

# 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:

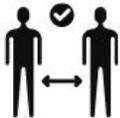
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

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.

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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 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.

- Prior to coming to work, all staff will perform a health and temperature check.
- Upon arrival, should multiple staff arrive at the same time, please line up six feet apart.
- Move up X's until you reach the table.
- Use hand sanitizer then take your temperature. It is a non-contact thermometer.
- Use a clorox wipe to clean the thermometer. If your temperature is above 100.4 go ahead and sign form and then go home, text Carrie so that she is aware. If temperature is below 100.4, proceed to next step..
- Review list of symptoms. If you have any, please go back to your car and text Carrie after completing the form.
- Complete sheet on table. You only need to indicate that you TOOK your temperature, not what your temperature is. Additionally, initials for your name are fine.
- Clean the pen and any surfaces that you touched with Clorox wipe.
- Enter the building if you were a no/no response.
- Should a staff member be unable to report to work, they will first text Paul, McCauley and Vettrano, followed quickly by entering the absence into Frontline; along with requesting a sub. Depending upon availability of substitutes, TCE would then utilize the in-house sub should one not report.

- Staff will be in the building and at post by 7:00am. They will enter through assigned entrances and follow the steps for arrival. During the day, staff may utilize an entrance/exit that is not crowded (no one will use the Clinic Entrance.)
- Should staff begin experiencing symptoms of COVID-19. They will first text Paul, McCauley and Vettrano, followed quickly by entering the absence into Frontline; along with requesting a sub. Depending upon availability of substitutes, TCE would then utilize the in-house sub should one not report.



### 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 Location	A Week	B Week
Computer lab corner	Madon	Dennison
top of ramp - 3rd grade area	Jones	Smith
Bottom of ramp - 2nd grade area	Mundy	Ames
Outside cafe	Antle	Madon
<b>Car line</b>	Ames	Wells
<b>Car line</b>	Miller	James
<b>Car line</b>	Dennison	Sims
<b>Car line</b>	A Hall	Jones
<b>Car line</b>	Smith	Looney
<b>Bus lane</b>	Tolson	Mundy
<b>Bus lane</b>	West	Hill
<b>Bus lane</b>	Sims	Antle
Main hallway by corner of guidance/library	James	A Hall
5th restroom	Wells	Tolson
K/1 restroom	Looney	Miller
<b>Foyer thermal scan</b>	Cohen	
<b>Foyer thermal scan</b>	Officer Southworth	



**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** (Arrival: There are two ways that students will enter the building in the mornings. Bus riders will enter through the main front doors and students riding in cars will enter through the main

back doors. Walkers may enter in front or back, based on the shortest and safest route. Parents must always use the front entry (regardless of where you park/walk from.)

Students being dropped off by buses with monitors will have already had their temperatures taken. Students with a fever will exit first and be taken to the isolation area to await a family member to take them home.

Through the preferred protocol, students will have a temperature check conducted by the bus monitor at the bus stop prior to arrival at Tates Creek Elementary

If students on the bus have not had a temperature check conducted, they will proceed to the front entrance and will go through the screening conducted at that location.

If a bus student arrives at school with a fever or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room (quiet room) via the cafeteria entry.

Students will be reminded to keep their masks on as they enter the building.

**Walker/Car Arrival** (Arrival: There are two ways that students will enter the building in the mornings. Bus riders will enter through the main front doors and students riding in cars will enter through the music room back doors. Walkers may enter in front or back, based on the shortest and safest route. Parents must always use the front entry (regardless of where you park/walk from.))

- Walkers, car riders and those being dropped off by buses without monitors should line up 6 feet apart (spacing will be marked) while they wait to have their temperature taken or pass the temperature cameras: Students should line up 6 feet apart (spacing will be marked) while waiting to pass through the temperature screening area.
- Car riders will enter in the back of the building via the Music Room door entry. Temperatures will be taken with thermal thermometers prior to the child exiting the car.

All students upon entering TCE will have verbal and visual reinforcement of General Health Procedures and Protocols, including, wearing masks, social distancing and sanitizing hands upon entry.



## Instructional Plans



### Classrooms:

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



### Instructional Materials:

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

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

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

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. These activities should not be cancelled if distance and sanitation needs are met.

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

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



### Specials (elementary only)

Specials will continue in a virtual set up to accommodate a common specials time for both our in person and remote learners. Students in the building will remain in their classroom for specials and the teacher will project the online ZOOM for students in the building and students remotely to access content. There will be no transitioning to and from special area classrooms.



### Preschool (elementary only)

- Schools will ensure that preschool classrooms operate in accordance with the [Office of Academic Services Instructional Guidance for Return to In-Person Learning document \(Appendix H\)](#) and [Preschool COVID-19 Guidance for In-Person Instruction \(Appendix I\)](#)..



### Band and Orchestra

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



### Chorus and Vocal Music

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



### Physical Education

- Schools will ensure that physical education instruction follows the [FCPS Physical Education COVID-19 Guidance for In-Person Instruction. \(Appendix K\)](#)



### 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 \(Appendix M\)](#):
  - Media specialist will be providing virtual classes and will coordinate with homeroom teachers to ensure students get books. The library will not be open for students to enter and independently check out books. The media specialist will check out books on a students behalf.
- 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.



### 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.



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

- Multiple “Town Hall with PrinciPAUL” meetings have been held and data captured. Along with those meetings, surveys were also utilized to ensure that everyone had a voice.



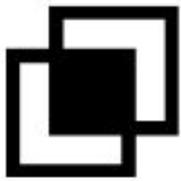
## Remote Instructional Plan

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?

- Multiple “Town Hall with PrinciPAUL” meetings have been held and data captured. Along with those meetings, surveys were also utilized to ensure that everyone had a voice.Ex



## Common Area Procedures



### Hallway Protocols:

- All students K-12 and staff are required to wear a mask at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask and PPE guidance and protocols are provided in [Appendix B](#).
- School hallways should be marked with floor stickers to designate social distancing requirements.
- School schedules will be adjusted to reduce hallway traffic. Teachers will move from classroom to classroom rather than students switching classes. Students and staff will maintain a social distance of 6 feet in hallways during arrival, transitions, and dismissal. Floors will be marked to indicate safe distancing. Students and staff traffic flow will follow directions of floor arrows.



### 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.

### **Classroom Bathroom Break**

1. Teachers should line the students up 6 feet apart.
2. Please make sure each student is wearing a mask- covering his or her nose and mouth.
3. Teachers should bring their provided bathroom caddy with them.  
**(Each caddy will be equipped with hand sanitizer, wipes, gloves, disinfectant spray and extra masks).**
4. When arriving at the bathroom, all students will remain six feet apart (while standing on a sticker) as they wait to use the bathroom.
5. Teachers shall allow no more than two students, in each bathroom, at a time.  
**(Please remind students to keep mask on and remain six feet apart).**
6. Teachers should stand by the door, monitoring the students waiting in line, and being careful to ensure no more than two students are in the bathroom at any given time.
7. Upon exiting the bathroom, the teacher will administer hand sanitizer to each student.
8. After receiving hand sanitizer, the student will go back to the end of the line.
9. When all students have used the restroom, the teacher will go in each bathroom to sanitize for the next class.
  - **All toilet flush handles, urinal flush handles, soap dispensers, and hand dryer buttons should be sprayed with the provided disinfectant with no need to wipe the surface.**
10. Class should return to the classroom six feet socially distanced.
  - **There is twenty minutes allotted for the bathroom break.**

### **Individual Student Bathroom Breaks**

1. No more than two students should be excused, from the classroom, for a bathroom break at one time.
2. When the child leaves the classroom, please make sure they are properly wearing a mask.
3. The staff, in the hallway, will monitor the student to ensure that no more than two students are in the bathroom at any given time.
4. The student will be supervised and returned promptly to class by the student support staff in the hall.



### 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).
- 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 Procedures**

1. Upon entering the school, students will proceed to their classrooms
2. Breakfast meals will be delivered by cafeteria staff to each homeroom between 7:05 - 7:15.
3. Students should wash their hands in the classroom sink prior to opening and eating their breakfasts.
4. Students will eat at their assigned desk.
5. All breakfast trash will be collected in a large black trash bag and placed outside of the classroom door by 7:45.

#### **Lunch Procedures**

3. Lunches will be delivered outside of classroom doors from cafeteria staff by these times per each grade - classrooms with allergies have been documented by cafeteria staff:

K - 10:10  
1st - 10:40  
2nd - 11:10  
3rd - 10:55  
4th - 11:55  
5th - 11:25

4. A TCE staff member will come to the classroom to monitor students during lunch to provide certified teachers a duty free lunch.
5. Students should wash their hands in the classroom sink prior to opening and eating their lunches.
6. Students will eat at their assigned desk.
7. All lunch trash will be collected in a large black trash bag and placed outside of the classroom at the end of their 30 minute lunch block.



### 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.
- All classes will be scheduled for recess at alternating times. Alternate recess locations will be utilized on a rotating basis to include - recess equipment area, walking area of car loop, open field space, and front bus lane. All classes will also have a 15 minute scheduled outdoor walking and mask break.



### 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.



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

- Each school will develop 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.
  - Dismissal procedures will begin earlier to stagger movement and spacing of students.
  - Begin calling for busses when the bus pulls in
  - Call for grade level & bus individually
  - Manifest can ordered by stop and grade level
  - Use silent dismissal with a google sheet that will be projected into the classroom
  - Walkers will be a staggered dismissal to promote social distancing.
  - Car riders will wait in their classrooms for their car number to be displayed to reduce hallway movement.
- 



## Afterschool



## Extra-curricular Activities, Co-curricular Activities and Athletics

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



## Afterschool Care (elementary only)

- TCE will not be offering After 3 in the 2020-2021 school year.



### ESS or tutoring

- ESS plan will be determined by MAP data and/or assessments that we are able to administer in the school building. The anticipated plan is that students will be able to receive after school additional instruction.
-



## 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.
- Upon a parent needing to check out a student and or conduct business with the office, the parent will wait outside the front doors of the building for their child. Their child will remain in their classroom or sick room until the parent arrives outside the front doors. If a parent needs to enroll a student they will be able to come into the vestibule and complete registration. No parent will need to come into the office area.



### 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 \(Appendix R\)](#).*
- *Each school will develop and communicate procedures that adhere to the Sick Room Protocols outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):*

(students will be isolated in the quiet room or computer lab for overflow and supervised by an adult on webcam)

- The TCE Healthy Kids Clinic will remain open for routine student needs, such as dispensing medication.
- Students who have a fever or display symptoms of COVID-19 will be supervised by an adult in a designated area, separate from the school health clinic or front office. Families will be contacted to come pick-up their children as soon as possible.
- Parent will call the front office from their car upon arrival and the sick child will be walked out by a staff member. The staff member will take the sign out book to the parent.
- The sick room waiting area will be supervised by an adult until a family member arrives.



### 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

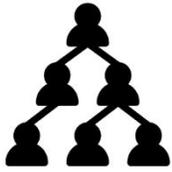
pandemic and seasonal influenza. Special attention should be given to high touch areas, such as water fountains, doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc. It is recommended that high touch surfaces be cleaned and disinfected frequently.

- 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.

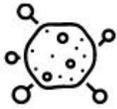


### Large Group Gatherings:

- 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 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](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.

- 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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