

CAMPBELL COUNTY SCHOOLS

Roadmap for Reopening



AUGUST 2020

Part 1: Guiding Principles

INTRODUCTION

The COVID-19 pandemic presents the most serious public health crisis the world has experienced in generations. Looking forward to the 2020-21 school year and beyond, at the Campbell County School District is resolved to do *whatever it takes* to provide quality education and services for our students and families. And yet, we recognize that it is paramount that we create a pathway for reopening our campuses safely with the health and wellbeing of our entire community in mind.

Our *Roadmap for Reopening* is guided by the assumption that a vaccine will not be available for 12-18 months, which means CCS must be able to respond quickly to circumstances in its own school community. Even as we plan to reopen our campuses in August, we know we may need to close them again with very little advance warning. This means CCS must be prepared to toggle between different learning models designed to fit a variety of circumstances and drivers.

THIS ROADMAP IS GUIDED BY FIVE PRINCIPLES:

1. Act with fidelity to CCS's Commitment, Mission, and Core Values.
2. Prioritize student, faculty, and staff health, safety, and wellbeing over other principles.
3. Ensure hygiene- and health-related policies are research-based, clearly communicated, effectively implemented, and diligently enforced.
4. Promote practices and policies to reduce risk of virus transmission and support our capacity to be responsive and agile when facing changing health circumstances.
5. Prefer face-to-face learning over remote learning whenever it is safe to do so.

Sadly, none of our schools will be operating in a business-as-usual manner for the foreseeable future, but through this *Roadmap*, we hope to shape positive school and learning experiences within a challenging new context. CCS would like to thank its students for their resilience, adaptability, and spirit; its parents for their support, patience, and understanding; and its staff for their courage, professionalism, and dedication to providing a high-quality education. The 2020-21 school year promises to be an especially challenging one for all of us, but we are confident that we can weather these challenges together with a solution-focused mindset.

Part 2: Operations

INTRODUCTION

In order to return safely to face-to-face instruction this fall amid COVID-19, Campbell County Schools has utilized established health and safety guidelines from the Kentucky Department of Education, the Education Continuation Task Force, the Kentucky Department of Public Health, and the Governor's Office. Campbell County Schools has used these guidelines to review operational procedures and practices to mitigate risks of transmission of the virus within daily operations of a school district.

- Health & Wellness
- Food Service
- Transportation
- Facilities & General Operations

District and school leadership have been actively engaged for several months in developing a plan that fits the needs of each school. Protecting the health and wellbeing of students and staff in our facilities while promoting the best possible learning environment has been our number one priority.

The core measures to mitigate risk during daily operations include:

1. Social Distancing
2. Screening and School Exclusion
3. Personal Protective Equipment
4. Sanitation and Environmental Factors
5. Contact Tracing

During the COVID-19 pandemic, we will work to enhance the health and safety of each student so that they can be successful. Information related to COVID-19 is fluid and can change daily. District and school leadership will continue to plan, meet, and adjust as new information and guidance is made available. We will continue to seek the input from our community stakeholders, and will inform our families of any changes as quickly as possible. Thank you for your continued support as we strive to do what is best for ALL of our students and employees during these challenging times.

INTERIM GUIDANCE FOR OPERATIONS:

Returning to school during a global pandemic brings a new level of anxiety for everyone involved. Even though most children are very resilient to COVID-19, many parents/guardians have valid concerns that the student could carry the virus home to vulnerable family members or others living in the home.

In determining our reopening plan, Campbell County Schools has utilized information for best practice guidance from relevant state and federal agencies. In addition, the district has worked with the Northern Kentucky Health Departments and other partners to ensure our policies, procedures and protocols align with the current scientific information. However, due to the nature of COVID-19, this is ever evolving information, and it is expected that our plans will need to be re-evaluated and adjusted as necessary.

HEALTH & WELLNESS

The U.S. Centers for Disease Control and Prevention (CDC) has developed a *Readiness and Planning Tool* to share ways district and school administrators can protect students and staff and slow the spread of COVID-19. This tool is aligned with the CDC's *Considerations for Schools* and will help planners meet the unique needs of a school district. CCS has used this tool to guide our planning.

The Readiness and Planning Tool is divided into four categories:

- General Readiness Assessment
- Daily/Weekly Readiness Assessment
- Preparing for if Someone Gets Sick
- Special Considerations

Health Assessment at Home

Parents should complete a quick health assessment, including a temperature check, before sending their student to school. For students who ride the bus, verification of this health assessment is required for students to board the bus without a temperature screening. If there are no symptoms observed, the student should proceed to school as normal regardless of transportation mode.

Masks

All students in grades K-12 shall wear a mask unless the student has a medical exemption. Face coverings are essential when proper social distancing is difficult. Masks shall be required at all times with the exception of scheduled mask breaks and during meals.

NOTE: Face coverings should not be used in the following situations:

- Anyone who has trouble breathing or is unconscious;
- Anyone who is incapacitated and unable to remove the covering without assistance; and
- Anyone with underlying medical, developmental, sensory or behavioral health issues that may preclude wearing a mask.



Masks can be lowered during the classroom time if all students and staff are 6 feet or more apart and no persons are walking around inside the classroom. When students are outside and 6 feet or more from others, mask are not required. Although not as effective as a face mask, face shields should be considered for those who have an exemption from wearing a mask.

Masks should:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction;
- Be able to be laundered and machine dried without damage or change to shape;
- Cover both nose and mouth; and
- Meet school standards for appropriate messaging and images aligned with school dress code.

Hand Hygiene

Students shall be taught proper hand hygiene practices. Signs and reminders shall be posted throughout buildings. Regular breaks for hand-washing and use of hand sanitizer shall be planned into the school day. Those wearing masks shall be reminded not to touch their face. Students shall cough or sneeze into a tissue, immediately throw the tissue away and wash or sanitize their hands.

Social Distancing

Since it is currently believed that COVID-19 is transmitted through respiratory droplets, social distancing (spreading people at minimum 6 feet apart) is a very important strategy to slow the spread of the virus. Social distancing shall be practiced as much as feasible in the school setting. To help do so, schools shall:

- Utilize markings on floors to determine 6 feet spacing.
- Use assigned entrance/exits for a predetermined group of classrooms.
- Use self-contained classrooms, if feasible, to limit exposure to a small group of students/staff.
- Have breaks/recess outside, and open windows where feasible to help improve ventilation.
- Clean classrooms during the time students are out of the room.
- Limit non-essential visitors and activities with outside groups and organization when possible.
- Require service providers providing outside services to students – such as mental health, speech, occupational and physical therapies - to follow screening protocol and wear proper PPE.

Temperatures

Temperature screenings with touchless thermometers will be used for students and staff entering the building. Fever is determined by a temperature of greater than 100.4 degrees. Depending on the level of cases in the community, the local health department may recommend sending students home with a lower temperature.

- Schools shall use non-touch thermometers
- Students/staff shall wait at least 6 feet apart and temperature stations will be spread out in different locations to prevent individuals from congregating.
- Schools shall follow the procedure for taking temperatures at entry and if the temperature exceeds the 100.4-degree threshold, they will be sent home.

Health Self-Assessment

Employees must stay home if they are ill. Upon arrival at school, district employees should complete a quick health self-assessment for common COVID-19 symptoms, including temperature check. If there are no symptoms or fever, the employee should proceed to work as normal.

If an employee exhibits at least one symptom, the employee must immediately go home and should notify their health care provider. If a person suspects they may have been exposed to COVID-19, that person should be tested immediately and then begin a quarantine period until test results are available.

The CCS Human Resource Department has developed a protocol for how to handle employees who have been exposed to a person with COVID-19 or employees who have tested positive for COVID-19.

Health Assessment Completed at School Shall Include:

- Procedures for temperature checks and health conditions for employees prior to entry;
- Procedures for temperature checks and health conditions for students prior to entry;
- Adjusted traffic patterns for buses, car riders, walkers, and student drivers as necessary for each school campus;
- Adjusted schedule times as necessary;
- Utilizing separate entrances to promote orderly entrance so temperatures may be taken, and social distancing can be promoted;

If a student shows at least one symptom (fever, chills, shortness of breath/difficulty breathing, new cough, new loss of taste or smell or gastrointestinal symptoms), the student must be isolated immediately until the parent can pick up the child. The parents should be encouraged to notify their health care provider for further guidance and possible testing for COVID-19.

A student sent home with COVID-19 symptoms who has a negative COVID-19 test, or the symptoms have subsided may return to school once they are fever-free (without fever reducing medication) for 24 hours and without other COVID-19 related symptoms.

Students who have been exposed to a person who is infectious with COVID-19 or students who have tested positive for COVID-19, at a minimum, shall:

- Provide parent notification to the school of a COVID-19 related absence;
- Complete required quarantine or isolation when sick;
- Notify the local health department;
- Provide of relevant data to the contact tracing team;
- Adhere to the recovery and return to school criteria for both symptomatic and asymptomatic cases; and
- Take part in remote instruction option, if feasible.

Additional Duties for the School Nurse in Response to COVID-19

- Develop a flowchart regarding when students and staff should be isolated and sent home.
- Frequently inventory needed supplies and personal protective equipment (PPE) for the nurse's office and report to your facilities and supplies point person.
- Develop and provide training to staff, students and parents on COVID-19 and its symptoms, along with social distancing and how to wear, put on and take off PPE.
- Develop protocols for when to send students to the nurse. Determine what tasks can be taken care of in the classroom and develop a communication plan between the teachers and the school nurse before sending students to the nurse's office.
- Develop a referral process to confirm school entry for students with known special health concerns, including individuals who are immunocompromised.
- Work with ARC teams to develop individualized health care plans for at-risk students. Advocate for at-risk students and facilitate consideration for alternative education if best for student.
- Work with mental health therapist and counselors to recognize and assess the fear and anxiety of students regarding COVID-19 and/or returning to school.
- Work with building-level administration to implement the school's COVID-19 plan.
- Participate in contact tracing per district protocol.
- Work with building administration to identify a separate isolation area for sick students. This area must have adult supervision when a sick student is present.
- In addition to regular sanitization by custodial staff, frequent-use items like chairs and cots should be sanitized by the school nurse after each use.



PPE
According to the Occupational Safety and Health Administration (OSHA), personal protective equipment (PPE) is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. The CDC states PPE should be used every day by healthcare personnel to protect themselves, patients and others when providing care, including gowns, gloves, surgical masks, respirators and face shields. The school nurse staff shall wear appropriate PPE when working with students and staff. The school nurse should closely monitor the PPE inventory in the health room and follow the procurement procedures for reordering.

FOOD SERVICE

Food service staff are planning for necessary adjustments to food service programs in each school building. Multiple scenarios are being considered for the upcoming school year. There have been many questions about how best to accomplish this amid the COVID-19 pandemic and the unknown circumstances that likely will exist when school begins.

Campbell County Schools is developing a plan to focus on food service operations inside the school buildings and an ancillary plan in the event that the USDA extends waivers beyond the current expiration dates. The specific food service plan for each individual school will be unique given the number of students enrolled, age of students, and layout of the school building. The building layout includes the kitchen, cafeteria, and service lines.

Meal Service Methods

School officials are identifying meal service methods that will enable all students to have access to program meals while complying with physical distancing guidelines. This will enable contact tracing to occur if an individual receives a positive diagnosis.

Logistics

Meals shall be served in supervised, non-congregate settings that enable social distancing guidelines to be followed. Pre-planning and thoughtful consideration on the delivery and service of meals to individual groups of students will enable contact tracing. Additional equipment and resources needed to implement meal service methods are in place if meals are to take place outside of the cafeteria, or when multiple meal service methods are utilized within a single meal service period.

Strategies

- Identifying the equipment, supplies or resources needed for the meal service method(s) that will be utilized.
- Staggering meal service periods so that arrival and dismissal times limit the amount of contact between students in high-traffic situations.
- Assigning seats to students during mealtimes to enable contact tracing.
- Utilizing floor marks to highlight social/physical distancing guidelines where needed and to identify traffic patterns within spaces.
- Removing chairs to ensure social distancing.
- Arranging the chairs to face the same direction.
- Expanding meal service times to allow students adequate time for handwashing and to get through serving lines; to count meals at the point of service; or for any other operational considerations that may require extended time.
- Installing clear plastic countertop shields by point-of-service stations or on other countertop areas where staff may be stationed.
- Utilizing disposable trays, dishes and utensils.
- Eliminating self-service stations.
- Eliminating share tables and any sharing of food.
- Excluding access of all people (other than child nutrition staff and delivery people) from the kitchen and behind serving lines.
- Ensuring adequate sanitation occurs between the use of tables or other surfaces when multiple groups of students will consume meals in the same location.

Food service staff shall always wear face masks at the workplace unless the employee has been granted a medical exemption.

Menu Planning

All meal pattern requirements will be met to ensure reimbursement for the meals that are served. Meals shall be properly planned to meet meal pattern requirements.

Consideration shall be given to the meal service method(s) that will be used; availability of hot and cold holding equipment for transporting and serving meals in alternate locations, if applicable; any meal pattern waivers that may be available; the suitability of food items for the age/grade group that will be served; and the suitability of food items to be consumed with disposable plates and utensils.

Accommodations for Disabilities

Accommodations for disabilities that enable equal access to the program shall be provided when supported by the proper documentation. The meal pattern shall be met to the extent that a child's disability allows. Meals shall be served in a manner that offers a safe environment for children with food allergies.

Consideration shall be given to providing children with equal access to the meal pattern to the maximum extent that a child's disability allows and providing meals in a safe environment for children with food allergies. A medical statement with all required information (refer to USDA's Accommodating Disabilities in a School Meal program) must be received when meal pattern requirements cannot be met.

Food Safety Plan

Each school is required to have an individualized, written food safety plan that is applicable to anywhere program meals are stored, prepared or served. The written food safety plan shall include standard operating procedures that are specific to the processes used within that site to mitigate any food safety risks.

Consideration shall be given to the meal service method(s) that will be utilized, how the food safety plan should be adapted when meals are consumed in areas outside of the cafeteria, and where modifications are needed to include the role of other school staff in meal services.

Safe Food Practices

Creating a culture of food safety in all areas of the school building will ensure that food safety practices outlined in the food safety plan are implemented.

Consideration shall be given to the staff that will be involved in the service of meals. This may include teachers, administrators and janitors, depending on the meal service method(s) utilized. Normal training and communication methods may need to be altered for non-child nutrition staff who may not be familiar with food service processes and child nutrition program requirements.

Reopening the Kitchen

When reopening the kitchen, all food service areas shall be deep cleaned and determined to be in good working condition to ensure the facility is safe for the production and service of meals.

TRANSPORTATION

Pupil transportation is a vital component of the education system for Campbell County Schools. There are many facets and hurdles that must be addressed in order to provide the safest transportation possible.



Optimizing the Number of Students on the Bus

Polling Parents

Campbell County Schools shall poll parents to better understand the number of students that will require pupil transportation.

Times

Campbell County Schools has evaluated their current transportation times to see if changes can be made that will allow fewer students to ride the bus at the same time.

Car Riders, Drivers, and Walkers

Parents will be responsible for ensuring students who are car riders, drivers, or walking to school are maintaining safe practices, including social distancing. Face masks shall be utilized when social distancing cannot be observed or as students approach the school building entrance.

Mitigation Strategies

Parents should help monitor the bus stops and help remind students of the social distancing requirements.

Students who ride the bus must comply with these mitigation strategies:

Wearing a Mask

- Students in grades K-12, riding a bus shall wear a face mask to the extent possible. Exceptions may be granted on a case-by-case basis when wearing a face mask would compromise the health and safety of the student for medical reasons. All students should have a mask. All students should understand how to properly wear a mask. Bus drivers may have to provide a disposable mask to students who do not have access to one from home.
- Some students might not be able to wear masks for a variety of reasons. This will require a medical exemption. For those who are unable to wear a mask, it is more important to maintain social distancing. Monitors and drivers who encounter students shall always wear a mask or a face shield, unless a medical waiver is granted.

Seating

- Each rider shall have an assigned seat.
- No bus passes will be permitted.
- To the extent possible, seats will be filled from back to front when boarding.
- Each bus will have a roster of eligible student riders (passenger manifest) and document the assigned seats for contact tracing. At morning routes, rider attendance will be documented on the manifest before unloading at school.
- Leave first seat behind the driver empty.
- Load back to front and unload front to back.
- Stagger seating if not at full capacity.
- Seat pre-school and kindergarten student together.
- For afternoon routes, rider attendance will be documented on the manifest before the bus leaves the school.

Temperatures of Students

- Parents shall take their students' temperatures before they go to the bus stop. Children exhibiting a fever greater than 100.4 should be kept at home.
- All students shall have a temperature screening prior to school entry each day. The district may have a bus monitor conduct a temperature screen for each rider as the student boards the bus. In this case,

riders do not need to have the temperature screening done again at school. If a district utilizes bus monitors to do the temperature screening, the monitor also can look for other signs of illness prior to the child getting on the bus.

- To ensure the safety of students and staff, when a student presents at the bus with a temperature greater than 100.4 degrees.
- If a student with a fever must be transported on the bus, the student shall be seated at the front of the bus, door side, apart from other students as much as possible.
- Upon arrival at school, the ill student shall be escorted to the office where the student will be monitored until the parent or guardian can arrange to pick up the child.
- During the wait period, the student shall continue to wear a mask and be isolated from other students and staff as much as possible until released to the parent or guardian.
- Temperature scans are not required for boarding the bus for the trip home. However, students who have been identified with a fever at any point during the school day shall not be transported home on a bus.

Hand Sanitizer

Each student shall utilize hand sanitizer containing at least 60% alcohol upon entry to the bus. Hand sanitizer must not be left in the bus during the hotter seasons due to temperature risk.

Number of Students on The Bus

Campbell County Schools is working with the Northern Kentucky Health Department to determine the occupancy rate to achieve an acceptable level of social distancing depending on the prevalence of COVID-19 in the community.

If there is a need to increase the distance between students, fewer students will be transported. In any configuration, students who live in the same household may sit together. If health conditions indicate buses should not run at full capacity, the district shall develop plans for alternative capacity levels or consider suspending bus transportation altogether.

Ventilation

We will ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and roof hatches to the degree recommended by the Kentucky Department for Public Health. Children with medical concerns, allergies, or asthma shall be assigned seating at the front of bus with the windows up.

EMPLOYEE SAFETY CONSIDERATIONS

Drivers and Monitors

Drivers and monitors shall have temperature scans and complete any employee health screening per district protocol. Drivers shall report temperatures that are greater than 100.4 degrees to their designated supervisor. All drivers and monitors will wear a face mask or face shield unless they are unable to do so and have been provided with a doctor's excuse. Drivers shall use gloves for any direct contact with a student.

Bus Garage Employees

All employees shall maintain social distancing to the extent possible. They should enter through one door and exit through a different door if available. All employee temperatures shall be checked as they enter the work area and employees shall complete any employee health screening per district protocol. Garage employees that also are bus drivers and monitors shall be checked prior to driving a route. Employees shall wear a mask unless they are unable to do so and have been provided with a doctor's excuse. All garage employees shall clean and sanitize surfaces and shared tools daily. Shared tools shall be sanitized between use by different people.

Idle Buses/Between Runs

Employees shall wear a face mask any time they are inside a bus, even if it is for maintenance or cleaning. Surfaces and high-touch areas shall be cleaned and disinfected between runs. Drivers shall check to ensure there is enough hand sanitizer for each run, and shall ventilate the bus to maintain air circulation when possible.

Gloves

Protective gloves shall always be worn when working the elementary runs or special needs routes. These students often need more assistance and there may be a requirement to touch students during strapping them into seatbelts or lifting them to the seat.

Driver Barriers

Installing barriers of any type, including shower curtains, is a modification to the school bus and is not permitted by law and federal safety standards. Although school buses are specified by the Kentucky Board of Education, they are regulated by the Federal Motor Vehicle Safety Standards. There currently have been no changes to the standards. School bus manufacturers are looking at possibilities, but they have not been confirmed.

Bus Cleaning

Buses shall be disinfected/sanitized between routes utilizing the manufacturer's recommendations. Staff shall wipe down all seats that were used as well as high-touch areas of unused seats. At the end of the day, the bus shall receive a thorough disinfecting/sanitizing and all surfaces wiped down.

All drivers shall have sanitizing sprays and towels available to them, but should not store aerosol cans on the bus as they might explode in high heat. Campbell County Schools will also use electrostatic sprayers to disinfect buses at the end of each shift. All cleaning supplies shall be out of the reach of students.



Health Assessment at Home

Parents should complete a quick health assessment, including a temperature check, before sending their student to school. For students who ride the bus, verification of this health assessment is required for students to board the bus without a temperature screening. If there are no symptoms observed, the student shall proceed to school regardless of transportation mode.

Masks

All students in grades K-12 shall wear a mask unless the student has a medical exemption. Wearing of masks is required as they protect individuals if the wearer unknowingly is infectious. Face coverings are essential when proper social distancing is difficult.

NOTE: Face coverings shall not be used in the following situations:

- Anyone who has trouble breathing or is unconscious;
- Children under the age of 2;
- Anyone who is incapacitated and unable to remove the covering without assistance; and
- Anyone with underlying medical, developmental, sensory or behavioral health issues that may preclude wearing a mask.

Although not as effective as a face mask, face shields shall be considered for those who have an exemption from wearing a mask.

FACILITIES & GENERAL OPERATIONS

Campbell County Schools has contemplated how to safely reopen schools for the coming year, and it is important that each facility carry out required procedures to provide a safe and healthy environment. This shall involve cleaning and sanitization, modifications supporting social distancing, modification of movement patterns for both vehicular and foot traffic and building security. Building principals are working with maintenance and custodial staff to assess any additional needs and request resources to provide a safe environment for students and staff. All normal inspections and maintenance work have completed for each facility.

Cleaning and sanitization

Campbell County School shall follow the general CDC guidance for cleaning and sanitizing a facility.

Prior to the opening the facility to students and staff, the building and grounds department shall work with building principals to:

- Plan for cleaning and sanitization supplies, including personal protective equipment (PPE) for custodial staff.
- Create a schedule to clean and sanitize high-use areas during the day where needed.
- Evaluate areas within each facility to determine custodial guidelines for:
 - Type of service: Cleaning, sanitization, disinfection
 - Frequency of service: Hourly, daily, specific time, such as 8:30 a.m. or 1 p.m.
 - Product to be used
 - Other instructions: Sanitize all door handles, empty trash, etc.



If there is a confirmed case of COVID-19 within a school, additional cleaning and disinfection shall occur in accordance with the guidance from the CDC.

Facility Utilization

A key mitigation strategy to reopen schools involves maintaining a minimum of 6-foot social distancing between students, teachers and staff as much as is practicable during the instructional day. Based on input from the local health department, other factors may influence the capacity of facilities. The Kentucky Department of Education (KDE) has released a room capacity calculator to support schools and districts in this effort.

Each facility shall use the room capacity calculator to determine the room capacity and clearly mark seating and desk locations for each room that students will occupy. In a room such as an auditorium or other space with fixed seating or tables, clearly mark which seats which may be occupied to maintain social distancing. Hallways and stairways shall be clearly marked with “lanes” for traffic flow. Social distancing reminders shall be marked on the floor with tape or some other non-permanent marking.

Enhancements to Improve Mitigation Strategies

- Multiple hand sanitizer stations throughout each facility
- Evaluation of hygiene products like soap, paper towels, tissues and toilet paper are dispensed (no-touch), replenished and stored; change or clean forced-air hand dryer filters
- Plexiglass shields in public-facing spaces
- Signage from CDC to publicize strategies of hand-washing, social distancing, etc.
- Establish water fountain procedures
- Provide training for all staff on proper cleaning and disinfecting protocols

Building System

Campbell County School facilities have a wide variety of HVAC (heating, ventilating and air-conditioning) and control systems. Licensed professionals have evaluated each system to determine the best mitigation strategy for that facility.

The following mitigation strategies shall be considered as appropriate to the facility's existing systems and spaces:

- Keeping systems running for longer hours.
- Increasing outdoor air ventilation.
- Using fans to de-stratify air, equalize temperatures and provide dilution.
- Changing filters regularly
- Using filters that provide the highest level of filtration.
- Opening doors and windows when possible to improve building ventilation while maintaining building and classroom security.

Additional Mitigation Strategies

- Reducing class sizes
- Reducing congestion in common areas
- Cancelling large group gathers and field trips
- Limiting non-essential visitors
- Eliminating morning and afternoon congregation areas
- Adjusting classroom layouts (remove furniture if necessary)

Emergency Procedures

The District Safety Coordinator shall work with building administrators to ensure all emergency response drills are conducted in a safe and healthy manner while meeting CDC guidelines.

Vehicular Traffic Control

As there are no two Campbell County schools exactly alike, each school administration will discuss possible traffic control strategies with their local law enforcement officials and communicate any changes to the traffic pattern to their respective community.

Student Arrival

Each school shall widely advertise the precise time each school will be open to receive students. In the past, some children arrived at school in the mornings before staff members were scheduled to arrive. From a safety standpoint, this practice has always been problematic; however, the current situation magnifies it, making it a threat to both safety and health. **Parents shall drop their children off at school only after the widely publicized time that staff members will be present and prepared to receive students in their classrooms.**

Student Dismissal

Student dismissal shall be staggered to eliminate bottlenecks at the exit points that impact social distancing.

Playgrounds

Students must practice good hand hygiene by washing their hands before going out to play and immediately upon returning inside the school building. Schools shall:

- Create a schedule that limits how many classes are on the playground at one time. If multiple playgrounds are available, utilize them to minimize how many students are mixing.
- Generate a plan for proper cleaning and sanitizing of playground equipment between classes.

Masks

All students in grades K-12 shall wear a cloth mask unless the student has a medical exemption. Wearing of masks is strongly recommended as they protect individuals if the wearer unknowingly is infectious. Face coverings are essential when proper social distancing is difficult.

NOTE: Face coverings should not be used in the following situations:

- Anyone who has trouble breathing or is unconscious;
- Children under the age of 2;
- Anyone who is incapacitated and unable to remove the covering without assistance; and
- Anyone with underlying medical, developmental, sensory or behavioral health issues that may preclude wearing a mask.

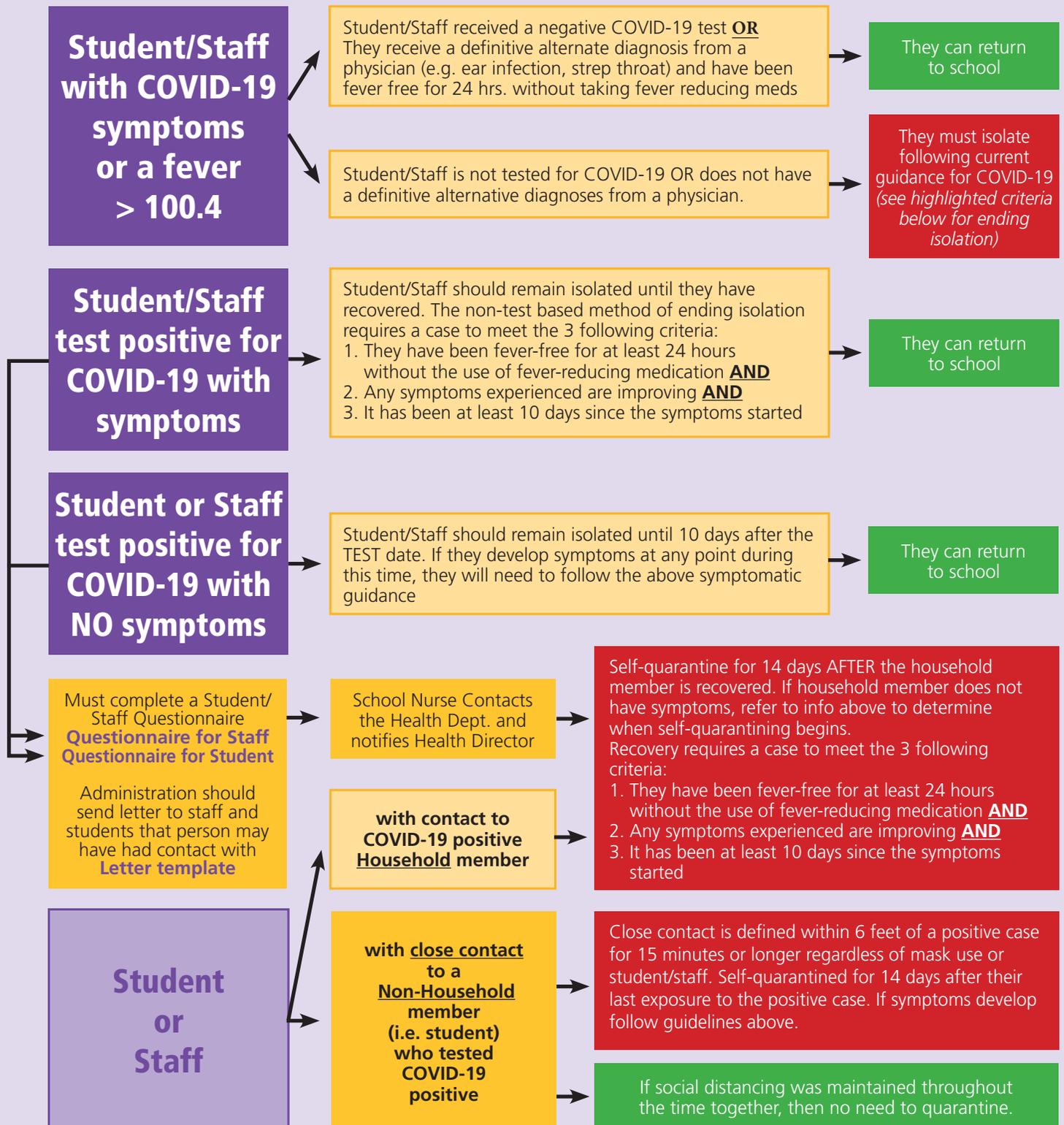
Although not as effective as a face mask, face shields should be considered for those who have an exemption from wearing a mask.

Hand Hygiene

Students shall be taught proper hand hygiene practices. Signs and reminders shall be posted throughout buildings. Regular breaks for hand washing and use of hand sanitizer shall be planned into the school day. Those wearing masks shall be reminded not to touch their face. Students shall cough or sneeze into a tissue, immediately throw the tissue away and wash or sanitize their hands.

Part 2: Health & Safety

HEALTHY AT SCHOOL FLOWCHART



Part 3: Teaching & Learning Model

INTRODUCTION

Quality instruction during this unprecedented time is more important than ever before. Our district instructional leaders along with our school SBDM Councils are constantly assessing the instructional needs of our students and are working to develop high quality standards-based instruction that keeps our students on track for success. In addition to student needs, we continue to assess the needs of our staff as they embark on this journey. Our staff members will have multiple training opportunities available to give them the guidance and support they need to reimagine what teaching and learning will look like for their students during this time. Our teaching and learning model will include the following:

Instructional Schedule Options for grades 1-12

Parents/guardians will be asked to declare either their preference for an all virtual model as indicated by Group C below, or a hybrid model. The hybrid model selection will place students into either of two groups as indicated by Group A or Group B below. Groups A and B will be assigned by last name/household, so that siblings will be assigned to the same group.

Hybrid Models Group A and B:

Group A

Group A will participate in “in class” instruction on Monday and Tuesdays and “virtual” instruction on Wednesday, Thursday, and Fridays.

Group B

Group B will participate in “in class” instruction on Thursday and Fridays and “virtual” instruction on Monday, Tuesday, and Wednesdays.

Virtual Model Group C:

Group C

Group C will participate in synchronous blended learning instruction “virtual” Monday through Friday.

Kindergarten

This year, Campbell County Schools will offer ½ day Kindergarten with “in class” learning Monday through Friday. Parents may also choose “virtual” instruction Monday through Friday.

Due to social distancing requirements, space and staffing limitations, we have provided the most flexible options possible. These options will provide the maximum amount of “in class” instruction for the maximum number of students, given the limitations, and prioritizing the health and safety of staff and students.

Instruction

Campbell County Schools will provide a high-quality blended learning experience of synchronous and asynchronous instruction to meet the needs of our students.

Synchronous (pronounced -sing·kruh·nuhs) Learning

What does this mean?

- Whenever possible, learning will be synchronous. This means learning for each class will occur at the same time each day, whether the student is participating in “in class” learning or “virtual” learning.
- Each school and teacher will have set times for instruction. Students and teachers will be participating through either Google classroom (Elementary) or Schoology (Middle and High School). Students are expected to be on line in these learning management systems unless there is a prior arrangement with the teacher.
- Students and teachers can expect live discussions, streamed lessons, pre-recorded lessons, independent activities, software program assignments, collaborative on-line assignments, etc.
- Students are expected to meet Kentucky Academic Technology Standards at appropriate grade levels. Technology access should not be a limitation as each school will work with each family to ensure that students can participate in synchronous learning as much as possible. The option of requesting a “paper pencil” delivery will only be made available to students with principal approval after all efforts to secure resources have been made.

All lessons will provide:

- Learning targets to succinctly explain the learning expectation of the lesson. (What am I supposed to learn?)
- Success criteria to succinctly explain how the learner will demonstrate success of the learning targets. (How will I know I learned what I was supposed to learn and to the level of proficiency I was supposed to learn?)
- Clear performance expectations for the student as to what they are expected to do in order to learn and understand.

All lessons may provide:

- New material and new learning expectations.
- Review material and the opportunity to revisit and re-teach learning targets.
- Extension or remediation as needed.
- Intervention learning where students will be provided modified or different performance expectations.
- Individualized assignments with learning targets, success criteria and performance expectations.

Asynchronous (pronounced ei·sing·kruh·nuhs) Learning

What does this mean?

- Whenever synchronous learning is not possible due to family needs, asynchronous learning may be prearranged with the teacher.
- We will provide similar instruction as provided with the synchronous model.
- This instruction may look like prerecorded teaching videos, on-line assignments, discussion boards, and independent assignments.
- The main difference between synchronous and asynchronous learning is that the instruction occurs at different times. Expectations are the same and instructional rigor is the same.

All lessons will provide:

- Learning targets to succinctly explain the learning expectation of the lesson. (What am I supposed to learn?)
- Success criteria to succinctly explain how the learner will demonstrate success of the learning targets. (How will I know I learned what I was supposed to learn and to the level of proficiency I was supposed to learn?)
- Clear performance expectations for the student as to what they are expected to do in order to learn and understand.

All lessons may provide:

- New material and new learning expectations.
- Review material and the opportunity to revisit and re-teach learning targets.
- Extension or remediation as needed.
- Intervention learning where students will be provided modified or different performance expectations.
- Individualized assignments with learning targets, success criteria and performance expectations.

Comparing Models of Instruction

NTI (how we ended last school year)	Virtual In-Home Learning Days	In-Class Learning Days
<ul style="list-style-type: none"> • NTI was implemented very quickly and meant for a short term. 	<ul style="list-style-type: none"> • The goal of virtual instruction is to look as much like face-to-face instruction as possible 	<ul style="list-style-type: none"> • Students in grades K-12 are required to wear a mask in common areas and when social distancing cannot be accomplished
<ul style="list-style-type: none"> • NTI was primarily review material 	<ul style="list-style-type: none"> • Students must have internet access and parental support at home is preferred. 	<ul style="list-style-type: none"> • Masks must meet safety guidelines. If a student needs a mask, one will be provided.
<ul style="list-style-type: none"> • NTI participation data was collected, as participation was considered the goal 	<ul style="list-style-type: none"> • Instruction can include live streamed classes, video lessons, Google Classroom, Schoology (6-12), IXL, etc. 	<ul style="list-style-type: none"> • A doctor's note may be required for wearing face shields instead of wearing a mask
<ul style="list-style-type: none"> • NTI provided limited new learning 	<ul style="list-style-type: none"> • Our teachers will be using Google Classroom in grades K-5 and Schoology in grades 6-12 to facilitate instruction 	<ul style="list-style-type: none"> • Student lunches and classes may be limited to staying in specific rooms when possible.
<ul style="list-style-type: none"> • Internet access and adhering to a schedule is not prioritized as students are given multiple opportunities for completing assignments in multiple formats (on-line and paper pencil only) 	<ul style="list-style-type: none"> • Same academic and attendance expectations as in-person. Should a family require a different time frame, this will be prior arranged with the teacher and administrator 	<ul style="list-style-type: none"> • Students may be included in live virtual conferences and/or recorded videos. Parent/guardian permission will be required.
	<ul style="list-style-type: none"> • Students may move from in-class instruction to virtual instruction if safety is a concern. However, a student will not be able to move from virtual to in-class until the end of the semester 	<ul style="list-style-type: none"> • Recess will occur at staggered times, with students socially distanced
	<ul style="list-style-type: none"> • The teacher will give "class times" so that as much virtual interaction can occur as possible 	

In closing, we would like to thank all our valued stakeholders for working together to make the best experience possible out of a very difficult situation. We are committed to maintaining a solution-focused mindset as we face ever-changing guidance and obstacles in the days and weeks to come and ask that our students, staff and families do the same. Our district motto of doing “*Whatever It Takes*” rings true now more than ever before. Together we can unite and ensure that the 20-21 school year is one with a focus on health, safety and excellence in education. We stand ready to support our families and staff as we work through challenges and devise solid plans to address any barriers. The Campbell County School District is one with a tradition of excellence and no matter what we face, we will continue this tradition!

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