

Mary Todd Elementary

In-Person and Remote Learning Plan



FAYETTE COUNTY PUBLIC SCHOOLS

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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.
- Gaiters and bandanas do not provide enough protection and are not considered an adequate face covering for FCPS facilities.
- If a student refuses to put his/her mask over his/her mouth and nose the teacher should do the following
 - Reteach
 - If student still refuses, the teacher should contact the office
 - An administrator will reteach in the hall
 - Continued refusal will result in an office referral



Clean Hands/Gloves:

- 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.
- Students and staff will apply hand sanitizer as they arrive at the building. Hands must be washed using soap and water after using the restroom. Students must apply hand sanitizer as they enter the classroom and before leaving the classroom.
- Gloves are required for the following:
 - Food handling
 - Bathroom accidents/changing
 - Temperatures
 - Room cleaning - gloves for teachers
 - School health procedures (catheterization, tube feeding, etc.)



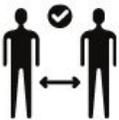
Health Screenings:

- 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. If a student has a temperature greater than 100.4 they should be escorted to the sick room, and the parent should be called to have them picked up immediately.



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.
- All people need to stay at least six feet from one another at all times

- When in the hallway, students must stand on social distancing markers and follow arrows
- If a student refuses to social distance the teacher should do the following:
 - Reteach
 - If student still refuses teacher should contact the office
 - An administrator will reteach in the hall
 - Continued refusal will result in an office referral



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

Staff Arrival Procedures:

- Staff members will arrive at the building by 7:45 a.m. and will be at his/her designated post by 7:55 AM.
- 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. \(Appendix F\)](#)
- Staff will be required to have their temperature taken upon arrival at the front entrance.
- If a staff member has a temperature greater than 100.4 he/she should not enter the building and should call the front office to let Mr. Jones know he/she will not be able to work. Additionally, he or she should contact one of the substitutes identified on the Mary Todd preferred list.
- If a staff member begins to experience any of the exclusionary symptoms throughout the day, he/she should contact the front office to let Mr. Jones know he/she will not be able to continue work. Additionally, he or she should contact one of the substitutes identified on the Mary Todd preferred list.



Supervision Duty:

- Staff will perform specific morning duties to facilitate the implementation of the morning arrival plan. All staff will be trained on their morning and afternoon duty assignments.

[Duty Assignments](#)



Student Arrival Procedures:

- **Student Bus Arrival**

- All buses should arrive between 7:55 and 8:10 AM.
- 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 at MTE.
- Bus riders will enter through the Rear entrance. K-2 will enter through playground doors and 3-5 will enter through the doors located near the cafeteria.
- If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through our school's student screening process. Those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken.
- 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.
- Students will be reminded to keep their masks on as they enter the building.
- Staff assigned to buses must wear a mask, gloves, and social distance
- Staff assigned to buses should stagger entry of buses so only one bus load of students is entering building at one time
- Monitors will ensure social distancing as they walk to class

- **Walker Arrival**

- Walkers can enter school beginning at 7:55 AM and must arrive prior to 8:25 AM.
- Walkers will enter through the front entrance.
- Walkers should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken.
- Staff assigned to walkers must wear a mask, gloves, and practice social distancing.
- Staff assigned to walkers should take student temperatures at the front door. If a student has a temperature greater than 100.4 they should be taken home by the adult who brought them. If the student walked alone, they should be escorted to the sick room and the parent should be called to have them picked up immediately.

- **Car Rider Arrival**

- Car riders can enter school beginning at 7:55 AM and must arrive prior to 8:25 AM.
- Car riders will be dropped off in the car rider lane in the front of the building.
- Parents please have your students sit on the passenger side of the car to help us take their temperature more efficiently before they exit the vehicle.
- Staff assigned to car riders must wear a mask, gloves, and practice social distancing when possible.
- Staff assigned to car riders should take student temperatures prior to exiting their vehicle at their car door. Families are encouraged to have students sit on the passenger side of the vehicle to allow for easy temperature check. Ask them to roll down their window so the teacher does not have to touch car door handles. If a student has a temperature greater than 100.4 he/she should remain in their vehicle and be taken home by the adult who brought them.

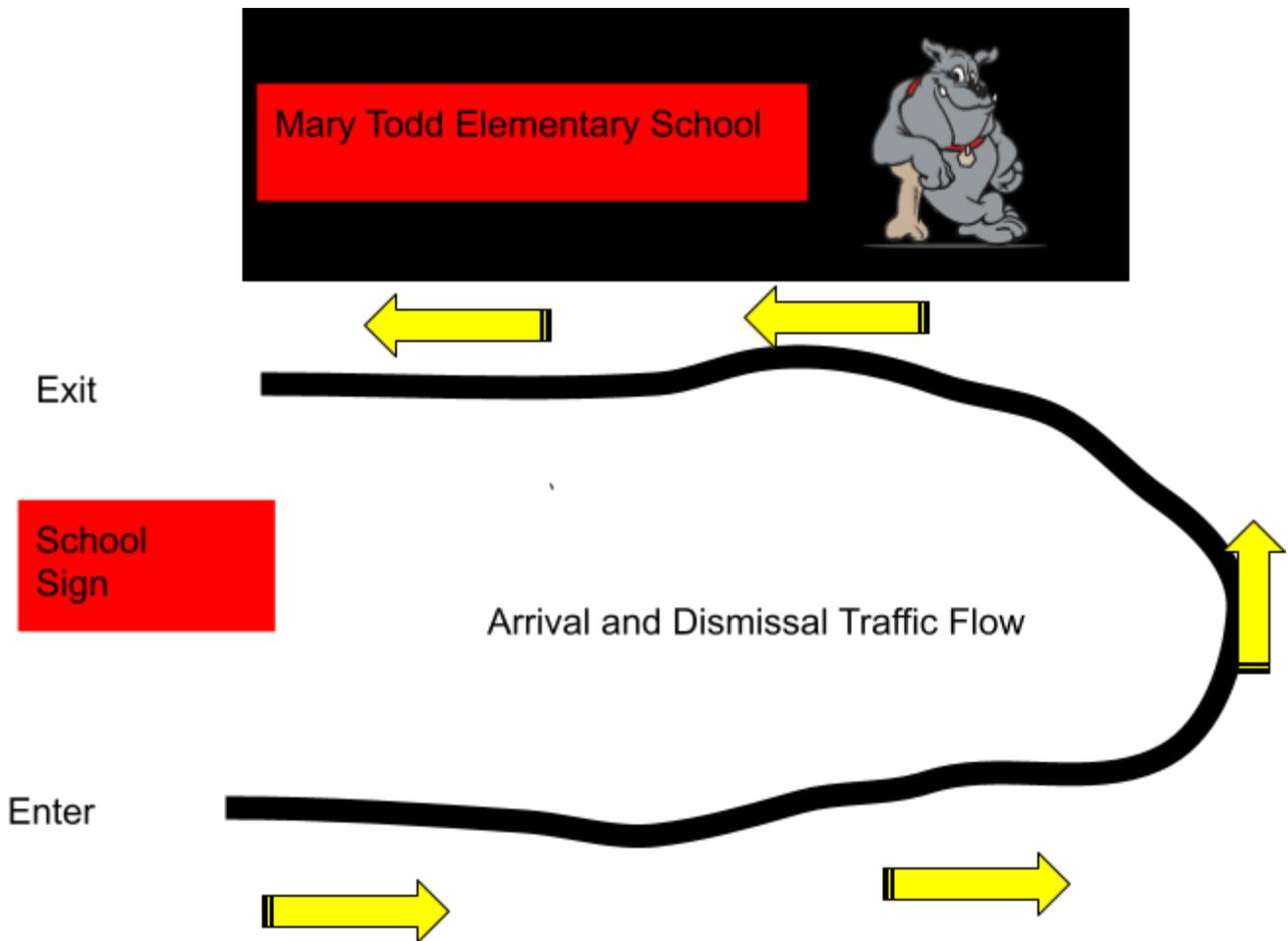
- **Late Arrival**

- Students must arrive prior to 8:25 AM.
- Students that arrive late will go through arrival process (temperature scan) when they arrive

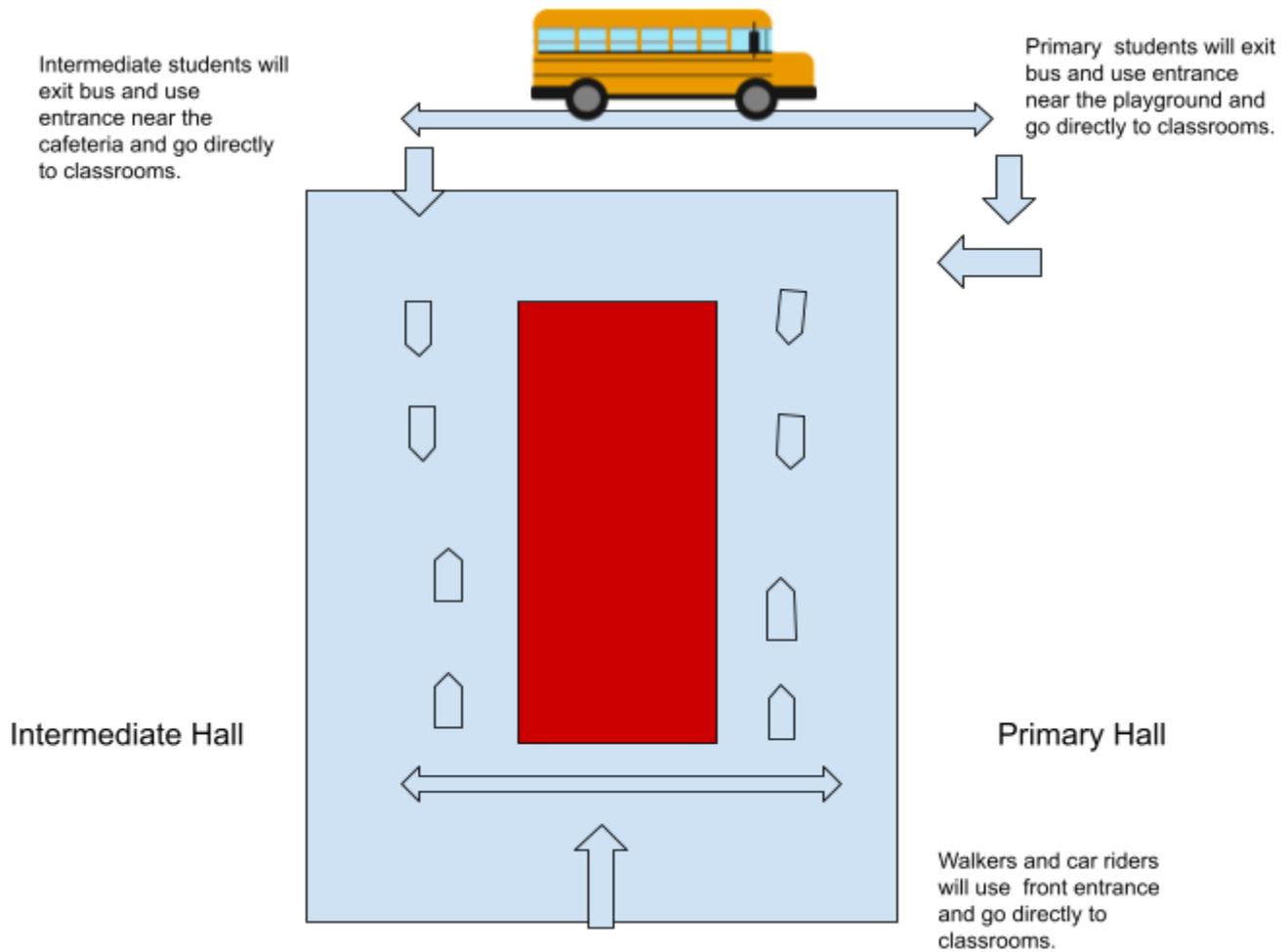
- We will ask families to escort students to the door and take/have their temperature taken before entering the main office.
- Students will be escorted to the classroom
- Families will sign student in

- **Arrival Traffic Flow**

- Car riders will use the outer loop in the front of the building and enter using entrance on the church side and exit on the opposite side of the loop.



- **Arrival Hallway Map**



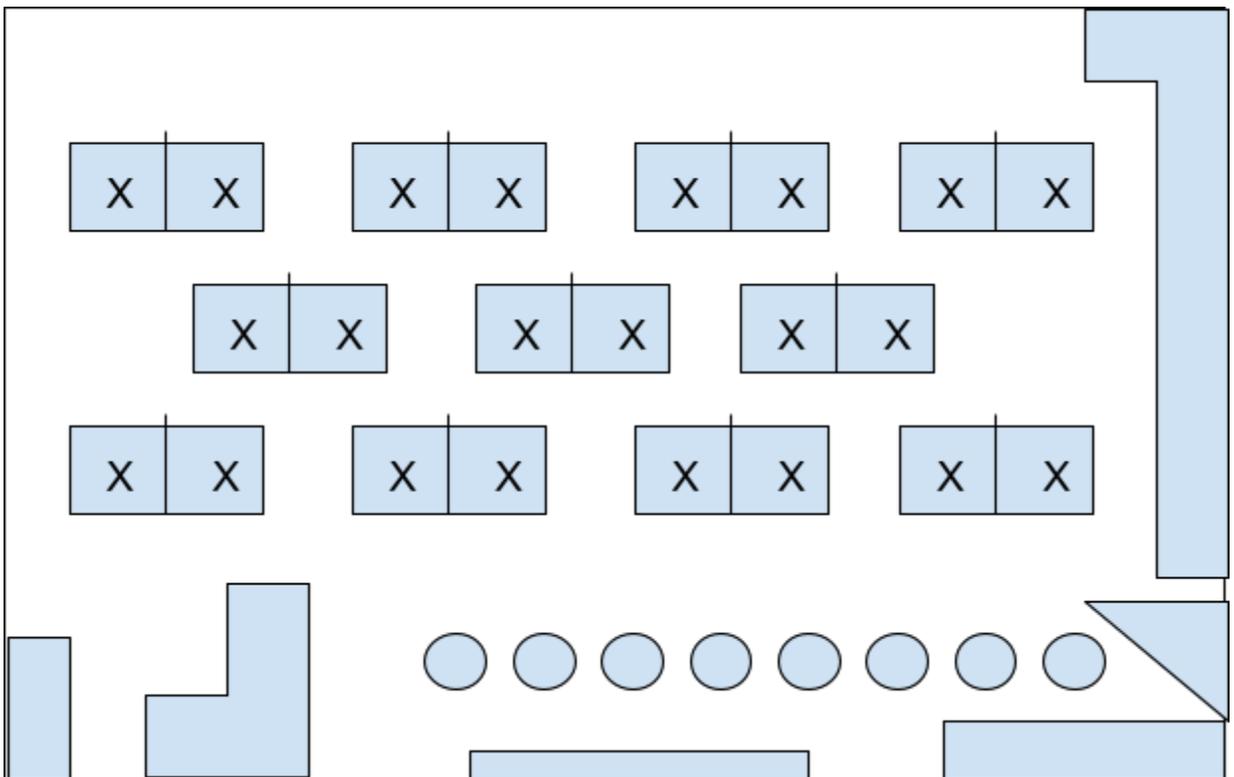


Instructional Plans



Classrooms:

- **Classroom Set-Up**



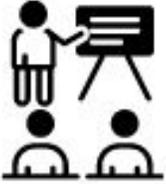
- o Will rearrange seating to maximize space between students. If the physical space in the classroom does not allow for spacing students' desks 6 feet apart, seating will be spaced as far away as possible.
- o All desks/tables should be arranged so students' seats face the same directions.
- o Desk shields will be placed between students when they are seated at the same table.
- o The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived and when students are actively drinking.
- o All whole group instruction takes place with students in their assigned seat, at their desk, facing the same direction
- o 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
- o Classroom doors must remain closed and locked at all times per safety regulations even during pandemic

- o Only use one chair and desk/table area per student. If students are using the same chair and table area for a small group, the areas must be sanitized following each group.
- o No face to face group work or partner work unless working in a small group with the teacher and practicing social distancing.
- o Teachers will move from classroom to classroom rather than students switching classes.
- o Throw rugs, area rugs and beanbags are not allowed, with the exception of items needed according to individual education programs. [district guidance on sanitization and cleaning requirements](#)
- **Transitioning:**
 - o 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.
 - o 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 maintain a social distance.
 - o Minimize transitions to class restroom breaks and recess
 - o Students should not be sent out of the classroom to run errands
 - o Students should not rotate to stations/centers
- **Hand Sanitizing/Washing:**
 - o Create hand washing/hand sanitizing schedule(as students arrive, before and after lunch, before and after recess, and prior to dismissal)



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.
- Student materials should remain in the student's book bag. Desks and cubbies should not be used for storage of student materials.
- Backpacks will be placed under the students' workspaces to limit the movement to cubbies.
- Students cannot use classroom phones



In-Person Instructional Plan

5 Day	Monday	Tuesday	Wednesday	Thursday	Friday
In Person	Lesson Day 1: In-Person instruction following MTE master schedule (7:55 - 3:15)	Lesson Day 2: In-Person instruction following MTE master schedule (7:55 - 3:15)	Lesson Day 3: In-Person instruction following MTE master schedule (7:55 - 3:15)	Lesson Day 4: In-Person instruction following MTE master schedule (7:55 - 3:15)	Lesson Day 5: In-Person instruction following MTE master schedule (7:55 - 3:15)
Remote	Lesson Day 1: Home Learning including Live SEL Zoom Lesson (8:30 - 8:45), Imagine Learning, Live Zoom for up to 1 ½ hours in core subjects, Independent Practice, Special Area will be a combination of live teaching and recorded lessons as necessary.	Lesson Day 2: Home Learning including Live SEL Zoom Lesson (8:30 - 8:45), Imagine Learning, Live Zoom for up to 1 ½ hours in core subjects, Independent Practice, Special Area will be a combination of live teaching and recorded lessons as necessary.	Lesson Day 3: Home Learning including Live SEL Zoom Lesson (8:30 - 8:45), Imagine Learning, Live Zoom for up to 1 ½ hours in core subjects, Independent Practice, Special Area will be a combination of live teaching and recorded lessons as necessary.	Lesson Day 4: Home Learning including Live SEL Zoom Lesson (8:30 - 8:45), Imagine Learning, Live Zoom for up to 1 ½ hours in core subjects, Independent Practice, Special Area will be a combination of live teaching and recorded lessons as necessary.	Lesson Day 5: Home Learning including Live SEL Zoom Lesson (8:30 - 8:45), Imagine Learning, Live Zoom for up to 1 ½ hours in core subjects, Independent Practice, Special Area will be a combination of live teaching and recorded lessons as necessary.

● In-Person and Remote Schedule

- If a classroom, grade level, or the whole school is required to return to NTI-2DL due to quarantine, school closure or snow days, we will use the current In-Person and Remote Schedule.



Specials:

- Special area teachers will stay with the same class for 1 week; see above In-Person Schedule.
- No sharing of supplies
- There will be designated outdoor spaces for special areas to use weather permitting
- Special Area Outdoor Class Locations: Courtyard, ball courts, green spaces surrounding the building will be designated/scheduled for recess and specials use.



Band and Orchestra

- The band and orchestra teacher will pull students from individual classes separately to the cafeteria
- We will follow the [ECPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)



Library/Media Center

- Students will return books by placing them in color coded baskets next to the entry doors.
- Students will bring their Chromebook with them to the library and sit at their assigned seat.
- Students will have an assigned dot of the floor to stand on while exiting the library.
- Students will use the Destiny Discover check out system to reserve books from the library.
- We 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.



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

Special services will take place virtually in the general education classroom in most cases, but students may be pulled for services if they are pulled alone or with students from their class.

- Special Education:
 - Co-teach will take place in the general education classroom or in designated classrooms.
 - All IEPs will be followed
- Intervention:
 - Co-teach will take place in the general education classroom or in designated classrooms
 - All intervention plans will be followed
- Gifted and Talented:
 - Co-teach will take place in the general education classroom or in designated classrooms
 - All service plans will be followed
- English Language:
 - Co-teach will take place in the general education classroom or in designated classrooms
 - All service plans will be followed



Input and Communication Plan:

- Input was collected from various stakeholder groups throughout the formulation of our school's plan. Agendas and minutes from various meetings along with other documentation are included below.
 - Survey data
 - District protocols
 - Feedback from families



Remote Instructional Plan

The Remote instruction Schedule can be found below:

- [In-Person and Remote Schedule](#)

- If a classroom, grade level, or the whole school is required to return to NTI-2DL due to quarantine, school closure or snow days, we will use the current In-Person and Remote Schedule.
- Designated teachers have been assigned to teach remote students, ELA, math, or social studies/science.
- Remote students will be expected to attend the live session for SEL, ELA, math, and social studies/science.
- Assignments will be assigned and turned in through Google Classroom.
- Students who must quarantine or who are sick will participate in remote instruction.



Input and Communication Plan

- Input was collected from various stakeholder groups throughout the formulation of our school's plan.
- In-Person and Remote Learning Plan will be communicated to stakeholders via, School Website, MTE Facebook Page, Bulldog Bulletin, Class Dojo posts, Infinite Campus email and phone blasts.



Common Area Procedures



Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways should be marked with floor stickers to designate social distancing requirements.
- School schedules have been adjusted to reduce hallway traffic.
- The only time classes should be in the hall during the instructional day are when you have a scheduled restroom break and when you are traveling to recess.
- Students should not deliver items
- If a student has to leave the classroom, the teacher will need to call the office for an escort. Students should not be in the hall unsupervised.
- Students should remain on the right hand side of the hall, follow the directional patterns marked by the floor stickers in halls, and maintain social distancing
- Classes should yield to one another to ensure social distancing
- Teachers will move from classroom to classroom rather than students switching classes.
- Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal.
- Signage will be posted throughout the building to specify the traffic flow patterns and reminders of social distancing.



Restrooms:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Signage will be placed in bathrooms illustrating proper handwashing techniques and marking appropriate social distancing.
- Facilities will be cleaned and disinfected every 30 minutes. Staff members will follow proper cleaning and disinfecting procedures and document completion.
- Class bathroom breaks will be scheduled to allow for decreased traffic and social distancing. See Daily Master Schedule for scheduled bathroom breaks.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing..

- Only two boys and two girls should be sent into each of the respective restrooms at one time.
- Teachers need to call the office if anyone needs to take an emergency restroom break.
- Students should not be in the hall unsupervised.
- All students must wash their hands with soap and water after using the restroom



Water Breaks:

- Water fountains and bottle filling stations will be cleaned and sanitized frequently throughout the school day.
- Students and staff will not be allowed to drink directly from water fountains.
- Students will be allowed to bring individual reusable water bottles from home.
- Students may fill their water bottle at water fountain or bottle filling stations.
- Water bottles will be provided for students and staff.
- Water bottles will be labeled with each student's or staff member's name.
- Students will take their water bottles home as needed and will be expected to bring them back to school
- If a student forgets his/her water bottle he/she will be given one extra water bottle
- If a student repeatedly forgets his/her water bottle his/her family will be contacted and he/she will be given an alternate option for water



Meal Service

- Students will wash and/or sanitize their hands inside the classrooms before and after meal service.
- Surfaces will be disinfected regularly.
- Child nutrition staff follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, plexiglass barriers, and additional disinfecting of surface and high contact areas).
- Breakfasts and lunches will be single serve meals, with disposable containers and plastic ware.
- Self-service food stations and condiment stations will be removed.
- Share tables will be eliminated and students will be discouraged from sharing food.
- Breakfast will be served "grab and go" style as students arrive at school and they will eat in their classroom at their assigned classroom desk.
- Lunch will be delivered and students will eat at their assigned classroom desk.
- No sharing of food or utensils.
- No visitors will be allowed
- No birthday treats will be shared
- Lunch schedule is on the Daily Master Schedule.



Recess

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used on the classes assigned day. Classes will rotate through the 3 areas depending on grade level. The 3 areas include: basketball court area in rear of building, playground, field area in the front of building. Cones or other markers will be used to designate boundaries.
- Students must practice good hand hygiene by washing/sanitizing their hands inside the classrooms before going out to play and immediately upon returning inside the school building.
- Students are not required to wear masks outside as long as they are 6 feet apart
- Teachers need to plan a structured activity to ensure students get their wellness minutes safely when they are not at the playground
- Students should not use recess equipment (balls, jump ropes)
- Classes will exit to recess using the doors near the cafeteria, playground or Rogers Rd. door depending on the area to be used that day.
- Classes will enter from recess using the same doors they exited.
- Classes need to stagger entry and exit times to ensure social distancing



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.



Chromebooks

- Students need to have their chromebooks while learning at school and at home
- Chromebooks should be fully charged when students arrive at school
- Teachers will have a designated space to charge a chromebook if needed throughout the day
- Limited chromebooks may be available if a student forgets his/her device.
- If a student repeatedly forgets his/her device his/her family will be contacted and there may be disciplinary action
- Classes will not use the computer lab



Gymnasium

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

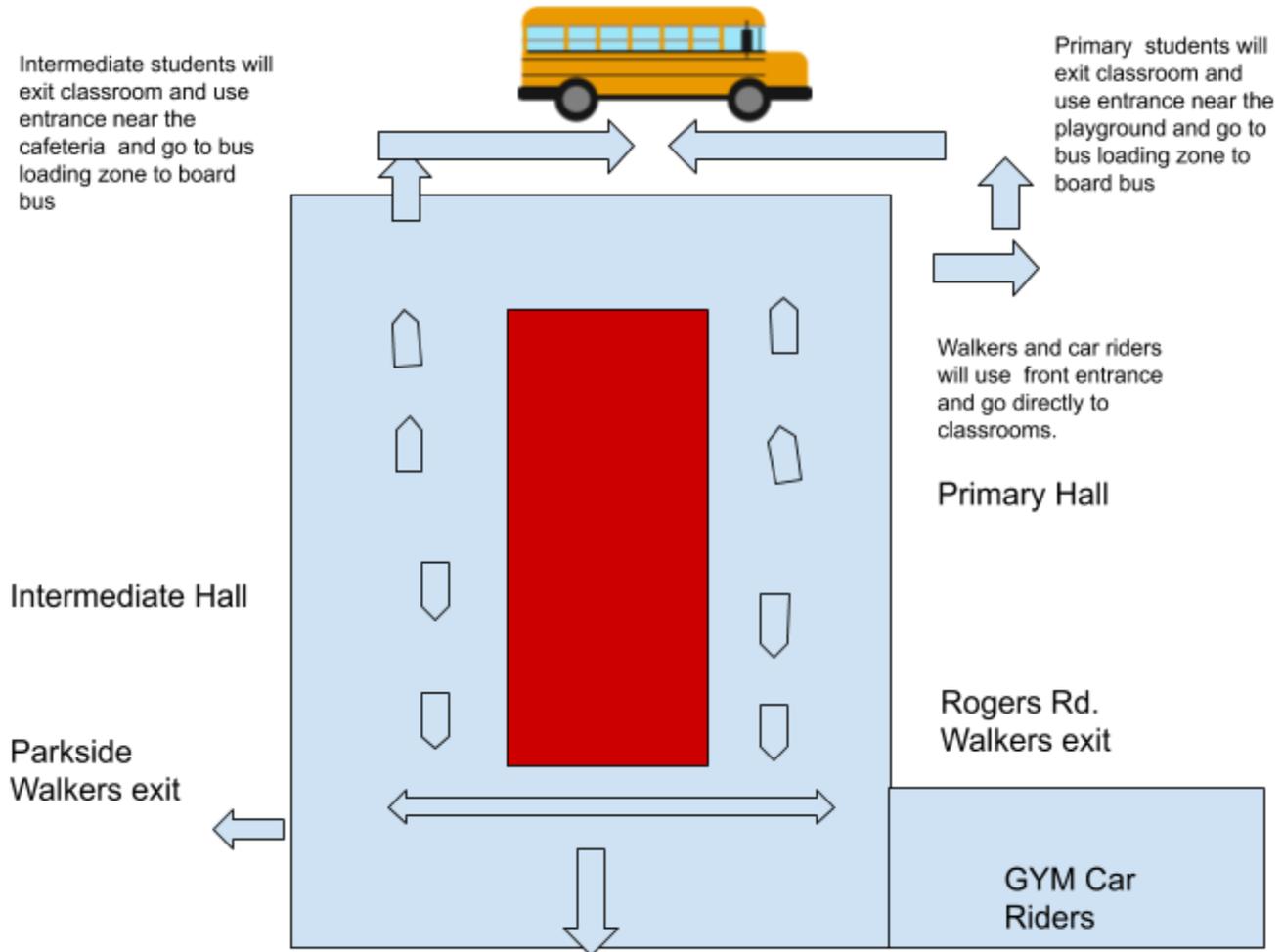
Physical Education COVID-19 Guidelines for In-Person Instruction -

- Students and staff are encouraged to wash or sanitize hands as they enter and exit the class.
- Students are encouraged to bring their own water bottles to the gym. Drinking water is an important part of our overall health and wellbeing.
- Masks will be worn by staff and students at all times unless there is a medical reason for them not to.
- We will consult with FCPS administrators and school nurses on proper protocol for students with asthma or other underlying conditions which may prohibit them from wearing face coverings.
- If students are required to use equipment for that day's lesson, they will be provided their own equipment for use only by them during that class period.
- Staff will sanitize all equipment between class periods using FCPS approved supplies.
- Staff plans to incorporate marked off areas (e.g., floor tape, floor stickers, poly spots, cones, visual aids, signs) to ensure physical distancing among students and reduce cross contamination risk.
- Guidelines adapted from SHAPE AMERICA: Society of Health and Physical Educators in collaboration with CDC COVID Guidelines LINK: [SHAPE America Re-Entry Guidelines](#)

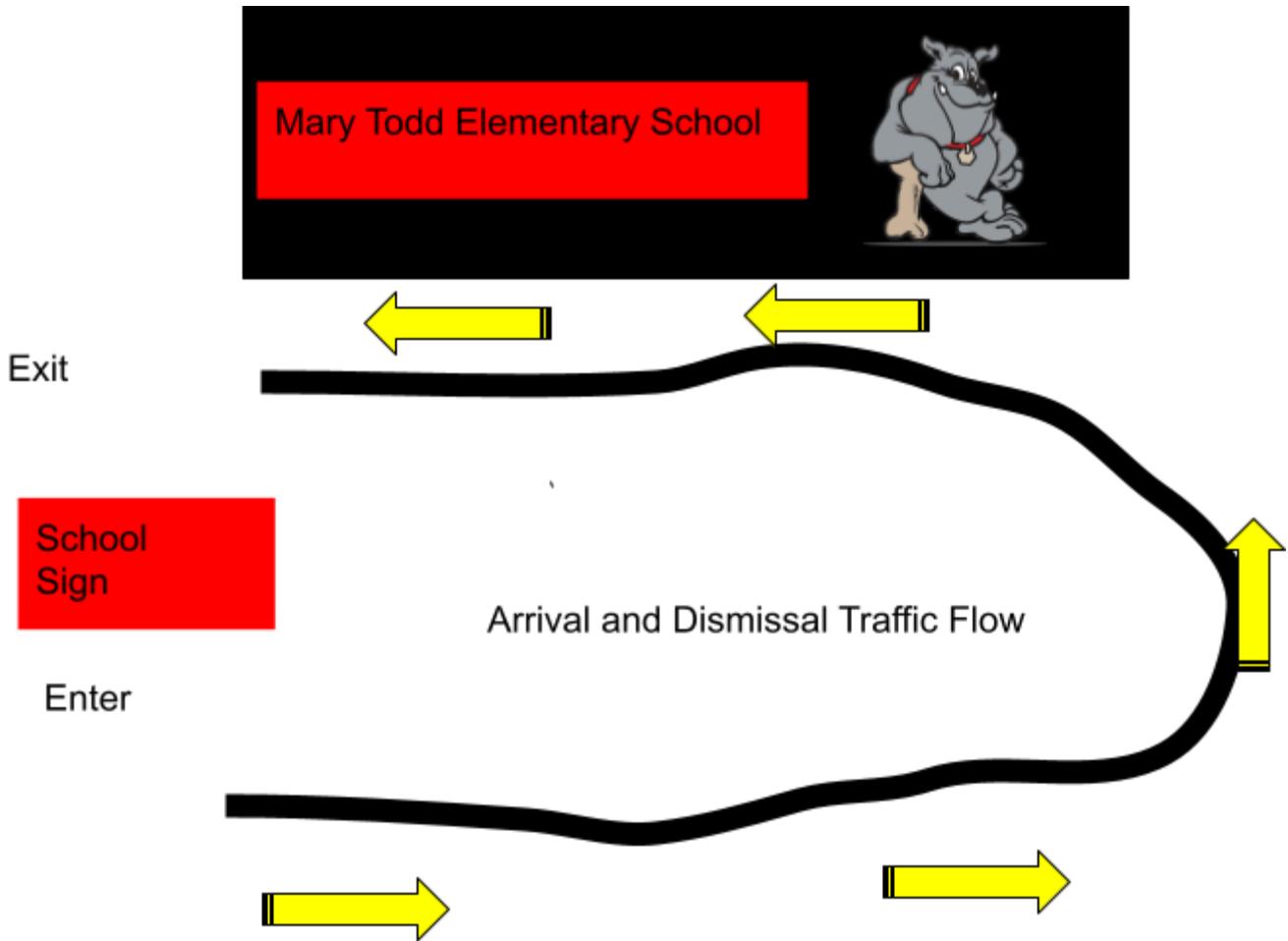


Dismissal/Student Pick-up

Dismissal Hallway Map



Dismissal Traffic Flow





Bus Dismissal:

- Temperatures will be taken inside the classrooms prior to students exiting the building
 - Students will not be sent home on the bus if they are running a fever or sick.
- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Each school will develop dismissal routines to stagger dismissal times, determine hallway traffic patterns and designate specific exit doors to maximize social distancing and reduce the number of students in the same area at any given time.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask on the bus at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. Bus drivers will record student seat numbers as students exit the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- See [“Safe on the Bus, Safe at the Garage” \(Appendix G\)](#) for additional details and staff expectations.
- Bus riders will be picked up at the rear of the building.
- Students will be escorted and walked to the rear entrance following social distancing once their bus arrives
- Staff will check off students on a manifest and then exit to board the bus.
- Students cannot be sent home on the bus if they are sick



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

- Temperatures will be taken inside the classrooms prior to students exiting the building
- Dismissal locations will be from the following areas:
 - Car - Will be called to the gym and kept apart as much as possible. Staff will radio inside to monitors that will send students out keeping them apart as much as possible.
 - Bus - busses will be called individually and students will move to the rear of the building to be checked off the manifest and then will exit to the bus distancing themselves as much as possible.
 - Daycare - Students will be called to the cafeteria and exit out of the door at the rear of the cafeteria to limit exposure to students waiting to board the bus.
 - Walkers - will be called and/or escorted to the designated dismissal doors- Parkside or Rogers Rd. and released once a family member/older sibling is there to pick up a student.
- We encourage all families who have walked their child in the past to pick your child up as a car rider to avoid the large group gathering that takes place with walkers.
- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Use silent dismissal with a google sheet that will be projected into the classroom
- Students will walk to their dismissal location following social distancing at their individual time of dismissal
- Families will be reminded that they must wear a mask and socially distance while picking up their students

- Families will be encouraged to use the car line instead of picking up walkers outside.
- Students will stay with their classroom teacher until their dismissal time



Early Dismissal

- If a student needs to leave school early his/her family will come to the door and the office staff will meet the parent there to check parent identification
- Office staff will call the classroom to let the teacher know that a student is leaving
- Student will remain in classroom until an escort arrives to bring him/her to the office
- Families will sign students out as they exit the building via a form in the office



Afterschool



Extra-curricular Activities, Co-curricular Activities and Athletics

- Extra-curricular and co-curricular activities have all been suspended due to Covid-19



Afterschool Care

- Mary Todd Elementary does not offer any after school care.



ESS

- During our initial return to in-person classes, we will not have any in-person after school ESS. Virtual ESS services may be offered. Once we determine conditions are safe, we will create guidelines to safely implement after school ESS.
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Additional Mitigation Measures



Visitors:

- 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.)
- All visitors who have been approved to enter will enter through the front entrance.
- 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.
- Special programs or activities that invite visitors into the building will not be permitted.
- Parents will wait outside or in the vestibule and be encouraged to follow social distancing guidelines and wear a mask
- Families should call the front office upon arrival at school and a staff member will inform of next steps



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 have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office. Families will be contacted to come pick-up their children as soon as possible.
- When a student exhibits any symptom on the Exclusion Criteria, the teacher should call the office and someone will come get the student and take him/her to the sick room to evaluate his/her symptoms. If the student has any of the Exclusion Criteria symptoms, the parent will be called and the student must be picked up immediately. If a guardian or someone on the emergency contact list can't be reached, we will do a home visit. If a guardian fails to pick up their child within one hour of being contacted, a CPS referral may be made.
 - If a student needs to leave school early his/her parent will come to the door and the office staff will meet the parent there to check his/her identification
 - As students exit the building families will sign students out using an electronic form
 - If families do not have access to a device they will be given a paper form to complete
 - Families will receive a [Pick-up Form](#) that details symptoms, possible next steps, and earliest return date and time
- All sick students must be in a mask and at least six feet apart
- An adult will be assigned to monitor sick students.
- No more than 6 students are allowed in the sick room. There is an overflow room as needed that can accommodate an additional 6-10 students
- Teachers should not have students call home from the classroom if they feel bad. Calls must be made from the office or sick room.
- Waiting areas must be supervised by an adult in a designated location, separate from the school health clinic or front office.
- The nurse's office/health clinic at each school must remain open for routine student needs, such as dispensing medication.



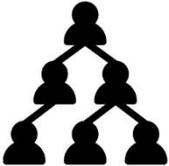
Cleaning Protocols:

- 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.
- 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 will be trained on cleaning protocols that include cleaning first then disinfecting and adhering to time on contact requirements in accordance with district provided, EPA approved disinfectants. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For soft (porous) surfaces such as carpeted floors and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Victory sprayers may also be used.
- Teachers and administrative staff should assist janitorial staff by routinely disinfecting frequently touched items in the classroom/office such as desks, doorknobs, crafting equipment, pencil sharpeners, staplers, markers, and white boards.
- Special Education classroom teachers must ensure [guidance specific to special education classrooms](#) is followed.
- Disinfectants and cleaning materials kept in classrooms and areas accessible to students are required to be kept out of the reach of students and locked, depending on the chemical label and the age group of the students in the classroom.
- Custodial staff must wear disposable gloves for all tasks in the cleaning process, including handling trash. Gloves should be compatible with the disinfectant products being used. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Additional PPE might be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- All areas where cleaning supplies and toxic items are stored must be kept locked, including janitor closets. All bottles containing toxics/liquids must be clearly labeled.



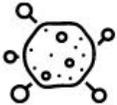
Large Group Gatherings:

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



Contact Tracing

- Seating charts, bus manifests, attendance logs and other documentation will all be utilized in the event that contact tracing becomes necessary.
- Scan Space will be utilized to help in contact tracing if necessary.



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. When a student leaves school families will receive a [pick-up form](#) that details symptoms, possible next steps, and earliest return date and time
- 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.
- Communication will occur through Class Dojo, which can be translated into multiple languages.
- 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.
- In-Person and Remote Learning Plan will be communicated to stakeholders via, School Website, Bulldog Bulletin, Class Dojo posts, Infinite Campus email and phone blasts.



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 will use the app to check in and out of classrooms.
- 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.