

## CARTER COUNTY GUIDELINES FOR RE-OPENING SEPTEMBER 28, 2020

Dear Carter County Families,

Carter County administrators, faculty and staff have been working within all state guidelines to provide families with options for educating students during the 2020-21 school year. Please know that your child's safety and well-being is our first priority. Because we understand that every family will have varying needs and concerns during this uncertain time, we have created a plan that will allow parents to decide the best instructional environment for their child/children. The information contained in this document is provided to assist you in determining the best option for your family.

The options include:

1. Attending school each day while meeting the safety guidelines set by the Kentucky Department for Public Health.
2. Participating in Non-Traditional Instruction (NTI) through online learning and/or instructional packets that will be completed from home. Students who participate in NTI will complete the same assignments as students who are attending in person to the extent possible. Assistance will be available to students who may need help with assignments.
3. Participating in a Hybrid Model that will allow students to attend school on the days of the week they choose and/or are assigned to attend and to participate in NTI on the other days. Parents will collaborate with the school to determine their child's hybrid schedule.

**NOTE: It is the goal of the school system for all students to eventually return to Option 1. However, students will be able to participate in any or all of the models in order to accommodate the wishes of each family. The decision for how your child will receive their education will be made by the family.**

Specific safety guidelines that will be followed can be found on the following pages.

Parents will be contacted, by September 24, to determine their preference for the upcoming school year. Please take the time to view the safety guidelines required by the Kentucky Department of Public Health before making this important decision.

**Bus Safety**

**What will happen while my child is on the bus?**

1. Students will have their temperatures taken prior to loading on buses who have bus monitors.
  - a. Students with a temperature of 100.4 or higher will return back to their homes if the bus is directly at the child's home and the parents are available. Students who do not board a bus directly in front of their home or who do not have a parent/guardian at home will be provided a seat that is in the front of the bus, on the side of the door, and away from other students and will be taken to school. Upon arrival to school, students with a temperature of 100.4 or higher will be placed in an isolation area that will be supervised by an adult. Parents/guardians will be notified to pick up the student.
2. All students in first grade and above will be expected to wear a mask while on the bus unless there is a verified medical issue. Younger children may wear a mask, but it is not required. If a student forgets his/her mask, a disposable mask will be provided by the bus driver for the trip to school.
3. All students will be provided hand sanitizer upon boarding the bus.
4. Students with family members on the bus will be directed to sit together.
5. Students will be assigned seating. When possible, students will be assigned the same seat for both morning and afternoon routes.
6. Students will remain seated without any congregating in the aisles.
7. Students will be instructed on safety practices while on the bus.

**What safety measures are we implementing to prepare buses?**

1. All drivers and monitors will be trained on safety procedures and sanitizing procedures.
2. High contact surfaces on each bus such as seats, windows, and handrails will be disinfected after each bus route.
3. Hand sanitizer will be provided for students to use as they board the bus.
4. Masks will be available for any student who may forget to bring their mask.
5. After each bus route, windows and doors will remain open, weather permitting, to ventilate buses.
6. Drivers and monitors will wear masks when students are on the bus.

**School and Classroom Safety**

**What will happen while my child is in school?**

**1. *Upon arrival to school***

- a. Students being transported by parents, by means other than a bus, or are transported on a bus without a bus monitor, will have their temperature taken upon arrival at school. Students with a temperature of 100.4 or higher will be placed in an isolation area that will be supervised by an adult. Parents/guardians will be notified to pick up the student.
- b. All students, with normal temperatures, will go directly to their assigned classrooms.
- c. There will not be any unnecessary large group holding areas or congregating areas.

**2. *In the classroom***

- a. When possible, seating will be arranged to allow for 6 feet between each student.
- b. In classrooms that do not allow for spacing students' desks 6 feet apart, desks will be spaced as far apart as possible and masks will be required at all times for all students in first grade and above unless there is a verified medical reason. All staff will wear a mask.
- c. Students will be seated facing the same direction in all classes.
- d. Class sizes will be reduced when possible.
- e. When feasible, elementary students will remain in one classroom for the day and teachers will provide instruction on a rotational basis.

**3. *In the hallways***

- a. As students enter the hallways, markers will be placed to indicate a distance that is 6 feet apart.
- b. When possible, one-lane traffic patterns in the hallways will be set in place for students to follow during any transition time so that no students are passing in a two-way direction.

**4. *Resources***

- a. Technology devices and other resources will be assigned to students to use during the day to limit transferring items from student to student.

**5. *Restroom Breaks***

- a. Students will be excused for restroom breaks in smaller numbers. Teachers will monitor the number of students in the restroom.
- b. Water fountains will not be open. Students will be provided bottled water and parents can send bottles of water with their children.

**6. *Playground***

- a. Students will be allowed to participate in structured outdoor play and exercise.
- b. Students will be encouraged to walk school tracks and participate in other non-contact structured play as led by the teacher.
- c. Recess schedules will be structured to limit the number of classes on the playground at one time.
- d. Students will wash/sanitize hands before and after participating in outdoor exercise.

**7. *Personal Belongings***

- a. All students should maintain their own personal belongings.

## **What safety measures are we implementing to prepare schools?**

1. Training all staff in safety and sanitizing procedures.
2. Additional custodial staffing, as needed.
3. Staff will clean and disinfect classrooms, gymnasiums, cafeterias, restrooms, door knobs, light switches, desks, phones, toilets, faucets, sinks, handrails, and other high touch surfaces frequently.
4. Staff will wear masks.
5. Arranging classrooms to meet social distancing guidelines where possible.
6. Taking temperature checks of all staff members upon entering the building.
7. Creating schedules to reduce the number of transitions each day.
8. Providing hand sanitizer in all classrooms.
9. Taking temperatures upon or before arrival to school.
10. Limiting visitors in schools. Any person who is an essential visitor will adhere to all safety guidelines including: temperature checks, wearing a mask, social distancing, and sanitizing hands.
11. Separate entrances for students as they arrive and dismiss from school.
12. Providing informational signs on appropriate hand washing procedures.
13. Establishing one-direction hallways, where possible.
14. Modeling and encouraging good hygiene and hand-washing technique at all times including:
  - a. Hand-washing/sanitizing should occur:
    - Before and after eating
    - Before and after using restroom
    - When hands are soiled
    - Upon loading the bus
15. Collaborating with local and state officials on all health and safety decisions.

## **When will my child wear a mask?**

1. All students in first grade and above are expected to wear a mask. Preschool, daycare, Kindergarten, and any student with a verified medical reason will be exempt from this guideline. Younger students may wear a mask but are not required to do so.
2. In classrooms that do not allow for spacing students' desks 6 feet apart, desks will be spaced as far apart as possible and masks will be required at all times for all students in first grade and above unless there is a verified medical reason. All staff will wear a mask.

## **How will my child wear a mask?**

1. Masks should:
  - a. Fit snugly but comfortably against the side of the face
  - b. Be secured with ties or ear loops
  - c. Include multiple layers of fabric
  - d. Allow for breathing without restriction
  - e. Be able to be laundered and machine dried without damage or change to shape
  - f. Cover both nose and mouth

### **What safety measures are we implementing to support our students with masks?**

1. Directions on proper use of masks including:
  - a. When wearing your mask, it must cover your mouth and nose
  - b. Your mask is not a toy
  - c. Your mask should be worn any time you are moving around
  - d. Everyone in first grade and above should wear a mask
2. The Carter County School System will purchase two masks per child in first grade and above.

### **Food Service**

#### **How will my child eat breakfast and lunch?**

1. Breakfast will be available in a designated area and served in individually wrapped Grab-N-Go bags for students each morning.
2. During lunch, students will pick up meals in the cafeteria using social distancing practices and will eat in assigned areas, which may include the dining room, gym, classrooms, etc.

### **What safety measures are we implementing to prepare for our feeding program?**

1. Hand Washing/sanitizing before eating meals
2. No contact Point of Service
3. Social distancing through serving lines and hallways
4. Social distance seating facing the same direction. Students should not face each other during meal service.
5. Assigned seating
6. No self-service
7. No share tables
8. Use covered disposable trays and utensils
9. Sanitizing between groups

### **What happens if there is a confirmed case of COVID 19 in my school?**

1. The Carter County Health Department will be notified if a student or other Carter County resident tests positive for Covid 19.
2. If a student, or family member of a student, employee, or other adult tests positive for COVID 19, the school system will provide the Carter County Health Department with a manifest log of any person that came into contact with that individual. This will include seating assignments on the bus, classroom seating charts, cafeteria seating charts and any other information that will assist in contact tracing.
3. The Carter County Health Department will conduct contact tracing and notify any family if it is determined that a child may have come into direct contact with COVID 19.

### **When can my child return to school if they have a temperature?**

1. While students may have a fever due to many reasons other than the COVID 19 virus, they must be fever and symptom free for 24 hours without fever-reducing medication before returning to school.
2. Students will have access to participate in Non-Traditional Instruction during the isolation/quarantine period.

### **What can I do as a parent to support my school during this time?**

1. Take your child's temperature before sending them to school.
2. Avoid high risk situations as identified on the Kentucky Department of Public Health website at <https://chfs.ky.gov/agencies/dph/Pages/default.aspx>.
3. Maintain clean masks.
4. Model good hygiene practices including hand washing, hand sanitizing, and wearing masks.
5. Discuss the importance of social distancing.
6. Send a bottle of water with your child. Water will be provided for any child that does not have access to a bottle of water.
7. Keep your child home if they are experiencing any of the following:
  - fever or chills
  - cough
  - shortness of breath or difficulty breathing
  - fatigue
  - muscle or body aches
  - headache
  - new loss of taste or smell
  - sore throat
  - congestion or runny nose
  - nausea or vomiting
  - diarrhea