



Fayette County Public Schools

Morton Middle School In-Person and Remote Learning Plan

FAYETTE COUNTY PUBLIC SCHOOLS

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

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

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General Health Procedures and Protocols



Masks:

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



Clean Hands:

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



Health Screenings:

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

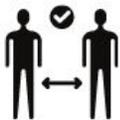


Prior to sending their children back to campus for the first time, families will sign and return a [“Family Assurance of Student Health Agreement” \(Appendix D\)](#) attesting that they will monitor their child’s health each day and not send them to school if they have a temperature of 100.4° or greater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



Temperature 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.
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Employee Assurance of Personal Health

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

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



Arrival



STAFF

Staff Arrival Procedures:

- Each work location will develop protocols for staff arrivals in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.

Staff Arrival

- Staff will enter the building through the front doors daily.
- Teachers should check-in with Michelle Gardner daily upon entry of the building.
- Staff arrival time will be 8:30 a.m.
- Staff should report to AL or designated post by 8:45 am daily.
- If a staff member is not able to take their temperature at home, he/she may utilize the thermometers located at the front check stations or the thermal imaging cameras.
- If a staff member is not able to report to work, he or she should follow standard operating procedure as defined in the staff handbook. Additionally, he or she should contact one of the substitutes identified on Morton's preferred list.



Supervision Duty:

- Each school will develop protocols for staff performance of morning duties to support the implementation of the student arrival plan in accordance with state and district Healthy at Work procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.

Supervision Duty



- Each teacher will be stationed at their door or designated post.
- In order to facilitate a smooth arrival, staff will be assigned specific morning duties to implement the morning arrival plan.
- Staff member(s) will monitor thermal imaging cameras in the foyer and/or take temperatures.
- Administrators will be in the front foyer to greet students.
- Common areas will be supervised by staff.



Student Arrival Procedures:

- *Each school will develop protocols for student arrival procedures in accordance with state and district Healthy at School procedures and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) requirements.*

Student Bus Arrival

- Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at Morton.
- If students on the bus have not had a temperature check conducted or are being dropped off by buses without monitors, they will proceed to the front entrance and will go through the screening conducted at that location or via thermal imaging camera directly monitored by an assigned staff member.
- Buses will stagger unloading times so as to allow for social distancing upon entry.
- Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever of 100.4 or higher or demonstrates COVID-19 like symptoms will exit first and be taken to the isolation area in the former blended lab, room #106, to await a family member to take them home.
- Students will be reminded to keep their masks on as they enter the building.

Walker/Car Arrival

- Building will open at **8:45 am**.
- Car riders may be dropped off on the side lot closest to Providence. All walkers and car riders will enter through the front entrance to the school. Family members may walk students to the front doors, but must have a mask on to do so.
- Walkers and car riders should line up 6 feet apart (spacing will be marked) on the front porch while waiting to pass through the temperature screening area.
- Students will be reminded to keep their masks on as they enter the building.



Instructional Plans



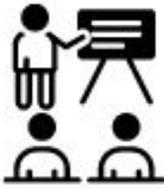
Classrooms:

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



Instructional Materials:

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

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 \(Appendix H\)](#).

Here is our plan: Morton will do its very best to maintain the team structure, students will keep the teachers that they have had all year, and teachers may be in-person or remote in setting. Our classes will have supervision regardless of the location of the teacher or student.

Classroom set-ups

- We will rearrange seating to maximize [space](#) between students.
- All desks/tables should be arranged so students' seats face the same direction.
- The use of cloth face masks is a safety expectation for all students and staff at all times, unless medically waived. All students will sit in assigned seats and will keep the same seats each day
- Hallway supervision will occur during all transitions. Classroom teachers will supervise and escort students traveling to and from lunch.

Materials

- Students will maintain their own set of supplies (Chromebooks, writing utensils, etc.) and take all materials home with them at the conclusion of their daily instruction.
- If there are any materials that need to be shared (i.e. "A" day materials used again by "B" day kids) will be kept on top of the desks/tables to be sanitized.
- Backpacks will be placed under the students' workspaces.
- Students will not use lockers this school year.

Transitioning

- When lining up in the classroom to leave for a common area, students will line up in the same order each time based on class seating chart and space themselves to maintain a social distance.
- Hallway supervision will occur during all transitions. Classroom teachers will supervise and escort students traveling to and from lunch.
- School schedules will be adjusted to reduce hallway traffic. We will stagger grade-level departure times and lunch change so as to limit hall traffic.
- Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows. Our PBIS school-wide expectation is that all students walk on the right side of the hallway.
- Maintain a social distance of 6 feet in bathrooms or create barriers between sinks/stalls.

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

Modifications must be made to maximize social distancing in classes or activities that usually involve students working in close proximity, such as science labs, small group instruction, chorus, physical education, art, band, orchestra, drama, etc.



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.

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



Band and Orchestra (* ADD EXAMPLES OF WHAT EACH ROOM WILL LOOK LIKE OR SOME TYPE OF SET UP FOR FAMILIES---BULLETS)

- 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 (* ADD EXAMPLES OF WHAT EACH ROOM WILL LOOK LIKE OR SOME TYPE OF SET UP FOR FAMILIES---BULLETS)

- Schools will ensure that vocal music 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.





Physical Education (* ADD EXAMPLES OF WHAT EACH ROOM WILL LOOK LIKE OR SOME TYPE OF SET UP FOR FAMILIES---BULLETS)

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#) If your school has unique considerations they may be noted here.



Career and Technical Education (* ADD EXAMPLES OF WHAT EACH ROOM WILL LOOK LIKE OR SOME TYPE OF SET UP FOR FAMILIES---BULLETS)

- When applicable, schools will ensure that career and technical education follows the [FCPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#) If your school has unique considerations they may be noted here.



Library/Media Center

- Schools will develop procedures and safety protocols for the usage of the library/media center that answer the following questions and follow the [COVID-19 Considerations for Reopening Schools – Library Media Center guidance \(Appendix M\)](#):
- Students may check out books via a request/delivery system provided by the Library Media Specialist.
- At this time, all classes will have access to the Library Media Specialist and library materials virtually.
- Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- Media centers may, at school discretion, allow students to use computer stations provided they are supervised and sanitized between each user.
 - Students will have access to library books.
 - Students will be trained on safe, library check-out protocol by the Library Media Specialist.
 - ▣ Materials will be held out of circulation to allow 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)

- Schools will ensure students receive specialized services in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and additional special education guidance is available in the [Special Education COVID-19 Guidance for In Person Instruction \(Appendix N\)](#). If your school has unique considerations they may be noted here.
 - Reasonable accommodations for IEPs, PSPs, or 504s. Students are receiving the services guaranteed by their IEP modified as needed for current circumstances with guardian consent.
 - Families are included in the planning process and provided with regular updates regarding their child's progress.
 - Regular, SPED and EL teachers are collaborating around content, planning, and instruction.
 - Staff will coordinate with families to meet medicinal and hygiene needs of students.
 - Staff has been trained and is implementing a variety of GT services to meet the individual needs of our GT students.
 - GT students are being serviced with resources and support whether learning is virtual, hybrid, or in-person.
 - Intervention students will receive intentional focus and support during our hybrid schedule.
 - Teachers and paras are clear on their role in the classroom and are included in planning for instruction.
-



Remote Instructional Plan (* INCLUDE A TYPICAL DAILY SKED FOR VIRTUAL)

Morton will do its very best to maintain the team structure, students will keep the teachers that they have had all year, and teachers may be in-person or remote in setting. Our classes will have supervision regardless of the location of the teacher or student. Additionally, during a designated weekly time, we will be providing support for remote learners who have questions about class content.

[Office of Academic Services Instructional Guidance for Remote Learning document \(Appendix O\).](#)



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 hallways have been marked with floor stickers to designate social distancing requirements.
 - School schedules will be adjusted to reduce hallway traffic. We will stagger grade-level departure times and lunch change so as to limit hall traffic.
 - Hallways will be designated one way to lessen the number of people traveling the same pathway.
 - The smaller stairwells will be designated as traffic flow in one direction or only for a specific group of classes.
 - Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows. Our PBIS school-wide expectation is that all students walk on the right side of the hallway.



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..



Restrooms

- Facilities will be cleaned every 30 minutes.
- Sinks, stalls and urinals will be limited to allow for social distancing.
- Individual bathroom breaks will be scheduled as needed.
- Scheduled bathroom breaks will be provided by staggering groups of students.
- Maintain a social distance of 6 feet in bathrooms.
- To implement social distancing, bathroom features including sinks, stalls, and hand dryers will be blocked off per best practices from the Lexington Health Department.
- Staff members will monitor restroom breaks to ensure social distancing and proper handwashing.
- Proper handwashing posters will be placed in restrooms for guidance.



Water Breaks:

- Water fountains and bottle filling stations will be cleaned and sanitized frequently throughout the school day.
- Students and staff will not be allowed to drink directly from water fountains.
- Students will be allowed to bring individual reusable water bottles from home.
- Students may fill their water bottle at water fountain or bottle filling stations.
- Water bottles will be provided for students and staff who do not have one.
- Water bottles will be labeled with each student's or staff member's name.



Meal Service

- Students will wash their hands before and after meal 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).
- Breakfast will be “grab and go” with students eating in classrooms.
- 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.

Lunch

- Lunches will be single serve meals with disposable containers and plastic ware.
- Self-service food stations and condiment stations will be removed.
- We will not have shared tables, and we will discourage students from sharing food.
- Students will wash their hands before and after meal service.



- Our custodial staff will be working in collaboration with food services to ensure a sanitary meal experience.
- Child nutrition staff will follow standard operating procedures regarding food safety and COVID-19 safety procedures (including masks, social distancing, proper hand hygiene, plexiglass barriers, and additional disinfecting of surface and high contact areas).
- Social distancing guidelines will be followed during meal service and transitions.
- Lunch will be served “grab and go” style or via “adult delivery” style. As numbers permit, students may eat in the classroom, outside, or in the cafeteria.
- Lunch schedules will be staggered, seats will be assigned, and more sanitation of the eating areas will be required to ensure the implementation of safety guidelines.
- All students and staff will be encouraged to be mindful of those with food allergies.



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 Labs

- 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](#).
- Computer labs should only be used for classes that require the use of the lab, such as digital art, computer programming, business applications, Computer-aided design, etc.



- The teacher is responsible for cleaning and sanitizing the computer lab between classes with appropriate cleaning supplies.
- Seating assignments should maximize space between students with students seated at least every other computer.
- 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.



Gymnasiums

- The use of masks is a safety expectation for all students K-12, staff and visitors at all times, with the exception of those who have a medical or ARC-directed exemption. 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](#).
- Locker rooms will be closed. Encourage students to come to school dressed in clothes that are appropriate for participation in physical education, whether indoors or outdoors. Keep each student's belongings in a separate, safe and clean space such as individually labeled areas.
- 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.



Dismissal/Student Pick-up



Bus Dismissal:

- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- 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 Dismissal

- 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.
- Hand sanitizer will be provided by FCPS 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.



Dismissal Procedures Parent Pick-up/Car Dismissal/Walker

- Dismissal procedures will begin earlier to stagger movement and spacing of students.
- Students will remain in their 8th hour class until they are dismissed via the intercom.
- Teachers/Teacher will supervise their 8th hour class until all students are dismissed.
- Students will be dismissed via intercom upon arrival of their bus.
- We will announce by grade level & bus individually. Students will exit via the Cassidy-side door as they are being monitored by staff at designated posts.
- Announcements by grade level for car riders will be made next; they will exit through Providence-side door to parking lot as they are being monitored by staff at designated posts.
- Next up will be walkers called by grade level to exit through the back doors near the library stairwell OR the back doors to the portables who will be monitored by staff.



Afterschool



Extra-curricular Activities, Co-curricular Activities and Athletics

Extra-curricular activities, co-curricular activities and athletics will be held in accordance with the [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#), as well as guidelines from the Kentucky High School Athletic Association, Kentucky Music Educators Association, and other governing bodies or state guidance.





Extra-curricular and Co-curricular Activities

- We will follow the Healthy at School guidance regarding extra-curricular activities in accordance with the district/state guidelines.
- No locker room access at this time.
- Encourage students and athletes to practice good hand hygiene before and after using workout and/or sporting equipment.
- Clean and sanitize frequently used equipment between classes or sports teams.
- At this time, all other clubs will meet virtually.



ESS or tutoring

- Virtual assistance will be provided for students that are struggling or falling behind instructionally.
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Additional Mitigation Measures



Visitors/Student Pick-up:

- To ensure the health and safety of students and staff, entry points to buildings will be restricted and access to schools will be limited to students and staff as much as possible. (Volunteers and guest speakers are not permitted 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.



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.
- Families will call (859) 381-3533 from the car or from outside, prior to buzzing the doorbell.
- Parents will wait in the vestibule.
- Students will wait until they are called before coming to the office for parent pick up.



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.
 - Each school will work with its Lexington-Fayette County Health Department nurse and Healthy at School Team to determine where students who have a fever or display symptoms of COVID-19 during the day will wait until they can be picked up to go home and follow the “What To Do If a Student Becomes Sick at School” protocol outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).
 - Morton’s procedures adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):
 - 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.
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Sick Room

- The *nurse’s office* will remain open for routine student needs, such as dispensing medication.
- Staff will continue using the self-check guidance and protocols from the FCPS Health Screening Form.
- We will monitor the protocols and guidance of the District Health and Safety Team around parent expectations for screening their children and verification of accordance to the plan.
- Students who have a fever of 100.4 or higher or display symptoms of COVID-19 will be escorted to the wellness room and supervised by an assigned adult in room #106, former blended lab. Student should be wearing a face covering while waiting for transport if there is no medical reason to prevent this.
- Families will be contacted to pick-up their child as soon as possible.
- Family members will wait in the vestibule when picking up a sick student. They should enter the building through the front doors, and let the window person, Michelle Gardner, know who they are here to pick up. At that time, a staff member will walk to #106 and escort the sick student back to the family member in the vestibule. Escorts will be socially distancing from ill students at all times.



- If a student does not have transportation home or staff is unable to make contact with a family member, we will call all of the contacts in Infinite Campus and have a staff member do a home visit. If a parent/guardian does not have transportation, we will send a taxi or Uber to pick up a family member to come and pick up the student. If all else fails, we will have to call social services.
- Students sent home due to COVID-like symptoms may return to school when the local health department or the student's provider brings clearance documentation for the school record.
- Students will continue virtual learning through asynchronous instruction with open communication with their scheduled teachers.



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.

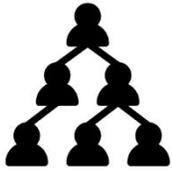
Cleaning Protocols

- Post signs throughout the school encouraging proper hand and respiratory hygiene practices (covering coughs and sneezes).
- Increased cleaning and sanitizing protocols will be implemented in all classrooms, schools, facilities and buses.
- High-touch surfaces will be cleaned and disinfected frequently.
- Cleaning supplies and personal protective equipment (PPE) for staff are already in stock and located in #102F, Officer's office, to ensure availability.
- Time for deep cleaning will be built into the school schedule.
- Staff will be trained on cleaning protocols.

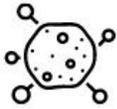


Large Group Gatherings:

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



Contact Tracing



Infection/Exposure/Quarantine

- Schools are required to follow all district and state isolation, exposure, and quarantine guidelines and protocols, which have been developed in partnership with the Lexington-Fayette County Health Department. ([See Appendix R](#))
- Isolation: When a patient tests positive for 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.
- 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.
 - Use of FCPS Tracer App to assist with contact tracing where needed.
 - 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.
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Input and Communication from Stakeholders:

- Multiple surveys sent regarding virtual or in-person learning.
- Information gathered during Team Leaders-Department Chairs Meeting and Leadership Meetings.
- Draft plan shared and reviewed with SBDM on 12-14-2020.
- Additionally, Morton staff and administration communicates through many modes including, but not limited to, IC easy caller, Canvas, school website, parent monthly newsletter, staff weekly newsletter, PTSA, Monday Memo, Facebook, staff meetings via ZOOM and bi-monthly Town Hall meetings.