocols:

General	<ul style="list-style-type: none"> All 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. Follow sticker arrows to stay on right side of the hallway. School schedules and class transitions have been adjusted to reduce hallway traffic. Students will social distance when traveling as a group (recess, bathroom, etc). Students will be supervised during transitions.
Nurse	<ul style="list-style-type: none"> Nurse or a staff member will come get student and escort to office if assistance is needed.
Pull-Out Groups	<ul style="list-style-type: none"> Staff will pick up students at classroom door for these circumstances.
Office	<ul style="list-style-type: none"> If students are tardy, staff member will escort student to classroom If students are being signed out early, staff walk to classroom and escort student to the front of the building. If items are dropped off for student (lunchbox, instrument, etc), it will be delivered to classroom.



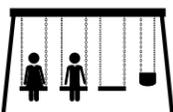
Restrooms:

Restroom	<ul style="list-style-type: none"> Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing. Facilities will be cleaned and disinfected every 30 minutes. Staff members will follow proper cleaning and disinfecting procedures and document completion. Signage will be placed in bathrooms illustrating proper handwashing techniques and marking appropriate social distancing. Sinks, stalls and urinals will be limited to allow for social distancing. Individual bathroom breaks will be allowed as needed, with proper supervision. 3 students at a time per bathroom Only red and green hallway bathrooms for individual breaks. Cafeteria bathroom will be used only for group breaks.
Water	<ul style="list-style-type: none"> Water fountains will not be used. Water bottle filling stations will be available and frequently sanitized. Students will be allowed to bring individual water bottles from home. Water bottles will be provided for students who do not have one. School will provide reusable, labeled water bottles to be refilled throughout the day.



Meal Service

<p>General</p>	<ul style="list-style-type: none"> ● Cafeteria staff will continue drive-thru distribution for families. <p>Cleaning/Safety</p> <ul style="list-style-type: none"> ● Students will eat at their desks in their classrooms. No students will eat in cafeteria. ● Students will wash their hands before and after meal service. ● Surfaces will be disinfected regularly. ● Child nutrition staff follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, plexiglass barriers, and additional disinfecting of surface and high contact areas). ● Breakfasts and lunches will be single serve meals, with disposable containers and plastic ware. ● Self-service food stations and condiment stations will be removed. ● Share tables will be eliminated and students will be discouraged from sharing food. ● Trash cans will be in hallways. Teachers should monitor for social distancing when disposing of food. <p>Allergies</p> <ul style="list-style-type: none"> ● Lunches for students with allergies will be clearly labeled for safety. ● Students with allergies will have their lunch pin number entered into a sheet to communicate with cafeteria staff and protect student privacy. <p>Ordering</p> <ul style="list-style-type: none"> ● Sheet will be used as communication tool between classrooms and staff ● Teachers will update sheet with correct numbers for each student. Cafeteria will use sheet to get numbers and prepare meals for room delivery. ● New numbers will be pulled each day. Teachers will change sheet with updates as needed. ● If extra meal is needed, please call the cafeteria
<p>Breakfast</p>	<ul style="list-style-type: none"> ● Breakfast will be delivered to classrooms by 7:05 each morning. ● Students will eat at desks. ● Students may remove mask to eat & drink. When finished, masks should be on.
<p>Lunch</p>	<ul style="list-style-type: none"> ● Lunches will be delivered to classrooms by 10:50 for K-2 (11-11:25am) and 11:20 for 3-5 (11:30-11:55am) ● Students may remove mask to eat & drink. When finished, masks should be on. ● Weather permitting, teachers may take their classes outside to eat. <ul style="list-style-type: none"> ○ Classes would social distance and would avoid areas with other classes. ● Coverage schedule to provide duty-free lunch for teachers.



Recess

- Students will have structured movement breaks throughout the day.
- Playground equipment can be used
- Masks are required during recess.
- Students and staff will wash hands or use hand sanitizer immediately before and after recess
- Playground Locations: Playground, Field (split into thirds), Cafeteria Field
- Structured Play for the field: Fun Day type activities, games, etc.

- Mark playground/field for social distancing between classes
- Enter and exit through designated doors, spray doors between grade level transitions
- First aid stations at each recess location (for serious injury, call office)
- Designate concrete/blacktop space for days when the field is too muddy (basketball court, STEM area, pavers walkway, pavers on side of building, bus loop)
- Students should not bring individual equipment to school.



Administrative Spaces

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



Computer Lab

- Computer labs will not be used for special area classes for the foreseeable future.
- Computer labs cannot be used for MAP or Access Testing. Both of those tests should be administered on student Chromebooks, with assurances for cleaning headphones between usage.
- Teachers will not be allowed to schedule the lab for individual class periods.



Large Group Gatherings:

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



Dismissal/Student Pick-up

General	<ul style="list-style-type: none"> The entire school will operate using a silent dismissal model. Teachers will project to communicate timing. Dismissal procedures will begin earlier to stagger movement and spacing of students. Order of dismissal will be in this order at these approximate times: <ul style="list-style-type: none"> 2:20- First 25 Car Riders (dismissed individually) 2:23- Bus Riders (picked up by grade level) 2:25- Walkers (picked up by grade level) 2:30- Compass Zone (picked up by CZ counselors) 2:30- DayCare (dismissed individually as needed) If students have siblings in the building, they will meet up outside at dismissal spot.
Bus Riders	<ul style="list-style-type: none"> All families who can transport their children from school are strongly encouraged to do so to help reduce the number of students on each bus. School staff will take temperatures before boarding the bus. Students with a fever will stay at school, and the family will be called to pick up the child. Hand sanitizer will be provided as students enter and exit the bus. Students who have a medical exemption for wearing a mask will be assigned seating at the front of 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. Buses will park around the entire bus loop in order to spread out and provide space for students to stand while waiting to load. Bus Riders will be picked up by grade level by staff and walked in a socially distanced manner to buses. Bus Riders will exit using the front doors of the school. Once outside, students will walk to their bus and wait to get on. Staff that escorted students to buses will go to their assigned bus and check students off using manifest. Compass Zone staff will be available to assist.
Car Riders	<ul style="list-style-type: none"> Car Riders will stay in their classrooms to wait for their number to appear on sheet. Teachers will dismiss the first 25 students at 2:20pm. Students will walk by themselves to the car rider doors by the cafeteria. Staff will be strategically placed throughout hallways to monitor students as they transition. After the first 25 students, teachers and students will monitor sheet to watch for their number. When the top of the column containing their number changes to green, the teacher will dismiss the students and follow the same procedure as above. Extra cone added for ID check and holding for students who are slow to arrive. 6 cars will be loaded at a time. (Red, Orange, Yellow, Green, Blue, and Purple Cones)
Walkers	<ul style="list-style-type: none"> Parents will meet students outside using the playground doors by the Science Lab. Dismissal for walkers will begin at 2:25. Walkers will be picked up by grade level by staff and walked in a socially distanced manner to back doors. In the event of inclement weather, walkers will be released at 2:35 using the front doors of the building. Inclement Weather Map Once students are outside the building, they will walk around the 5th grade hallway doors and use the sidewalk to get to Keithshire Way.

	<ul style="list-style-type: none"> ● Staff Members will walk with students to intersection to ensure safe dismissal and social distancing.
Day Care	<ul style="list-style-type: none"> ● Daycare vans will space when parked in bus loop to allow for social distancing of students ● Daycare students will stay in their classrooms to wait for their Daycare Van to appear on this sheet. ● Teachers and students will monitor sheet to watch for their daycare. When the daycare name appears, the teacher will dismiss the students to the hallway ● Students will walk by themselves to the front doors of the building. ● Staff will be strategically placed throughout the hallways to monitor transitions. ● A staff member will be in the front of the building to get students to their correct daycare van and check students off manifest.
Compass Zone	<ul style="list-style-type: none"> ● Unless otherwise noted, Compass Zone will begin when Wellington begins in person instruction. ● Students will only be allowed to attend Compass Zone if they attend in person instruction on that day ● Compass Zone students will remain in their classrooms at dismissal. ● At 2:30, Compass Zone Counselors will begin picking up students from their classrooms and escorting them in a socially distant manner to their assigned area.
Hallway	<ul style="list-style-type: none"> ● Staff will be stationed in the hallway to observe students for safety and to help maintain social distancing. ● Staff will remain in hallway until all students are in dismissal location.

Afterschool



Extra-curricular Activities

- Wellington will not have any in-person extracurricular activities for the 2020-21 school year.
- Virtual extracurricular activities will continue to be offered when available



Afterschool Care

- Wellington's After School Program, Compass Zone, will re-open when in-person learning resumes at Wellington.
- Registration from Spring 2020 will roll forward to allow families already registered to keep their spot.
- Students will be placed in cohorts of 15 or less or whatever the most current guidance allows. Students will not rotate among rooms, but will remain in the same room with the same cohort of students for safety and contact-tracing purposes.
- Students will have individual materials and supplies; no sharing will be allowed.
- Families will receive a Health Assurance to sign, indicating they understand the protocol for maintaining health and safety for their child and others as well as the protocol for being picked up if sick.
- Protocol for a child with a fever will remain the same as during the school day.
- School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix](#)



Extended School Services (ESS)

- There will be no in person ESS tutoring at Wellington. Any after school assistance from staff to students will be virtual.
- Summer school options may be provided by the district. Information will be provided once plans are finalized.



Additional Mitigation Measures

Visitors/Student Pick-up:

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible. (Volunteers and guest speakers are not permitted at this time.)
- Individuals representing essential agencies are exempt from access restrictions.
- Families will not be permitted to accompany students into the building or eat with students.
- Any visitor who enters a school building or school-sanctioned event must wear a mask with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- Visitors will be subject to temperature checks.
- Visitors must follow all safety and mitigation measures while on campus.
- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.
- Each school will develop specific plans for student pick-up procedures, which could include:
 - Having families call from the car or from outside, prior to buzzing the doorbell.
 - Designating certain entrances for different types of student pick-ups.
 - Having students wait in the classroom or until they are called to the office.
 - Asking families to wait in the vestibule.



Sick Room (Room 105):

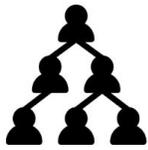
- Room 105 will serve as sick room for Wellington. No more than 2 students will be in room at one time.
- Students will remain socially distanced in sick room and will be supervised by staff member at all times.
- Conference room will serve as alternate area for sick students if needed.
- Families will 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.
- If a child is sick, teacher will contact the office. Staff member will go to classroom and escort child to sick room.
- Admin team will be contacted and office staff will call family to have child picked up immediately. If family does not answer, office staff will contact other members of household or safe to pick up list.

- Families will remain in care when picking up sick child. Child will be escorted to car by staff member.
- The nurse's office/health clinic at each school will remain open for routine student needs, such as dispensing medication.

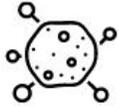


Cleaning Protocols:

- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock to ensure availability. The [Fayette County Public Schools Guidance on Masks and Personal Protective Equipment \(PPE\)](#) outlines role-specific recommendations for staff.
- Schools should use the [warehouse ordering system](#) to request needed cleaning supplies and PPE, which will be delivered to their school.
- Daily cleaning and disinfection of classrooms, gymnasiums, restrooms, 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.



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



Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). ([See Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email covid19@fayette.kyschools.us or visit www.fcps.net/covid19.
- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to conduct contact tracing – a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. ([See Appendix R](#))

- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note, however, that during a worldwide pandemic of this highly contagious virus, the Lexington-Fayette County Health Department requires us to notify people who have been in close contact with the infected person.
- *Each school must develop effective two-way communication plans for families and staff that are tied to the tools already working for their communities, such as Remind, Dojo, Microsoft Teams or Group Me.*
- Fayette County Public Schools will follow all state requirements to report the number of students and school personnel reporting a positive diagnosis of COVID-19. ([See Appendix R](#))
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.



Attendance and Tracking

- To assist with contact tracing, schools should develop protocols to ensure the principal or designee has easy access to the following tools when needed: seating charts, bus manifests, team/club/activity membership lists, emergency contact information for students and staff, documentation of people who moved throughout the building, student and staff schedules, and any other information that could support contact tracing.
- *To help track movement of employees throughout the building and between buildings throughout the district, FCPS has developed a “Trace Space” app. Employees are encouraged to use the app, but schools may use an alternate way of documenting staff movement throughout the building if they choose.*
- Schools will gather daily attendance and code the reason for student absence. For the 2020-2021 school year, two additional codes have been added by the state to identify students who are “COVID-19 positive” and those who need to “Quarantine” due to exposure.
- School and district leaders will monitor staff and student attendance for trends/patterns of absences for infectious illness that include identification of absences for COVID-19 and Influenza with an ability to compare to usual rates/patterns at individual school site levels. ([Appendix R](#))
- School and district leaders will collaboratively determine when classrooms or the school will switch to NTI: 2DL due to rising absence rates, rates of infectious disease, or quarantines of individual teachers, classrooms or a significant portion of the school.