



## 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. Masks are worn at all times, with the exception of lunch. 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:

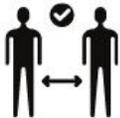
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

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.

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## 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. \(Appendix F\)](#)
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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:

- Designated Staff members will conduct temperature checks in accordance with Kentucky Healthy At Work Procedures. Staff entering the building will complete a daily health screening. Staff members will only enter from the front office entrance where screening will be completed in the lobby.
- Arrival times may vary to ensure social distancing.
- If a staff member experiences symptoms prior to arriving at school, they are to notify school leadership as soon as possible and place absence into Frontline.
- If a staff member experiences any COVID-19 symptoms while on site, the staff member will be sent home. FCPS reporting procedures will begin. If students were present contact tracing will begin. Parents will be notified in accordance with health department/FCPS guidelines. Sanitation of the work area will begin.
- *Yates ES will follow 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.*



### Supervision Duty:

- Arrival/Dismissal: a schedule will be given to staff members. Designated staff members will be placed at various locations throughout the building to ensure proper spacing as students enter the

building. Placards are placed on the floor to support proper distancing while entering and exiting the building.

- Front Foyer (Bus arrival), Intermediate/STEM doorway for Car/Walker arrival
- Cafeteria: A schedule for staff will be provided. Lunch times will be staggered to provide adequate clearing and cleaning time. Students will sit in individual student desks. Students will have assigned seats in a particular quadrant of the cafeteria and staff will be assigned to quadrants and supervise the same students daily to assist with contact tracing. Staff will wear proper PPE while supervising the cafeteria. Students may remove masks only when sitting at their desk to eat. Line order entering and exiting required- students will enter and exit as directed by their quadrant leader. The teacher will remain outside the cafeteria door to receive students. A map of the cafeteria can be accessed here > [MAP](#)
- Yates ES will follow 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.



### Student Arrival Procedures:

#### Bus

- 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. \* Make contact with the Nurse before sending students to the clinic- in the event the clinic has sick students. Overflow of sick students will be the gym.
- Temperature check as students exit the bus (if not checked prior to arrival).
- Bus Temperature Screeners: Designated staff members will be assigned to a bus and will meet the bus and walk bus students into the school to assist in proper distance.
- Staff member will wear proper PPE (mask, gloves, face shields)
- Students enter only through the right door- staff members in the foyer to monitor spacing as students enter.
- Custodial staff will sanitize doors after arrival has ended

#### Walker:

- Walkers will enter at the back door -where car riders enter.
- A staff member will be assigned to that door to take temperature. Walkers will be paced at 6 ft as they enter.
- Staff member will wear proper PPE (mask, gloves, face shields)
- Inside doors remain open until all walkers have entered the building. .
- Walker Temperature: Screeners: designated staff members will be assigned to the back door.

**Car:**

- Designated staff members will be assigned a cone for student drop off in the car lane.
- Designated staff members will screen temperatures as students exit the vehicle.
- Staff member will wear proper PPE (mask, gloves, face shields)
- Students enter only through the right door- assign a staff member to the intermediate hallway to monitor spacing as students enter.
- Back doors will be opened by a designated staff member and remain open till all have entered and car arrival has ended.
- Custodial staff will sanitize door handles once doors close once arrival has ended.

**Metal Detectors (High School Only)**

- *Each school will insert instructions here*
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# Instructional Plans

## Master Schedule Spring 2021

Yates Elementary Schedule 2020-2021									
	7:45-8:45	8:50-9:50	9:55-10:55	11:00-12:00	12:05-1:05	1:10-2:10	2:15-2:25		
K	SEL 7:45-8:05	Sci/SS 8:10-8:40	Literacy Block 8:45-10:45	Recess 10:50-11:10	Lunch 11:15-11:40	Specials 12:00-12:55	Team Time 1:00-1:30	Math 1:30-2:25	Dismissal
1	SEL 7:45-8:05	Math 8:10-9:10	Team Time 9:15-9:45	Lunch 10:00-10:25	Recess 10:30-10:50	Literacy Block 11:00-1:00	Specials 1:00-1:55	Sci/SS 2:00-2:25	Dismissal
2	SEL 7:45-8:05	Team Time 8:10-8:40	Literacy Block 8:45-10:45	Specials 10:50-11:45	Recess 11:50-12:10	Lunch 12:15-12:35	Math Block 12:45-1:45	Sci/SS 1:50-2:25	Dismissal
3	SEL 7:45-8:05	Team Time 8:10-8:40	Sci/SS 8:45-9:15	Math Block 9:20-10:20	Lunch 10:30-10:55	Specials 11:00-11:55	Literacy Block 12:00-2:00	Recess 2:00-2:20	Dismissal
4	SEL Block 7:45-8:05	Specials 8:10-9:05	Literacy Block 9:10-11:10	Recess 11:15-11:35	Team Time 11:40-12:10	SS/Sci 12:15-12:45	Lunch 12:50-1:15	Math Block 1:20-2:25	Dismissal
5	SEL Block 7:45-8:05	Specials 8:10-9:05	Math 9:10-10:10	Team Time 10:15-10:45	Sci/SS 10:50-11:20	Lunch 11:25-11:50	Recess 11:55-12:15	Literacy Block 12:20-2:25	Dismissal



### Classrooms:

- Desks will be arranged to maximize space between students, following for the 6 ft distancing. Desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students face the same direction.
- Tables: If classroom tables designed to be used by multiple students or small groups of students, are used during instruction, the desk shields were ordered through the [warehouse PPE ordering system](#) are to be used. Desk shields are in all classrooms- preschool, kindergarten and special

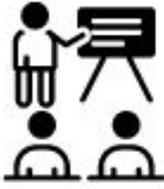
education classrooms and students who have a mask exemption. All small group tables will have desk shields.

- *Assigned seating and seating charts* are required 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. Students will not be sharing supplies in the classroom.
- *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. Placards are on the floors to assist with proper distancing and one way traffic.
- *Cleaning*: cleaning supplies will be provided to each classroom. Classroom teachers will be able to sanitize table tops, chairs, etc.



### 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 \(Appendix H\)](#).

### Yates In Person:

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

Modifications to classrooms have been 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. Teachers are provided with sanitation supplies and desk shields to ensure activities can proceed while maintaining clean and distanced work spaces.

While challenging, instructional plans/activities will 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.

Should Covid conditions require a return to full remote learning, Yates will follow the the current master schedule that was adopted for the Spring 2021 semester.

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



### Specials (elementary only)

- Special area classes will take place in their designated classrooms.
- Master schedule will reflect ample time for cleaning between rotations.
- Cleaning crews will enter and sanitize student work spaces, door handles, table tops, etc.
- Transitions from the classroom to the Specials room, students will follow placards on the floor to ensure social distancing, one way walking path, teacher will monitor to ensure proper spacing
- Transition times will stagger to ensure minimal contact in hallways.
- [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) be implemented?





### Preschool (elementary only)

- Preschool teachers will greet students at the preschool door area, temperature checks will be conducted, arrival times will be staggered to ensure minimal contact.
- Homerooms will remain in place, students will have their own materials, seating charts required
- Sanitation crews will be provided a cleaning schedule to ensure bathrooms, table tops, student work spaces are sanitized.
- Push In Services may be provided, desk shields, proper PPE will be worn at all times.
- Yates ES will ensure that preschool classrooms operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#). If your school has unique considerations they may be noted here.



### Band and Orchestra

- Yates ES will ensure that band and orchestra instruction follows the [ECPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)



### Chorus and Vocal Music

- N/A at Yates
- Schools will ensure that vocal music instruction follows the [ECPS In-Person Guidance for Band, Orchestra, and Chorus. \(Appendix J\)](#)



### Physical Education

- Yates ES will ensure that physical education instruction follows the [ECPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)
- Physical Education Return to In-Person Instruction Safety Protocols

- Transition – Classroom teacher will transition students to the gym in a manner that adheres to the safety protocols of Yates Elementary. Teachers will deliver students to the gym doors located in the Special Area Hallway outside the library. The classroom teacher will not enter the gym. Students will be kept in the gym until the classroom teacher returns to pick them up so there is no un-necessary congregating in common areas such as the lobby or hallway. Students will be picked up from the gym via the doors located in the front lobby. Teacher will again wait outside of the gym.
- In Class – While in Physical Education class the students will enter the gym and report to an assigned spot. Students will remain in their spot at all times unless directed otherwise by the PE teacher. Each student will have a spot designated on the gym floor by floor tape or cones that is no less than 8' x 8'. Any equipment that is to be used by the student will already be in their assigned spot. Students will be encouraged to bring in a personal water bottle to keep with them in their spot as they will not be allowed to use communal water facilities. Likewise, students will not be allowed unsupervised to visit the restrooms. All restroom breaks need to occur either before or after reporting to the gym and as assigned by Yates Administration Guidelines. Students who cannot adhere to safety guidelines while in Physical Education class and pose a health risk to others will be found an alternate placement in an effort to provide a safe and healthy environment for all students. Students will be required to wear a mask as they enter and exit the gym as well as during times when the PE teacher may be in their square for instruction. During times of vigorous physical activity the student may remove their face mask so long as they are staying in their assigned spot.
- Teacher – The Physical Education teacher will adhere to the following safety protocols so as to keep himself and those around him safe:
  - Teacher will wear a mask at all time during instruction
  - Teacher will utilize a microphone system to help deliver instruction so that all can hear
  - At the conclusion of each class the teacher will follow safety protocols set forth by the district to sanitize all equipment that has been used.
  - Each class that attends PE on any given day will have their own pool of equipment that will be sanitized and taken out of rotation for the rest of the day.
  - When possible activities that DO NOT require equipment will be utilized.



### Career and Technical Education

- N/A at Yates
- *When applicable, schools will ensure that career and technical education follows the [ECPS Career and Technical Education COVID-19 Guidance for In-Person Instruction. \(Appendix L\)](#)*



## Library/Media Center

- Students will reserve books through Destiny Discover. Media Specialist will have books checked out prior to the students arrival for Media Related Arts time.
- Returned books will be placed in a crate on wheels in the classroom. Materials will be held out of circulation for seven days to allow for disinfection per American Library Association guidelines.
- Library remains closed, outside of related arts time.

Related Arts/Media instructional time: students will be spaced apart during their lesson, Media Specialists will provide instruction. Students will bring their own materials as needed (chromebook, pencil, etc).

Assigned seating required.

- After dismissal, the cleaning crew will sanitize student work spaces, door handles, table tops, etc.
- Yates ES will 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 \(Appendix M\)](#):



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

- All specialized services will be push into the classroom. Special education, intervention, gifted, English Language Learners teachers will come to the classroom to provide instruction.
- Student and Staff members will have desk shields, along with proper PPE to provide direct instruction.
- Yates ES 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 \(Appendix N\)](#).



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

- Master Schedule Committee- team gathered input from staff members to develop a new master schedule that provided more instructional time.
- Advisory Council- shared draft of and asked for input on return plan and master schedule

received

- Communication through staff meeting- draft of master schedule shared and input solicited from staff.
  - Principal provided updates through his monthly principal chat to receive input and provided district updates (Beginning Sept. 20)
  - December 2020 Staff Meeting/Parent Meeting- master schedule draft was shared at the staff meeting and the Principal Parent Meeting, where final input was solicited.
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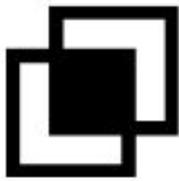
## Remote Instructional Plan

- Remote schedule will follow current spring 2021 Master Schedule (p. 14)
- Remote teacher will be assigned to each grade level, this teacher will provide remote instruction to all remote students at that grade level.
- *Describe your school delivery plan for remote instruction, incorporating considerations outlined in the [Office of Academic Services Instructional Guidance for Remote Learning document \(Appendix O\)](#).*



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

- Master Schedule Committee- team gathered input from staff members to develop a new master schedule that provided more instructional time.
- Advisory Council- shared draft of and asked for input on return plan and master schedule received
- Communication through staff meeting- draft of master schedule shared and input solicited from staff.
- Principal provided updates through his monthly principal chat to receive input and provided district updates (Beginning Sept. 20)
- December 2020 Staff Meeting/Parent Meeting- master schedule draft was shared at the staff meeting and the Principal Parent Meeting, where final input was solicited.



## 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.
- Hallway traffic is one-way, staggered times for class changes will be reflected in the master schedule. Teachers will monitor hallway movement.
- Cleaning crews will regularly sanitize hallway classroom door handles/handrails, and other high contact areas.



### 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. Sinks/Stalls are marked for use and nonuse.
- Facilities will be cleaned and disinfected every 30 minutes. Staff members will follow proper cleaning and disinfecting procedures and document completion.
- Bathroom Break schedules will be given to classroom teachers, teachers will escort students to the restroom to ensure proper distances, no more than 2 -3 students in the bathroom at any one time. Breaks will align with the sanitation schedule. Individual bathroom breaks are allowed, with notification to cleaning crew to sanitize.



### 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.
- Sanitation of water stations will be every 30 minutes.



### 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).
- 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:

- Breakfast will be grab and go. Assigned staff will be in the cafeteria and ramp to monitor students, ensure proper spacing as they enter and exit. Students will eat in their classroom. Sanitation materials will be provided to wipe desks after breakfast. Trash receptacles will be available in the hallways. Custodial staff will be assigned to hallway duty during breakfast times.

#### Lunch:

- Students are sitting at individual desks during lunch(grade level seating charts required). Cafeteria will have designated quadrants and assigned staff will stay in one area, with their group of students. Assigned staff will meet the classroom teacher at the door, students will enter and follow the path to the line (placards on the floor) and then to their assigned desk. Assigned staff will dismiss and escort students through the cafeteria and meet the teacher at the door. Sanitation of desks and chairs will take place after each grade dismisses.

#### Meal Distribution Adjustments for January:

For one week ONLY, Meal Distribution will be Tues 1/5 & Wed 1/6 from 11:30-12:30 (NOTE time change) at the current 47 school sites and 16 community sites.

2. Should we continue NTI the following week 1/11 and until we return in-person, Meal Distribution will be every Monday and Wednesday from 11:30-12:30 (NOTE time change) at the 47 school sites and 16 community sites.
3. Upon confirmation of when students will return in-person, we'll send out more information pertaining to Meal Distribution for Virtual Students.
4. Even upon students returning in-person, ALL students will continue to eat free under the Summer Feeding Program through June 30, 2021.



### Recess (elementary only)

- Students will have structured movement breaks throughout the day.
- Playground equipment may be used.
- Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building.
- Master Schedule reflects staggered recess times/ primary and intermediate playgrounds.
- One grade level at a time will be using the playground.
- To increase/support social distancing, we will use playground equipment and field space.
- Outdoor recess: students will wear masks and remain socially distant.
- Indoor recess: students will wear masks and participate in social distant activities.



### 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 are installed in the reception area; this does not change the requirement that office staff wear a mask.
- Hand sanitizer will be available in the reception area.
- Work spaces will be at least six feet apart or employees will stagger work times to ensure proper distancing.
- 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- N/A at Yates

- 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- See PE above P. 16

- 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.



### Weight Rooms- N/A @ Yates

- 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](#).
  - *Schools will develop plans for the use of weight rooms in accordance with [Fayette County Public Schools Athletic/Activity Return to Competition Guidelines \(Appendix P\)](#).*
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## Dismissal/Student Pick-up



### Bus Dismissal:

- Designated Staff will meet bus riders in the front foyer. Bus arrival will be called over the intercom and busses will load in the order they arrive. When dismissing bus students into the hallways, the teacher will step into the hallway and monitor students as they go up the foyer. Assigned staff will meet intermediate bus riders and walk them up to the foyer, and to the bus.
- 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.



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

Dismissal begins at 2:35 Bus riders will be dismissed first. Then, walkers intermediate and primary, then car riders will move to designated areas near the exit doors.

**Walkers:** Intermediate walkers will exit the door near the custodian's office. Primary walkers will be dismissed and escorted to the exit door near the custodian's office.

**Car Riders:** Intermediate car riders will remain in their classrooms until their number is called (teacher will remain in their doorway to listen for numbers). Primary students will use the Cafeteria hallway, as well as the hallway leading to the library, maintaining 6 feet distance while sitting and waiting to be dismissed.

Yates ES will follow protocols for student dismissal 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.

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## Afterschool

- Yates Elementary School will not be offering after school program for the 2020-2021 school year.



### Extra-curricular Activities, Co-curricular Activities and Athletics N/A @ Yates

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



### Afterschool Care (elementary only) N/A @ Yates

- *Insert your plans for after school care, parks and rec, YMCA, school-related, etc.*
- *School-run programs must follow [Healthy at Work Requirements for Childcare Programs \(Appendix Q\)](#).*



### ESS or tutoring N/A @ Yates

- *Insert your plans for ESS and/or afterschool tutoring.*



## 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.
- When picking up/signing out students, parents will wait in the vestibule.
- Whenever possible, virtual meeting opportunities will be used instead of in-person meetings.



### Sick Room:

- Isolation Room [Protocol](#)
- 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.
- Yates ES 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 \(Appendix R\)](#).
- Yates ES will follow procedures that 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.



### Cleaning Protocols:

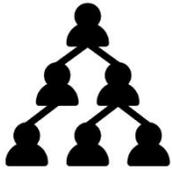
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal 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.

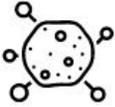


### Large Group Gatherings:

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



## Contact Tracing



### Infection/Exposure/Quarantine

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



## Communication and Notification Procedures:

- Families and employees are required to notify FCPS if their student tests positive for COVID-19, in accordance with [Kentucky Emergency Administrative Regulation 902 KAR 2:220E](#). (See [Appendix S](#)) To report a positive case, families should call 859-381-FCPS (3277), email [covid19@fayette.kyschools.us](mailto:covid19@fayette.kyschools.us) or visit [www.fcps.net/covid19](http://www.fcps.net/covid19).
- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to conduct contact tracing – a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. (See [Appendix R](#))
- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note, however, that during a worldwide pandemic of this highly contagious virus, the Lexington-Fayette County Health Department requires us to notify people who have been in close contact with the infected person.
- *Each school must develop effective two-way communication plans for families and staff that are tied to the tools already working for their communities, such as Remind, Dojo, Microsoft Teams or Group Me.*
- Fayette County Public Schools will follow all state requirements to report the number of students and school personnel reporting a positive diagnosis of COVID-19. (See [Appendix R](#))
- While committed to maintaining the confidentiality of students and staff, we will make every effort to be transparent regarding all COVID-19 related matters.



## Attendance and Tracking

- To assist with contact tracing, schools should develop protocols to ensure the principal or designee has easy access to the following tools when needed: seating charts, bus manifests, team/club/activity membership lists, emergency contact information for students and staff, documentation of people who moved throughout the building, student and staff schedules, and any other information that could support contact tracing.
- *To help track movement of employees throughout the building and between buildings throughout the district, FCPS has developed a “Trace Space” app. Employees are encouraged to use the app, but schools may use an alternate way of documenting staff movement throughout the building if they choose.*

- Schools will gather daily attendance and code the reason for student absence. For the 2020-2021 school year, two additional codes have been added by the state to identify students who are “COVID-19 positive” and those who need to “Quarantine” due to exposure.
  - School and district leaders will monitor staff and student attendance for trends/patterns of absences for infectious illness that include identification of absences for COVID-19 and Influenza with an ability to compare to usual rates/patterns at individual school site levels. ([Appendix R](#))
  - School and district leaders will collaboratively determine when classrooms or the school will switch to NTI: 2DL due to rising absence rates, rates of infectious disease, or quarantines of individual teachers, classrooms or a significant portion of the school.
-