

In-Person and Remote Learning Plan



THE LEARNING CENTER

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.

<u>General Health Procedures and Protocols</u>	4
Masks	4
Clean Hands	4
Health Screenings	4
Temperature Check	5
Social Distancing	5
Healthy Habits	6
<u>Health Agreements and Daily Assurances</u>	7
Family Assurance of Student Health	7
Employee Assurance of Person Health	7
<u>Transportation</u>	9
<u>Arrival</u>	10
Staff Arrival Procedures	10
Supervision Duty	10
Student Arrival Procedures	11
Metal Detectors (High School Only)	11

<u>Instructional Plans</u>	12
Classrooms	12
Instructional Materials	13
<u>In-Person Instructional Plan</u>	14
Band and Orchestra	15
Chorus and Vocal Music	15
Physical Education	15
Career and Technical Education	16
Library/Media Center	16
Specialized Push-In and/or Pull-Out Services (special education, intervention, gifted and talented, English language and other support)	16
Input and Communication Plan	17
<u>Remote Learning Instructional Plan</u>	18
Input and Communication Plan	18
<u>Common Area Procedures</u>	19
Hallway Protocols	19
Restrooms	19
Water Breaks	20
Meal Service	21
Administrative Spaces	21
Computer Labs	21
Gymnasiums	22
Weight Rooms	23
<u>Dismissal/Student Pick-up</u>	24
Bus Dismissal	24
Dismissal Procedures Family Pick-up/Car Dismissal/Walker	25
<u>Afterschool</u>	26
Extra-curricular Activities, Co-curricular Activities and Athletics	26
Afterschool Care (elementary only)	26
ESS or tutoring	26
<u>Additional Mitigation Measures</u>	27

Visitors/Student Pick-up	27
Sick Room	27
Cleaning Protocols	28
Large Group Gatherings	29

<u>Contact Tracing</u>	30
Infection/Exposure/Quarantine	30
Communication and Notification Procedures	31
Attendance and Tracking	31

Appendices

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



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:

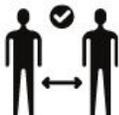
All staff are required to sign and return an [“Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) and complete a daily health screening at home in accordance with district procedures.

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. Everyone who enters TLC will have their temperature checked before entry, regardless of if their temperature was taken at a separate location. Temperatures of car riders will be taken before they exit the car.



Social Distancing:

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



Healthy Habits:

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



Health Agreements and Daily Assurances



Family Assurance of Student Health

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



Employee Assurance of Personal Health

- All staff will be asked to submit a signed [“Fayette County Public Schools Employee Assurance of Personal Health Agreement” \(Appendix C\)](#) attesting that they will monitor their health each day and not come to work if they have a temperature of 100.4° or greater or are experiencing any symptoms of COVID-19.
- They will also agree not to be on any FCPS property for at least 10 days if they have been in close physical contact (6 feet or closer for at least 15 minutes) with a person who is known to have COVID-19 or if they have travelled out of the country or to one of the states on the

governor's travel advisory list found at <https://govstatus.egov.com/ky-travel-advisory>. Employees who have a member of their household test positive for COVID-19 should not return to work until they have been released from quarantine by the health department.

- 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:

- [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#)
- TLC staff will conduct a health and temperature check prior to coming to our building.
- If staff is unable to report to work, he or she should call Mr. Salyers (Ms. Goens if Mr. Salyers is unavailable after attempted call). Staff should seek medical attention from their physician as needed.
- TLC staff should arrive for building check-in between 8:15-8:30 and be at their supervisory post by 8:30 a.m. All staff should enter through the front doors for temperature check. Side and back entrances should not be used for entry in the mornings. Staff should not congregate in the copy room, conference room, or other small areas in the building where social distancing cannot be maintained.
- If staff experience symptoms of COVID-19 while on campus, he/she should call the front office who will contact Mr. Salyers. District protocols for leaving campus will be followed including cleaning protocols, and staff will be reassigned to cover classes. Options for where staff may be tested for COVID-19 will be shared upon request. Staff may return to campus as outlined in district document for illness, quarantine, isolation timelines.
- If staff have any questions, they should call Mr. Salyers for clarification.



Supervision Duty:

- [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#)

Morning Supervision (8:30-9:00AM) [DUTY MAP LINK](#)

- Car riders will be temperature checked before allowed to leave their car (by Mr. J. Wilson)
- Bus riders will be temperature checked under the awning entrance (by Ms. Richmond & Ms. Harbut) before entering the building.
- Badge checks will be done in the vestibule by one of our roaming admin.
 - If a student needs a badge they are sent on to the library badge station (Ms. Grimes and Ms. Tongate)
- Students will be able to pick up their breakfast as they head to their scheduled 1st period class. These breakfast tables will be located in the lobby (by Mr. B. Wilson, Mr. Pitcock, & Mr. Craft).
- Students will report directly to their first period class.
- There is staggered staff supervision throughout the halls to manage safety & social distancing.

Lunch Supervision (11:25-12:50PM) [DUTY MAP LINK](#)

- Students will be escorted by cohort teachers to the cafeteria. The lunch line will be managed for distance and safety by Mr. Salyers, Ms. Richmond (will also provide medication confidentially in the gym), and Ms. Harbut.
- Students will be assigned to specific tables based on their cohort. Cafeteria safety and distancing will be managed by Ms. Goens, Ms. Salloum, Officer Fox, Mr. J. Wilson, and Mr. Bugg.
- Teachers will enjoy a duty free lunch.
- Outdoor seating will be managed by Mr. J Wilson as weather permits.

Dismissal Supervision (4:10PM) [DUTY MAP LINK](#)

- TLC will dismiss by cohort using a staggered schedule.
 - Students will stay in their last period class until dismissed by cohort
 - Cohort dismissal order will be Communications, Sustainability, Advocacy
 - Teachers will supervise the students during dismissal.



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.*

TLC Arrival Procedures:

Student Bus Arrival

- Students being dropped off by buses with monitors will have already had their temperatures taken. All student temperatures will be taken again upon arrival at school. Students with a fever (as determined by the bus monitor) will exit the bus first. The fever will be confirmed by school staff during entry. If a student is confirmed to have a fever, he or she will be taken to the isolation area to await a family member to take them home. TLC's isolation area is in room 156.

- 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 student who rode the bus arrives at school with a fever (100.4 or 99.4 with touchless thermometer) or demonstrates COVID-19 like symptoms, he or she will be escorted to the isolation room 156.
- Students will exit the bus and line up (single file) 6 feet apart and wait for a signal to approach the staff who is taking temperatures. After being cleared by staff, student will enter the building.
- Students will be reminded to keep their masks on at all times while on campus (except during active eating or drinking) as they enter the building.

Car Riders

- Families dropping students off at school should line up in the middle lane of the front parking lot. Students should not exit the car until a temperature is taken and the lack of a fever is confirmed.
- Traffic cones will mark the location where temperatures will be taken by staff. Pull up to the cones, roll the student's window down and wait for his/her temperature to be taken. If the student does not have a fever they will be asked to exit the car and join the line for building entry protocols. If a student is found to have a fever, the driver will be asked to pull to a second set of traffic cones for a second temperature check. If fever is confirmed, the student will be asked to remain in the car and return home and contact their physician.
- Please do not plan on walking your student to the door or into the building without a pre-arranged appointment.

Walkers

- Walkers should walk immediately to campus, and once on campus line up 6 feet apart (spacing will be marked on the sidewalk, porch, and vestibule) while they wait to have their temperature taken.

Breakfast

- After students pass through the health screening at the front entrance, they will pass into the foyer to pick up breakfast. Breakfast will not be served in the cafeteria.
- Breakfast will be served "grab and go" style where students will pick up breakfast from the cart in the entry foyer and then immediately report to their first period class.
- There should be no congregating in the hallways.
- Students will enter their first period class with their breakfast and take their assigned seat. Assigned seats are necessary for contact tracing and are a safety measure that must be followed.

- Students may remove their mask only during active eating and drinking. As soon as breakfast is consumed, students will immediately put their mask back on.
- Students may take their garbage to the classroom trash can which will be emptied regularly during breakfast time by custodians.
- Food drop-offs are not permitted at this time.



Metal Detectors (High School Only)

- Consistent with the provisions in policy 09.436, school administrators may authorize the use of metal detectors for weapons searches as follows:
 - Search all students entering the premises;
 - Search students on a random basis, provided a non-discriminatory, random selection process is used; or
 - Search an individual student when there is reasonable suspicion to believe the student is concealing a weapon.
 - FCPS policy 09.436 and 09.436 AP.1 will be followed after students are cleared through the temperature checking station.
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Instructional Plans



Classrooms:

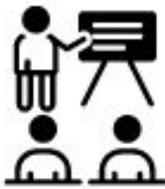
- *Desks* will be arranged to maximize space between students. If the physical space in the school does not allow for spacing students' desks 6 feet apart, desks will be arranged to leave as much space as possible between desks. All desks will be arranged so students face the same direction.
- *Tables*: 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 \(Appendix H\)](#). Seating charts will be maintained in Infinite Campus as directed by Ms. Goens (training on 1/5/21).
- *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.
- Students will transition between classes, within their cohort, maintaining social distancing and moving in a clockwise direction as if looking at the library from the vestibule. Staff will supervise hallway transitions to support students in maintaining 6 feet of distance. Because of our three academic/grade level cohort structure, cross-cohort movement is extremely limited.
- Restroom breaks should be limited to necessity to reduce movement within the classroom and congregating in the hallways/restrooms.

- Restroom breaks will utilize a supervised transition between the classroom and restroom. Staff should call the front office for a team member to escort students to and from the restroom.
- School hallways have been marked with floor stickers to designate social distancing requirements.
- School transitions will be staggered by 2 minutes to manage hallway traffic. [Transition schedule](#).
- Hallways will be designated one way to lessen the number of people traveling the same pathway. TLC's hallways will utilize a clockwise traffic pattern facing the library from the front vestibule.



Instructional Materials:

- Students must bring a fully charged Chromebook and Chromebook charger daily.
- Students are encouraged to bring their own headphones. These are not to be shared by other students.
- Students will maintain their own set of school supplies (glue, scissors, colored pencils, etc.).
- Students should not share materials, books, or manipulatives. Individual kits or bags of materials will be assembled for each student if needed.
- 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. It is highly recommended that transport of materials from home to school be eliminated when possible.



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.

In Person Instruction

- Students will continue to engage in PBL designed instruction.
- Weekly instructional planning guides ([sample](#)) will be posted in canvas, cohort website, newsletters. Plan to include weekly: learning intentions, tasks, assessments, success criteria.
- Whole group, small group, partner work, discussion and independent learning will take place using social distancing measures.
- Digital collaboration will be used for project work.
- Students will continue to use School Connect Social Emotional Curriculum daily during Advisory.
- Continuation of digital formative, summative and performance based assessments (including ACT & MAP)
- Dedicated daily Professional Learning Communities will continue. Teachers will have a common plan to ensure PBL instructional design, implementation and evaluation. PLC's will meet virtually.



Elective Courses

- Students are scheduled into elective courses within their cohort groups. TLC's bell schedule will be staggered so that cohort teachers can supervise their classes to their elective classrooms. Elective course classrooms will be sanitized in between each new class of students. Materials will be student specific where possible, and where not possible will be sanitized between student use. Students will also be asked to wash their hands before and after any shared materials/tools. See [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#) for additional information.



Band and Orchestra

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



Chorus and Vocal Music

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



Physical Education

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



Career and Technical Education

- 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

- 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 \(Appendix M\)](#):
- [TLC Library Reopening Plan](#)



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 \(Appendix N\)](#).
- Special Education resource and strategies classes will meet in a large enough room to distance students as far apart as possible since they will be cross-cohorted. Students at home will join every class via Zoom.
- EL and Co-teaching will happen in the student's classroom as much as possible.
- Content acceleration and credit recovery will happen within each cohort during our Acceler8 (8th period) course, or as scheduled by the cohort team and communicated with students.



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

- Teams were solicited and provided inputs starting in summer of 2020 and have provided input on the various plans created throughout the year.
 - A team of administrators and teachers reviewed the document and provided feedback
 - This plan is being sent to families for comments, feedback/improvements
 - All faculty will be briefed on the plan, and a walkthrough of the plan will be conducted on January 5th, and before the plan is implemented.
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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 \(Appendix O\)](#).

- Canvas will be used as the instructional platform. Weekly instructional planning guides ([sample](#)) will be posted in canvas, cohort website, newsletters. Plan to include weekly: learning intentions, tasks, assessments, success criteria.
- Students will continue to engage in PBL designed instruction via Canvas (on the same learning progression as in-person students).
- Remote students may work on assignments asynchronously except for the following occasions:
 - Synchronously connect (same time as on-campus students) during daily Advisory (5th period)
 - Synchronously connect as scheduled and communicated by teachers
 - Synchronously connect during one of the scheduled content support times schedule (Chart below)
 - Students in resource classes will synchronously connect to their teachers according to their schedule.
- Remote students will receive access to a core content, and elective instructor every day of the week using the following schedule:

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
English Advocacy 4th Period (11:25-12:23): Mr. McKinnon 5th Period (12:54-1:41): Mr. McKinnon Communications 7th period (2:32-3:19): Ms. Wells 5th Period (12:54-1:39): Ms. Wells	Math Advocacy 4th Period (11:25-12:23): Mr. Pitcock 5th Period (12:54-1:41): Mr. McKinnon Communications 7th period (2:32-3:19): Mr. Brusate 5th Period (12:54-1:39): Ms. Wells	Electives By appointment during educational enhancement (8th period)	Social Studies Advocacy 4th Period (11:25-12:23): Mr. B. Wilson 5th Period (12:54-1:41): Mr. McKinnon Communications 7th period (2:32-3:19): Ms. Evans 5th Period (12:54-1:39): Ms. Wells	Science Advocacy 4th Period (11:25-12:23): Ms. Falk 5th Period (12:54-1:41): McKinnon Communications 7th period (2:32-3:19): Dr. Diamond 5th Period (12:54-1:39): Ms. Wells

6th Period Sustainability (1:43-2:28)Mr. Little	6th Period Sustainability (1:43-2:28) Mr. Kennedy		6th Period Sustainability (1:43-2:28)Mr. Lee	6th Period Sustainability (1:43-2:28)Mr. Little
5th Period (12:54-1:39): Mr. Kennedy	5th Period (12:54-1:39): Mr. Kennedy		5th Period (12:54-1:39): Mr. Kennedy	5th Period (12:54-1:39): Ms. Ricks

- Remote students will participate in Virtual Working Wednesdays each week. Working Wednesday links will be posted in Canvas, cohort websites, email
- Digital collaboration will be used for project work.
- Students will continue to use School Connect Social Emotional Curriculum daily during Advisory.
- Continuation of digital formative, summative and performance based assessments (including ACT & MAP)



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

- Teacher leader teams were solicited during summer of 2020 and have informed decisions.
- Cohort captains (lead teachers) provided input during regularly scheduled captain’s meetings
- The staff will provide feedback.
- Families will be solicited for feedback to the plan.



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.
- Each school will develop hallway protocols to reduce hallway traffic and lessen the number of people traveling the same pathway. These procedures could include:
- TLC's school schedule has been adjusted to transition students within each cohort together and at staggered times to avoid cross-cohort interaction as much as possible.
- Students will utilize floor stickers and hallway posters/markings to maintain social distancing and area-specific instructions.
- TLC hallway traffic will move in a clockwise direction as if facing the library from the front vestibule. During hallway transitions within each cohort, the same direction of traffic will be observed by each student in a clockwise direction within the cohort's hallway.
- Students will walk in single file lines and maintain 6 feet of social distance as marked by stickers on the floor.
- Students will line up inside the classroom in the same order every day to be dismissed to the hallway.
- Students will not congregate in the hallways or anywhere on campus, and will report directly to class.
- Staff will position themselves at their classroom doorways to supervise all transitions.



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.
- Restroom passes (eOS ePass) should be given during class only with a call to the front office for an escort by an available staff member. Staff will make sure that there are no more than 2 students in a restroom at any given time. eOS hall passes should be utilized.
- Staff will be posted by restrooms during transitions to make sure that there are no more than 2 students in a restroom at any given time. Students lining up to use the restroom will be directed to stand 6 feet apart. If the line becomes too long as determined by staff, students will be asked to move to another restroom or report to class and ask to be excused.



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.
- Requests to fill bottles may be granted by classroom teachers, and should be granted with an escort by calling the front office.



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 will be served "grab and go" style: students will pick up breakfast on the way to their 1st period classroom.

- Lunches have been developed for each cohort of students on campus. Assigned seats must be utilized and maintained during each lunch to aid in contact tracing. Changing of seats during lunch is not permitted once the seating arrangements have been set.
- Students will be escorted by cohort to the cafeteria. The lunch line will be managed for distance and safety by Mr. Salyers, Ms. Richmond, and Ms. Harbut.
- Students will be assigned to specific tables based on their cohort. Cafeteria safety and distancing will be managed by Ms. Gowns, Ms. Salloum, Officer Fox, Mr. Wilson, and Mr. Bugg.
- Teachers will enjoy a duty free lunch.
- Outdoor seating will be managed by Mr. Wilson when weather permits.



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.
- All office meetings should be scheduled ahead of time as much as possible so that a larger area with adequate ventilation can be reserved.
- Office visits should be scheduled using the TLCKiosk app on student computers.
- Office staff will arrange to meet with students by escorting them to and from class as requested/scheduled. Students should not be sent out of the room without an escort.
- Offices at TLC are small, and appointments may be held in alternate locations to accommodate the number of individuals involved in a meeting.
- Absence letters will be dropped off at the table in the secured vestibule upon entry to the building. When possible, all letters should be emailed and/or faxed to the school to reduce the amount of paper handled between home and school.
- Any students who meet with staff in an office space must sign into that space using the posted QR code. Students may use their phone or chromebook to sign in with the QR code. Signing in to these spaces will support contact tracing.



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.
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Dismissal/Student Pick-up



Bus Dismissal:

- All families who can transport their children home from school are strongly encouraged to do so to help reduce the number of students on each bus.
- Each school will develop dismissal routines to stagger dismissal times, determine hallway traffic patterns and designate specific exit doors to maximize social distancing and reduce the number of students in the same area at any given time.
- Hand sanitizer will be provided as students enter and exit the bus.
- All students K-12 and staff are required to wear a mask on the bus at all times, with the exception of those who have a medical or ARC-directed exemption. Detailed mask guidance and protocols are provided in [Appendix B](#).
- Students who have a medical exemption for wearing a mask will be assigned seating at the front of the bus.
- Bus monitors will document student seat numbers on the bus manifest so that seating charts can be created if needed. Bus drivers will record student seat numbers as students exit the bus.
- Buses will be loaded from the back to the front, and unloaded from the front to the back.
- Buses will be sanitized between routes and at the end of the day.
- See [“Safe on the Bus, Safe at the Garage” \(Appendix G\)](#) for additional details and staff expectations.

Bus Dismissal Protocol

- TLC will dismiss by cohort on a staggered schedule.
- Cohort staff will walk students to the bus lane to support social distancing and other rules.



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

- [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\) \(Appendix A\)](#)
 - Upon arrival to the school to pick up a well child, families will call from their car before coming to the front entrance. Masks and social distancing are required. No one who has been sick or is exhibiting COVID-19 symptoms should enter the building. Office staff will greet parents in the vestibule, conduct health/temperature screenings and admit to the front office for student checkout.
 - If the person picking a student up is found to have a fever or answers yes to any of the health screening questions, they will be asked to show proper identification for student sign out, and will be required to return to their car until their child is sent to them. A paper sign out form will be provided in the vestibule to replace the digital signature usually obtained at the front office kiosk.
 - Signature sheets will be quarantined for 48 hours before being filed.
 - Students will wait until they are called by the front office before coming to the office for parent pick up.
 - Car riders and walkers will be dismissed using the silent dismissal procedures used for busses. This will ensure that the flow of students can be managed.
-



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.
 - TLC students may participate in their home high school's athletics programs. Please reference each high school's plans for further 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.

Well Student Pick-up:

- Upon arrival to the school to pick up a well child, families will call from their car before coming to the front entrance. Masks and social distancing are required. No one who has been sick or is exhibiting COVID-19 symptoms should enter the building. Office staff will greet parents in the vestibule, conduct health/temperature screenings and admit to the front office for student checkout.
- If the person picking a student up is found to have a fever or answers yes to any of the health screening questions, they will be asked to show proper identification for student sign out, and will be required to return to their car until their child is sent to them. A paper sign out form will be provided in the vestibule to replace the digital signature usually obtained at the front office kiosk.
 - Signature sheets will be quarantined for 48 hours before being filed.
- Students will wait until they are called by the front office before coming to the office for parent pick up.

Sick Student Pick-Up:

- Upon arrival to the school to pick up a well child, families will call from their car before coming to the front entrance. Masks and social distancing are required. No one who has been sick or is exhibiting COVID-19 symptoms should enter the building. Office staff will greet parents in the vestibule, conduct health/temperature screenings and admit to the front office for student checkout.

- If the person picking a student up is found to have a fever or answers yes to any of the health screening questions, they will be asked to show proper identification for student sign out, and will be required to return to their car until their child is sent to them. A paper sign out form will be provided in the vestibule to replace the digital signature usually obtained at the front office kiosk.
 - Signature sheets will be quarantined for 48 hours before being filed.
- Students will wait until they are called by the front office before coming to the office for parent pick up.



Sick Room:

- Families will be contacted to come pick up any student who has a temperature of 100.4°F or greater, or displays symptoms of COVID-19:
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever
- Families are expected to ensure that an adult will be available to pick up any student who has a fever or displays symptoms of COVID-19 during the school day.
- Families must have a “Pick Up” plan in place before they send their child to school.
- Families are responsible for ensuring the phone numbers listed in Infinite Campus are correct and that everyone who could be asked to pick up the child is registered with the office.
- *Each school will work with its Lexington-Fayette County Health Department nurse and Healthy at School Team to determine where students who have a fever or display symptoms of COVID-19 during the day will wait until they can be picked up to go home and follow the “What To Do If a Student Becomes Sick at School” protocol outlined in the [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#).*
- TLC’s Sick Room will be room 156 near the front entrance to the school with an attached restroom.
- [Fayette County Public Schools Guidance on Isolation, Exposure, Quarantine, and Contact Tracing document \(Appendix R\)](#):
- Ms. Montanez and Ms. Richmond are the contacts for the sick room. They will notify an administrator.
- If a student becomes sick while in class, staff are to call the front office to report student illness. An administrator will be dispatched to the room to escort (at social distance) the student to the sick room.

- TLC's sick room can hold 5 students before the overflow area must be implemented. The sick room overflow area is located in the enclosed hallway behind the library with access to adjoined restrooms. This area will also be supervised by staff if it's use is implemented.
- 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. Medication and routine first-aid will be administered from Ms. Richmond's Office. Nurses visits will take place in the nurse's office at the back of the gym.
- Students who arrive to campus and are found to have a fever, (or who become sick at school) as confirmed by two thermometers, will be moved to the sick room.
 - Car riders will be checked before exiting the car and can be taken immediately off campus by the driver/guardian.
 - Walkers and bus riders will be placed in the sick room until someone can pick him/her up promptly.
- The school will call parents/family to pick up the student from school. Students can not be sent home sick on the school bus. It is expected that families pick up students as quickly as safely possible.
- All family information should be updated in Infinite Campus regularly. If a parent/guardian can not be contacted, the office will call down the IC contact list until someone is reached. If no one is able to be reached after multiple attempts, FCPS law enforcement may be involved to make contact with the family.
- TLC sick isolation room is room 156 which has access to a restroom and the front entrance/exit.
- The nurse will be notified of any child exhibiting COVID-19 and will be requested to report to the school for medical support.



Cleaning Protocols:

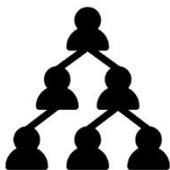
- Increased cleaning and sanitizing protocols will be implemented in all FCPS classrooms, schools, facilities and buses in accordance with district procedures.
- High-touch surfaces will be cleaned frequently.
- Time for deep cleaning will be built into the school schedule.
- Cleaning supplies and personal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

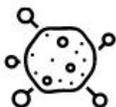


Large Group Gatherings:

- 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 or visit www.fcps.net/covid19.
- School and district leaders will work in consultation with the Lexington-Fayette County Health Department to conduct contact tracing – a process of identifying and analyzing the interactions the individual who tests positive has had with others to assess the potential risk to our school community – and identify individuals who need to quarantine as a result of school-related interactions. All FCPS students and employees must cooperate with school and public health officials during this process. (See [Appendix R](#))
- The school will notify anyone identified as a close contact of a staff or student who tests positive for COVID-19 by phone and instruct them to quarantine for 10 days from the time they last interacted with the individual. A written communication will be sent as a follow up. (Sample talking points and communications can be found in [Appendix R](#))
- After close contacts have been notified, all staff and families at the school will receive a written notification from the school in multiple languages appropriate for the student population. (Sample communications can be found in [Appendix R](#))
- Every effort will be made to maintain the confidentiality of individuals testing positive for COVID-19. It is important to note, however, that during a worldwide pandemic of this highly contagious virus, the Lexington-Fayette County Health Department requires us to notify people who have been in close contact with the infected person.
- *Each school must develop effective two-way communication plans for families and staff that are tied to the tools already working for their communities, such as Remind, Dojo, Microsoft Teams or Group Me.*
 - TLC will utilize our regular communication routes of Infinite Campus Messenger, Facebook, School Website(s), and Remind101.
- 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.
-