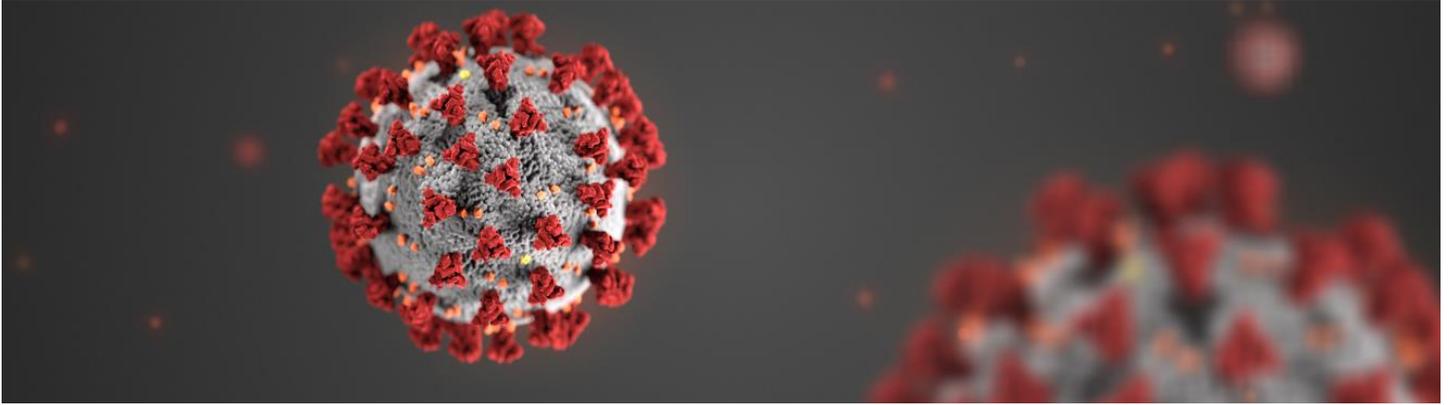


Harlan County Public Schools

Educating Students during the Covid-19 Pandemic

Plan of Action/Reopening of Schools

Wednesday, September 17, 2020



Center for Disease Control Photo

The Harlan County Public Schools' administration, faculty and staff continue to work to prepare for the arrival of students. The scheduled return to in person instruction is September 28, 2020. Virtual learning will continue for students wishing to continue in that platform.

Our plan will continue to evolve as new state and federal mandates/guidance become necessary. Our priority is to educate students in the safest manner/environment possible.

Information contained in this plan has been compiled from guidance issued by the Kentucky Department of Education, the Kentucky Department of Public Health and the Center for Disease Control.

We will update procedures as recommendations are issued from the state and federal agencies. We strive to have the most current information and safety measures in place when students arrive for classes.

As always, we encourage you to contact your child's school if you have specific questions or concerns.

You may also call our administrative team at the Central Administrative Office at 606-573-4330. Our receptionist will connect you with the team member who may best be able to answer your specific question.

Brent D. Roark, *Superintendent*
Harlan County Public Schools
251 Ball Park Road

Harlan, KY 40831

PARENTAL ASSURANCE FOR DAILY STUDENT HEALTH ASSESSMENT 2020-2021 School Year

I agree to perform the following health assessment on a daily basis before allowing my child to attend school in-person or to board the bus for transportation to school:

- Temperature
- Cough
- GI Symptoms – Vomiting and Diarrhea
- New Rash
- Known exposure to a COVID-19 case during the prior 48-hour period

If any of these symptoms are present prior to the start of the school day, I assure the Harlan County Public School District that my child will not attend school on that day. I will notify the school of my child's absence and the symptoms my child is exhibiting.

If my child develops any of these symptoms during the school day, I assure the district that I, or my designee, will pick up my child as soon as possible. Should efforts to reach a parent or guardian fail, emergency medical services will be contacted.

I also understand my child may be held in the designated isolation area at the school to avoid possible spread of illness to other students and staff. I understand that I will be immediately notified by school staff when this occurs.

Student Name: _____ **Grade:** _____

Parent/Guardian Signature: _____

Date: _____

Print/Sign Send Copy to School
PARENTAL ASSURANCE FOR
DAILY STUDENT HEALTH ASSESSMENT
2020-2021 School Year

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Student Name: _____ **Grade:** _____

Parent/Guardian Signature: _____

Date: _____

Print/Sign & Keep A Copy at Home for Future Reference

BUS SAFETY

Parents/guardians should do a morning checklist before sending their child out the door to the bus stop or bringing them to school. We ask that temperatures be taken daily. If your child has a fever greater than 100.4, then we asked you to keep your child home. This should continue until the child is fever free for 24 hours without fever reducing medications. Attendance policies have not changed at this time.

Upon entering the bus, the driver or bus aide will administer a touchless temperature check of each student. Any student with a temperature greater than 100.4 will not board the bus. Upon arrival at school, temperatures will be taken to add a layer of safety for our students.

Should any child have a fever greater than 100.4 at school, the child shall be taken to an isolation area supervised by a member of our staff. The staff member will contact the parent or guardian immediately to let you know what has occurred and the temperature recorded for your child. You will be notified to pick your child up as soon as possible to help us reduce possible risk to other students and staff. Student must wear a mask while waiting for transport. If we are unable to contact a parent, guardian or family member listed on the contact information for students in a timely manner, Emergency Medical Services will be contacted as bus transportation for these students is prohibited.

To make bus transportation as safe as possible, all students will be expected to wear a mask while on the bus unless a documented medical issue from a physician is readily available. Disposable masks will be available on each bus should a child forget to bring a mask from home with them.

Hand sanitizer shall be used as children board their bus. We encourage everyone riding the bus to assist us by using the hand sanitizer daily to help reduce the risks of spreading the Covid-19 virus.

Students from the same household shall sit together on the bus.

Students riding the bus will proceed toward the back of the bus, filling seats from the back to the front along the route. Upon arrival, students in the front of the bus will exit first. The first seat behind the driver will remain open. Students with medical issues should sit in the front of the bus.

These measures are encouraged to keep students from passing by other students while loading or unloading.

It is our goal to have students assigned the same seat for both morning and afternoon routes.

Normal bus protocols for safety will continue. Students should remain in their seats while the bus is moving, loading and unloading. There is to be no congregating of students in the aisles. Students will receive instruction on safety procedures.

Our transportation staff will be taking several actions daily to clean and sanitize buses. These will include, but not be limited to:

- Drivers and monitors will be trained on safety procedures and sanitizing procedures.
- High contact surfaces on each bus such as seats, windows, and handrails will be disinfected after each bus route and as often as possible.
- Hand sanitizer will be provided for students to use as they board the bus. Hand sanitizer should not be left on the bus due to temperature risks.
- Masks will be available for any student who may forget to bring their mask.
- After each bus route, windows and doors will remain open, weather permitting, to ventilate buses. The bus driver will be responsible for opening and closing the windows after arriving at the school and at the end of the afternoon route.
- Drivers, monitors and students will wear masks when students are on the bus. Bus monitors or staff should wear nitrile gloves when working the elementary runs or special needs routes.

STUDENTS ARRIVING BY CAR/WALKING/OTHER

Upon arrival at school, students, faculty and staff will have their temperatures taken at the entrance to the building. Masks will be required. We encourage you to take the temperatures at home before heading to school.

Students with a fever greater than 100.4 will be taken to the isolation area and parents/guardians contacted. Students with no fever will be go directly to their assigned classrooms. Faculty and staff should not enter the building, return home or seek medical treatment.

Please note students will not meet in the cafeteria for breakfast as may have been the case in some schools in the past. High School students will not go to programs/activities traditionally held prior to the start of the school day. It is important that students are aware that they should not gather in groups in areas allowed for congregating in prior years. These may include but not limited to libraries (media centers), hallways, gymnasiums, cafeteria and outdoor play areas. Students, after the temperature check at the school entrance, will immediately go to their assigned classroom.

We encourage parents/guardians to talk to students about the importance of not congregating in groups. This is for their protection and for those who live in the home with them. Each school will provide additional information on the route students shall follow to and from their classrooms. These will be clearly marked.

OUR CLASSROOMS

When possible, seating will be arranged to allow for six (6) feet between each student. Masks should be worn at all times except when eating or drinking. Masks will be required at all times for all students unless there is a verified medical reason and required documentation is on file.

All staff will wear a mask properly. Teachers and staff may elect to wear a shield, but in all such cases a mask must also be worn. School administrators and their designees will be required to monitor for compliance throughout the school day.

Note: Detailed information on the proper/safe way to wear a mask is included later in this document.

Students shall be seated to face in the same direction in class. **(Seating around a table and facing other students is not allowed.)**

Teachers will maintain a daily seating chart to allow for contact tracing should the need arise. Teachers and custodial staff will disinfect all student desks/surroundings between each class.

Middle and high school students will change classrooms and all rooms will be sanitized between classes. A cleaning schedule will be posted to document sanitation has occurred.

A schedule will be posted at each school to decrease the number of students in the hall at any given time.

Students with asthma can use inhalers as prescribed. If possible, asthmatic students may step outside the classroom door to use their inhaler.

Masks are now recommended by the Center for Disease Control for all students ages 2 and up.

For safety reasons, no student can make food or sample foods in any classroom other than those provided through the School Food Services.

CHANGING CLASSES/RESTROOM BREAKS/HALLWAY

As students enter the hallways, markers will be on the floor indicating a distance that is 6 feet apart as well as direction arrows. Masks must be worn.

Each school will have a traffic pattern for one-way travel in place or a plan to keep to a minimum the number of students in a hallway at one time. Students will follow the direction indicators and the scheduling assigned for changing classes and other movement.

Every effort will be made to avoid two-way passing of students to reduce contact exposure.

Hand sanitizer will be available in all classes and in locations throughout the building. We encourage frequent use to help avoid spreading the virus.

Students will be excused for restroom breaks in smaller numbers. Teachers/Staff/Administration will monitor the number of students in the restroom. Masks must be worn.

Students, faculty and staff are encouraged to bring their own water bottles from home. Water fountains will be closed, but filling stations will be available with supervision from school faculty and staff.

A total team effort by faculty and staff will be made to clean and sanitize classrooms during transition. School specific plans will be provided by Principals and Head Custodians to the Office of the Superintendent.

GYMS, PE CLASSES AND WEIGHTLIFTING ROOMS

If the gymnasiums, weightlifting rooms and related facilities are allowed to open, the following must occur:

- Clean and sanitize frequently used equipment between classes or sports teams
- Provide hand hygiene rules in the gymnasium locker rooms and advise students not to share
- Personal items or sporting uniforms.
- Provide disinfectant wipe stations throughout the room for use on equipment after each use.
- Encourage students to practice good hand hygiene before and after using equipment
- All students and staff must maintain social distancing at all times.

PLAYGROUND

Playground guidance will continue to evolve and may vary from school to school. Schools altering or changing information listed here will be required to notify the School Health Coordinator for approval prior to implementing changes.

Students will be required to wear masks to and from the playground and while on the playground unless they remain six feet from all others. Disposable masks will be encouraged for student use to/from and while on the playground.

We will make every effort to provide structured outdoor play and activities for students. This may include walking tracks and non-contact but structured play activities.

Students will be allowed to participate in structured outdoor play and activities.

Our schools will structure recess activities to limit the number of classes (students) on the playground during a recess period.

In addition to the masking requirement listed above, students will wash or sanitize their hands prior to participating in outdoor activities and when returning to the building.

LOCKERS/PERSONAL BELONGINGS

Teachers will develop protocols for self-contained classrooms for student responsibility in maintaining personal belongings. Primary classrooms will require a protocol of safe distancing and handling of personal items only by students.

Locker use will be permitted for middle and high school students due to the number and size of books required. Students are not allowed to share lockers. Only the student assigned to a locker should touch or access their locker. Handles should be cleaned regularly.

Schools will have a plan for the times students may access the lockers. This is necessary to avoid congregating of students.

FOOD SERVICE

Our School Food Services Department has purchased equipment to allow breakfast and lunch to be served to students in their classrooms.

This will greatly reduce the risks of contact contamination with other students and surfaces.

Staff will bring meals to students. Students will eat at their desks. Handwashing and sanitizing will occur before and after each meal. Students may remove masks only while eating and drinking.

Students will face in the same direction during meals, just as they do during the school day. Table seating often seen in primary classrooms is prohibited.

Students will sit in assigned seats.

Food sharing is not allowed.

Disposable supplies will be used as much as possible.

Students will remain seated until all students have finished eating meals. School staff will collect trays from students' desks. Masks and gloves must be worn during the collection of trays.

Sanitizing will occur after meals are completed.

HEALTH SERVICES

The school nurse must be contacted by phone prior to sending a student to the nurse's office. This will prevent faculty, staff and students from potential exposure to the Covid-19 virus.

Before students go to the nurse for daily medication, the teacher or a staff member must call to make certain the nurse is currently free to administer the medication.

If a student becomes ill or injured, the teacher or a staff member will call prior to the student going to the nurse unless it is deemed an emergency. Should a student be in isolation, the nurse most likely will come to the ill or injured student.

IEPs or 504 Plans

Reasonable accommodations including administration of daily medications, emergency medications (meter-dose inhalers, epinephrine injections, glucagon injections, intranasal medications, insulin injections, student position changes, hygiene needs (diapering, dressing changes, etc...)) that include use of

- Surgical mask
- Face shields
- Gloves

VISITORS TO OUR SCHOOLS

During this transition, we encourage parents to complete any school business electronically if possible. If you have questions about school-related issues, please contact the appropriate school office or department. Our office support staff teams will be available to answer your phone calls

and your questions. However, if necessary, you may schedule an appointment for an in-person office visit.

Visitors, including family members, will not be allowed in schools except in emergencies or by appointment. It is important that the number of people in our buildings be kept to a minimum to increase safety for students and staff. The guidelines listed below will be followed to provide a safe working environment for our students and employees:

- All visitors to our school offices must have a scheduled appointment.
- All visitors to our school offices must wear a mask.
- All visitors should use the hand sanitizer provided when they enter a school office area.
- **All visitors to our schools must remain in the front office area unless authorized by the principal to go elsewhere in the building.**
- All visitors must practice social distancing. All in-person meetings must allow participants to socially-distance themselves at least six feet from another person or person(s).
- All visitors should complete a self-check before entering a school building. School staff will conduct a temperature check for anyone entering. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat and/or chills should NOT enter our school buildings or offices. It is extremely important that you do NOT come to our schools or offices if you are sick. Please do not place our students and school employees at risk.

Parents will not be able to join students for lunch or send any foods to be shared with other students, such as birthday cake, while this is in effect. Please note that to help maintain the safety of students and staff many traditional programs and activities, such as classroom parties, are prohibited.

Definition of a visitor for the Covid-19 Pandemic: Anyone who is not a student enrolled in the Harlan County Public Schools or a school district employee.

COMMUNICATIONS

Our district will make every effort to keep parents/guardians, students, faculty and staff informed of any developments in Covid-19 Pandemic protocol changes or updates. We will comply with state mandates for community and state notifications.

In the event Covid-19 illnesses arise, the school/district will communicate with you. This may occur in one or more ways through our all-call system (phone calls and texts), social media posts to Facebook and Twitter, letters in student backpacks, press releases to local news media outlets, and emails and the state monitoring and reporting websites.

Students, parents/guardians, faculty and staff are encouraged to follow our social media pages and our district webpage for updated information throughout the year.

Our District Covid-19 Pandemic plan will be updated on our district website as necessary. The first page of the plan will indicate the date any revisions are/were made.

Copies of plans will be available in all schools for public inspection.

We encourage you to use caution with social media posts from individuals not in official capacities with our school district or governmental agencies. When necessary, posts will be made by our school district, the Harlan County Health Department and the Harlan County Judge-Executive's office. **Employees should be aware of HIPPA laws concerning discussion of specific Covid or other illnesses. These should include, but not be limited to, the prohibition of sharing specific cases with identifying information on social media, conversations and other communication means.**

The Superintendent or his designee is/are the official spokesperson(s) for the school district.

VIRTUAL LEARNING

The Online/Virtual Learning Platform (Odysseyware) is aligned to the Kentucky Academic Standards and is user-friendly, but there is no replacement for a caring, classroom teacher who builds a relationship with your child. This is an option that we are providing due to the health and safety concerns surrounding COVID-19.

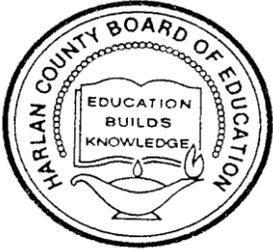
We cannot emphasize enough how important a partnership between teachers and parents is for this choice of learning. This partnership is key to success.

Teachers will provide recommendations and strategies to support students learning virtually and for parents/guardians who partner with us in this endeavor.

Every effort will be made to continue providing support services to students. These will include Individual Education Plans, Gifted and Talented, Response to Intervention, 504 plans, and others. Services such as Family Resource and Youth Service Centers, GEAR Up and Save the Children will be available.

Students attending the virtual school program will receive prepackaged meals. These are available by parent pick up or delivery to a school bus stop. Specific details on the routes will be announced. The pick up or delivery will be once per week on Mondays. *(If school is closed for a holiday or another event on Monday, the pick up or delivery will follow on Tuesday or the next day school is in session.)* The meals will include breakfast and lunch.

Anytime you have questions on the Virtual Learning program, please contact the student's teacher or the school office. The Central Office staff will be available as resource personnel during the ongoing pandemic.



Harlan County Public Schools Learning Options for 2020-2021

Highlights of In-Person, NTI and Virtual Instruction Options

In-Person At School	Virtual Learning	Traditional NTI
<p>Students ages 2 and up will wear a mask at all times except while eating or drinking and when outside with a six feet social distance.</p> <p>Masks will be available for those needing them.</p> <p>A doctor's note will be required for anyone not wearing a mask.</p> <p>A face shield does not replace a mask. A shield may be worn in addition to the mask.</p>	<p>The goal of the Virtual Learning program is to provide as much face-to-face interaction as possible. The district will utilize Odysseyware as the platform for this option.</p> <p>Students must have access to adequate Internet services.</p> <p>Chromebooks will be provided for those with no access to a laptop or tablet type device. Chromebooks will be assigned to these students who in turn are responsible for retaining and returning to the schools at the end of the year or when requested.</p>	<p>Similar to previous years, the Superintendent has the authorization to utilize Traditional NTI days for weather and health reasons. NTI days should have minimal impact on the instructional day of virtual students. In-Person at School may have assignments posted on the website, packets, Odysseyware, etc...</p> <p>Non-Traditional Instruction or NTI is a program which allows schools and districts to continue educating students when inclement weather and other emergencies, such as the Covid-19 Pandemic, occur.</p> <p>Lessons and activities are distributed in packets or are placed online by the</p>

<p>Breakfasts and lunches will be served in student classrooms.</p> <p>Students may be included in live-streamed classes or recorded videos.</p> <p>Recess may occur according on state/CDC guidelines. Numbers and activities will be restricted based on school-specific plans/equipment.</p> <p>We will attempt to keep all students in a specific classroom as much as possible. This will not apply at the high school. However, strict guidelines will be in place to monitor the changing of classes to restrict contact with as few students as possible. Restroom breaks and other transitions will be continually monitored to ensure social distancing and mask compliance. Again, masks must be worn at all times except when eating or drinking or while outdoors with a minimum of six feet distance from another student or adult.</p> <p>Parents can monitor student performance on the Parent Portal of Infinite campus.</p> <p>Breakfasts and lunches are available daily.</p> <p>Support programs and activities are available.</p>	<p>Instruction may include video lessons, Google Classroom, Zoom/Google Meet or similar online learning platforms used by teachers to provide instruction.</p> <p>Students are expected to meet the same academic and attendance expectations as in-person learning. Specific details will be announced when finalized.</p> <p>As the year progresses, students may shift from face-to-face learning to this option should safety become an issue,</p> <p>To move from Virtual to In-Person learning, a student will have to request a change and then wait until a new grading period.</p> <p>Parents can monitor student participation on the parent portal of Infinite campus</p> <p>Breakfasts and lunches are available and may be picked up or delivered to your home once per week.</p> <p>Support programs and activities are available. These may vary from those offered to students attending in person. However, every effort will be made to provide as many services as possible.</p>	<p>classroom teachers. Odysseyware will be utilized as part of the NTI program. Lessons for elementary grades are consistent across the district. High School teachers post their specific course requirements online. Teachers are available to assist students/parents as necessary. Participation data is recorded. Participation or lack of will impact student grades.</p> <p>Participation is the goal with all assignments and activities completed as assigned.</p> <p>Internet access is encouraged but not required. Flexibility for completing assignments exist to meet student/family needs. Extended opportunities exist for completing work, but it is encouraged in a timely fashion.</p> <p>Parents can monitor student participation on the parent portal of Infinite campus.</p> <p>Breakfasts and lunches are available and may be picked up or delivered to your home once per week.</p> <p>Support programs and activities are available. These may vary from those offered to students attending in person. However, every effort will be made to provide as many services as possible.</p>
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What safety measures are we implementing to prepare schools?

- Training all staff in safety and sanitizing procedures.

- Additional custodial staffing, as needed.
- Staff will clean and disinfect classrooms, gymnasiums, cafeterias, restrooms, doorknobs, light switches, desks, phones, toilets, faucets, sinks, handrails, and other high touch surfaces frequently including Chromebooks and technology devices. This will require a team effort to help prevent the spread of the Covid-19 virus.
- Staff will wear masks at all times with the exception of eating or drinking or being outside and socially distanced at least 6 feet from another person.
- Congregating of students, faculty or staff must be avoided.
- Arranging classrooms to meet the greatest benefit of social distancing guidelines.
- Taking temperature checks of all staff members upon entering the building.
- Creating schedules to reduce the number of transitions each day.
- Providing hand sanitizer in all classrooms.
- Taking temperatures of students upon or before arrival to school.
- **Limiting visitors in schools.** Any person who is an essential visitor (e.g. parents/guardians, outside agencies) will adhere to all safety guidelines including temperature checks, wearing a mask, social distancing, and sanitizing hands.
- Separate entrances for students as they arrive and dismiss from school.
- Providing informational signs on appropriate hand washing procedures.
- Establishing one-direction hallways as applicable. Signage will be in place. Teachers will detail instructions for their students.
- Modeling and encouraging good hygiene and hand-washing techniques at all times including:
 1. Hand-washing/sanitizing should occur:
 2. Before and after eating
 3. Before and after using restroom
 4. When hands are soiled
 5. Upon loading the bus

- Collaborating with local and state officials on all health and safety decisions.

What does proper wearing of the mask mean?

A mask worn properly must cover the nose and mouth. Covering the nose and mouth are proven to greatly reduce the risks of exposure and spreading the Covid-19 virus.

When will my child wear a mask?

1. All students ages 2 and up will be expected to wear a mask anytime except when eating or drinking or while outdoors and at least six feet from another student or adult. Any student with a verified medical reason from a physician will be exempt from this guideline. Documentation must be on file with the school principal.
2. In addition to wearing masks while in classrooms, efforts will be to maintain a minimum of six feet between all students and staff.
3. In classrooms that do not allow for spacing students' desks 6 feet apart, desks will be spaced as far apart as possible. Masks will be required at all times for all students unless there is a verified medical reason. All staff will wear a mask properly. A shield does not replace the mask. You may wear both, but a mask is required.

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

1. Teachers and staff will work with students on the proper way to wear a mask.
 - a. When wearing your mask, it must cover your mouth and nose
 - b. A mask is not a toy
 - c. A mask should be worn at all times unless eating or drinking in the designated classroom or while a minimum of six feet from another person when outdoors
 - d. Everyone should wear a mask
 - e. If wearing personal masks, they must comply with the school district's code of conduct for students and the professional dress code for faculty and staff. Political masks are prohibited. For students, the wearing of any item that materially or significantly disrupts the educational process or threatens the health and safety of other students or staff members is prohibited. School/Council dress codes shall be consistent with the Board of Education's standards set out in the Code of Acceptable Behavior and Discipline.

2. Disposable masks will be provided for students/staff who do not have a mask. Should a mask become soiled or damaged, a replacement mask will be available.

3. 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

A physician's note is required if a student is unable to wear a mask for health reasons.

Guidelines For Students With Confirmed Covid-19, Covid-19 Symptoms, or Family Members With Covid-19 Symptoms

1. The Harlan County Health Department will be notified if a student or other Harlan County School District personnel 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 Harlan 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, and any other information that will assist in contact tracing.
3. The Harlan 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, the Kentucky Department of Public Health requires that students must be fever free for 24 hours without any type of fever reducing medication.
2. Students will have access to participate in virtual 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. Keep your child home if they are experiencing any of the following:
 - fever > 100.4 or chills
 - A new uncontrolled cough creating breathing difficulties
 - 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
2. Maintain clean masks.
3. Discuss the importance of social distancing and the importance of wearing the mask properly.
4. Avoid high risk situations as identified on the Kentucky Department of Public Health website at <https://chfs.ky.gov/agencies/dph/Pages/default.aspx> .
5. Model good hygiene practices, including hand washing, hand sanitizing, and wearing masks.
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.

Return to School Guidance

Any individual who tests positive for Covid-19 or who shows any signs or symptoms of illness must stay home.

Students with Confirmed Covid-19 may not return to school until:

- **Fever free (<100.4° for 24 hours)** without the use of fever-reducing medicine like Advil, Tylenol or aspirin and...

- Significant improvement of your other symptoms (cough, sore throat, headache, etc.) and...
- At least 10 days have passed since symptoms first appeared
- Students must check in with school administrator and school nurse when returning from illness due to Covid-19.

When the infectious period of a confirmed case begins:

- An individual who was symptomatic when their first positive Covid-19 test was collected has an infectious period that starts **2 days** before their first symptoms started.
- An individual who was asymptomatic when their first positive Covid-19 test was collected has an infectious period that starts **10 days** before their first positive Covid-19 test was collected.

Isolation of symptomatic individuals with a positive test (Symptom-based criteria)

Anyone positive for Covid-19 who has symptoms will be directed to isolate until they have met all of the following “symptom-based” criteria. This includes students, employees, healthcare workers, and others that are symptomatic.

- **Fever free (<100.4° for 24 hours)** without the use of fever-reducing medicine like Advil, Tylenol or aspirin and...
- Significant improvement of your other symptoms (cough, sore throat, headache, etc.) and...
- At least 10 days have passed since symptoms first appeared
- Students must check in with school administrator and school nurse when returning from illness due to Covid-19.

Isolation of asymptomatic (never had symptoms) individuals with a positive test (time-based criteria)

Anyone positive for Covid-19, who has NOT had any symptoms, will be directed to isolate until they have met the following “time-based” criteria. This includes students, employees, healthcare workers, and others who are asymptomatic:

- At least 10 days have passed since the date of the specimen collection and
- No symptoms have developed during the 10-day period.

- If a previously asymptomatic case does develop symptoms, then the above “symptom-based” criteria will need to be met prior to release from isolation.

ISOLATION – separates people who are infected with the virus away from people who are not infected.

QUARANTINE - keeps someone exposed to the virus away from others.

Who needs to quarantine?

Anyone who has been in close contact with someone with Covid-19.

What counts as a close contact?

- You were within 6 feet of someone who has Covid-19 for at least 15 minutes. This is with or without a mask.
- You provided care at home to someone who is sick with Covid-19.
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow became exposed to respiratory droplets.

When can I end quarantine and be around others?

Scenario 1: Exposed to a contact but not exposed to someone who has Covid-19

You share an office with someone who has a family member with Covid-19

You do not have to quarantine. You will be instructed to monitor for signs/symptoms of Covid-19.

Scenario 2: Close Contact with someone who has Covid-19 – will not have further close contact

I had close contact with someone who has Covid-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

You must quarantine.

Your last day of quarantine is 14 days from the date you had close contact. You must complete the entire 14-day quarantine even if you test negative for Covid-19.

Scenario 3: Close Contact with someone who has Covid-19 – live with the person but can avoid further close contact

I live with someone who has Covid-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

You must quarantine.

Your last day of quarantine is 14 days from when the person with Covid-19 began home isolation.

Scenario 4: Under quarantine and had additional close contact with someone who has Covid-19

I live with someone who has Covid-19. I started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with Covid-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has Covid-19. Any time a new household member gets sick with Covid-19 and you had a close contact, you will need to restart your quarantine.

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EMPLOYEES

Guidelines for Staff with Confirmed Covid-19, Covid-19 Symptoms, or Family Members with Covid-19 Symptoms

1. The Harlan County Health Department will be notified if a Harlan County School District employee 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 Harlan 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, and any other information that will assist in contact tracing.
3. The Harlan 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.

Signs and symptoms may appear 2-14 days after exposure to the virus.

What can I do as an employee to support my school system during this time?

1. Complete Employee Health Self-Assessment Form daily (turn in to supervisor when completed Stay informed)
2. Wear a face mask properly, covering the nose and mouth. The mask should only be removed when eating or drinking or when outdoors with a distance of at least six feet from another individual. *(This will be in place when the Healthy At Work plans shifts to Healthy at School on September 28th with the return of in person classes. Currently, you may remove your mask when alone in your classroom or office.)*
3. Maintain a contact log in your classroom, office or other assigned work location to use as reference for contact tracing if necessary.
4. Stay home if you experience any of the following:
 - **fever > 100.4 or chills**
 - **new uncontrolled cough creating breathing difficulties**
 - **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**
- **known close contact with a person who has tested positive for COVID-19.**

5. Wear Mask at all times when not eat or drinking or being outdoors at least 6 feet from another person.

6. Maintain clean masks.

7. Wash Hands frequently.

8. Practice social distancing.

9. Disinfect/sanitize workspace often.

8. Avoid sharing equipment.

9. Avoid high risk situations as identified on the Kentucky Department of Public Health website at <https://chfs.ky.gov/agencies/dph/Pages/default.aspx> .

What Safety measures are in place should an employee develop symptoms of Covid-19 during the workday or are confirmed to have Covid-19 infection?

- Isolate ill staff from others and send them home.
- Contact Principal/Supervisor
- Contact Health Services to contact Harlan County Health Department with contact tracing to determine other staff that may have been exposed to the virus.
- Health Services will contact Maintenance for Standard Operating Procedures of cleaning/disinfection of ill staff's desk/workstation.
- In most cases, the department/facility will not need to be shut down.

- Health Services will inform staff of possible exposure to virus while maintaining confidentiality.
- Follow all recommended CDC Guidelines.

Documentation will be required should you be placed in Quarantine

- A dated, signed document stating you are in quarantine from a health care provider or public health official.
- Absentee card at your school/department.

If a Student, Employee or Visitor Reports a
Positive
COVID-19 Test
to you

Notify
Christy Whitaker, RN
Health Coordinator
606-573-4330 ext. 2025
or School Nurse

Notify
School Principal
or
Supervisor

Notify
Harlan County Health
Department
606-573-4820

Harlan County Schools
Communications Jeff
Phillips
606-573-4330 ext. 2046

Harlan County Schools
Maintenance Department
Bonita Duncan
606-573-3539

What happens when a confirmed case has entered a school?

Any school in any community might need to implement short-term closure procedures. **If an infected person has been in a school building**, follow these procedures:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for the affected school.

- Local health officials' recommendations for the scope and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, all extracurricular group activities, school-based afterschool programs, and most likely all events will be canceled.
- Discourage staff, students, and their families from gathering or socializing anywhere.
- Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.
- It is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly.

- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Administrators should seek guidance from local health officials to determine when students and staff should return to schools.

Ensure continuity of education.

- Students will continue their education virtually until it is determined that students should return back to school.

Ensure continuity of meal programs.

- Notifications will go out to students regarding the delivery of meals.

Return to Work Guidance

Any individual who test positive for Covid-19 or who shows any signs or symptoms of illness should stay home.

Staff with Confirmed Covid-19 may not return to work until:

- **Fever free (<100.4° for 24 hours)** without the use of fever-reducing medicine like Advil, Tylenol or aspirin and...
- **Significant improvement of your other symptoms** (cough, sore throat, headache, etc.) and...
- **At least 10 days** have passed since symptoms first appeared

- Employees must check in with school administrator and school nurse when returning from illness due to Covid-19.

When the infectious period of a confirmed case begins:

- An individual who was symptomatic when their first positive Covid-19 test was collected has an infectious period that starts **2 days** before their first symptoms started.
- An individual who was asymptomatic when their first positive Covid-19 test was collected has an infectious period that starts **10 days** before their first positive Covid-19 test was collected

Isolation of symptomatic individuals with a positive test (Symptom-based criteria)

Anyone positive for Covid-19 who has symptoms will be directed to isolate until they have met all of the following “symptom-based” criteria. This includes employees, healthcare workers, and others that are symptomatic.

- **Fever free (<100.4° for 24 hours)** without the use of fever-reducing medicine like Advil, Tylenol or aspirin and...
- Significant improvement of your other symptoms (cough, sore throat, headache, etc.) and...
- At least 10 days have passed since symptoms first appeared
- Employees must check in with school administrator and school nurse when returning from illness due to Covid-19.

Isolation of asymptomatic (never had symptoms) individuals with a positive test (time-based criteria)

Anyone positive for Covid-19, who has NOT had any symptoms, will be directed to isolate until they have met the following “time-based” criteria. This includes employees, healthcare workers, and others who are asymptomatic:

- At least 10 days have passed since the date of the specimen collection and
- No symptoms have developed during the 10-day period.
- If a previously asymptomatic case does develop symptoms, then the above “symptom-based” criteria will need to be met prior to release from isolation.

- Isolation – separates people who are infected with the virus away from people who are not infected

- Quarantine keeps someone who might have been exposed to the virus away from others.

Who needs to quarantine?

Anyone who has been in close contact with someone with Covid-19.

What counts as a close contact?

- You were within 6 feet of someone who has Covid-19 for at least 15 minutes. This is with or without a mask.
- You provided care at home to someone who is sick with Covid-19.
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you.

CLEANING

This is a critical component to the plan to prevent the spread of Covid-19 in our district facilities.

1. It is important to note than many of those infected with Covid-19 are *“silent spreaders.”*
2. Routine, not episodic, cleaning and disinfecting for facilities and buildings is mandatory.
3. Special attention should be given to high touch areas included:
 - Water fill stations
 - Door knobs
 - Light switches
 - Desk, computers
 - Phones
 - Toilets
 - Faucets
 - Sinks
 - Handrails
 - Restroom Stall locks
4. Sanitize spaces and all surfaces frequently
5. Wipe and disinfect desks, chairs, workspaces
6. Keyboards and other utensils handled daily
7. Wipe all doors and handles
8. Disinfect restroom fixtures, toilet paper dispensers

BACKUP STAFFING PLAN

1. Monitor absenteeism of students and employees.
2. Cross-train staff and create a roster of trained back-up staff
3. High risk employees include, but are not limited to, the following:
 - Those over 65-years of age
 - People with underlying medical conditions such as
 - Chronic lung disease
 - Moderate to severe asthma
 - Serious heart conditions
 - Immunocompromised
 - Cancer-treatments, bone marrow or organ transplantation;
 - Smokers
 - Poorly controlled HIV or AIDS;
 - Prolonged use of corticosteroids and other immune weakening medications
 - Severe obesity (BMI greater than 40)
 - Diabetics
 - Chronic kidney disease (undergoing dialysis)
 - Liver disease
4. Limit exposure risk
5. Modify job responsibilities to limit risks

SCENARIOS WE MAY ENCOUNTER AS PARENTS OR EMPLOYEES

DURING THE COVID-19 PANDEMIC

Scenario 1: I am in a meeting with multiple co-workers. Someone came in to our meeting. He/she sat down at the table in front of me. He/she is not wearing a mask. We are not the required 6 feet apart. What should I do?

First, under the Healthy at Work guidelines, you should be wearing a mask except to eat or drink or when outdoors six feet from another person. However, should this scenario happen, the person in charge of the meeting should immediately instruct the person to wear mask. If the person in charge of the meeting fails to note the failure of the visitor to wear a mask, others in the meeting should notify the person in charge to protect their own health.

Scenario 2: During an ARC meeting a parent walks in late and is not wearing a mask, what should I do?

*Stop the meeting, notify the parent that a mask is required. No one should be anywhere in the school without wearing a mask unless they have produced a legitimate, signed document from a doctor stating that they are exempt due to a medical issue. If they cannot wear a mask and produce the required documentation, they **MUST** remain 6 feet away from everyone.*

Scenario 3: My child came home upset because he could not hear what the teacher's aide was explaining to him because of the mask.

Explain to your child that it is mandatory for everyone to wear a mask. This is for his/her protection. Contact your child's school explain to them that your child is struggling to hear the aide. The school staff will make the aide aware of the issue so he/she can speak louder when assisting your child.

Scenario 4: I have a student who is complaining with a toothache. Should I send them to nurse?

Call the nurse's office to make sure another student is not there who could possibly be contagious. If so, the nurse will notify you when to send the student for treatment. Students must wear mask walking to nurse's office and may remove it only if directed by the nurse to do so.

Scenario 5: I have a student that fell while playing on the playground. Should I send them on to the nurse for treatment?

Call the nurse. If a serious emergency, the nurse may direct you to bring the student or the nurse may come to you if a student is in the nurse station. Students must wear his/her mask.

Scenario 6: My child complains that he/she gets too hot wearing a mask in the hallway between classes.

Educate your child that wearing a mask can be uncomfortable at times. Encourage them to breath slowly in their nose and out of their mouth. A mask can cause one to become hot due to

nervousness and slow breathing exercises will help. They will be taken outdoors periodically to provide an opportunity to remove the mask while socially distanced at least six feet from another student or teacher.

Scenario 7: My child is 30 minutes late for school. What should I do?

When you arrive to school, walk your child to the door. Ring the doorbell. Notify the staff that your child is late. A staff member will bring the attendance book to the door for you to sign. Your child's temperature will be taken. If within the allowable range, the child will then go to class.

Scenario 8: I noticed there were 2 staff members in the library putting up books. Neither person was wearing a mask. Is this OK?

No. The guidelines under Healthy at School have shifted the requirement to wear masks at all times while in school, with the exceptions being while eating or drinking and while outdoors with a minimum of six feet from another person.

Scenario 9: When the lunchroom staff picked up our empty trays we had to put on our mask, is that normal?

Yes, once you are finished eating and drinking at breakfast and lunch, you should immediately place the mask back on properly. Masks must be worn at all times while in the school building during Healthy at School guidance, except while eating and drinking.

Scenario 10: Why did the students have to wear masks while walking the hallways in the school, but when the students got outside they took the masks off?

Students are allowed to remove their mask outside as long as they maintain social distancing (6 feet apart). If activities taking place outside do not allow students to remain six feet apart, they must mask. Social distancing requirements exist outside as well. Again, students must wear masks while inside the school building.

Scenario 11: My child is upset about wearing a mask in the bathroom.

Any time a student is in the school building, a mask is required except for when eating or drinking in the classroom. This is critical to reducing the risk of exposure for all students, faculty and staff.

SPORTS PLANS OF ACTION

Prepared by

Mr. Eugene Farmer

HCHS Athletic Director

COVID-19 Guidelines for High School Football

Home Events

1) Stadium Capacity---Coal Miners' Memorial Stadium Total Capacity—6000

A) Game 1 vs. Wayne Co.---30% Capacity (1,800 Tickets Maximum)

B) Game 2 vs. Clay Co.---40% Capacity (2,400 Tickets)

C) Game 3 & Beyond ---50% Capacity (3,000 Tickets)

2) Individual Health Screening---Coaches, Players, Support Staff

A) Upon arrival---Temperature Checks AND Health Assessment Forms To Be Completed by HCHS Staff and Signed by Head Coach OR Athletic Director

3) Individual Health Screening---FANS

A) Upon arrival---Fans will have their temperatures checked AND fill out an Individual Health Assessment Form with contact information for EVERYONE in attendance before being allowed to buy a ticket. Fans who are cleared will have a sticker to be placed on the outside of their clothing, letting ticket staff know that they have been cleared. These requirements will be well documented and published to both the public (via social media and various media outlets) as well as to the visiting team's Administration, Coaches, and Fans.

B) Signage will be placed at all entrances to the HCHS Campus informing fans of ALL Harlan County Public Schools COVID-19 Policies/Procedures.

4) Health Safety Measures

A) ALL FANS MUST wear a mask/facial covering at Coal Miners' Memorial Stadium AND while on the HCHS Campus.

B) Fans also MUST wear a mask/facial covering while in motion throughout the stadium (restrooms, concession stands, walking, etc.)

C) Social Distancing---Fans who are NOT IMMEDIATE FAMILY MUST maintain the socially acceptable distance of six feet (6 ft.) while sitting in the stands. ONLY immediate family can sit within six feet (6 ft.) of each other throughout the contest. This message will be reiterated throughout the evening via the Public Address Announcer as well as the Jumbotron.

D) Hand Sanitization---Hand Sanitization Stations will be placed at ALL entry ramps/stairs into the stands. A specifically designated custodian will be present and constantly sanitizing high contact areas such as hand rails bathroom door knobs, etc. throughout the contest.

E) Restrooms---Fans will be asked to socially distance in the restroom facilities/concourse. Stickers and Signage will be placed both outside AND inside the restroom facilities.

F) Concessions---Will be Pre-Packaged ONLY. Examples include bags of chips, bottled drinks, candy bars, etc. A concession tent will be set up for the visiting team near their bleacher area to assist with keeping social distancing measures. NO hamburgers or hot dogs will be permitted for sale.

G) Concession Workers---Will wear masks, gloves and face shields (at their discretion) while serving food/drinks at Coal Miners' Memorial Stadium.

5) Ticket Vouchers

A) ALL HCHS Football Student-Athletes (Players & Cheerleaders) AND HCHS Football Coaches will be given six (6) vouchers for every home game. This voucher simply guarantees ticket availability. It is NOT a pass to gain free admission.

B) ALL Visiting Team Football Student-Athletes (Players & Cheerleaders) AND Coaches will be given two (2) vouchers for the contest to be distributed at their discretion.

6) VIP Parking

A) VIP Parking Passes (Across the Bridge) will go on sale the Monday prior to a Home Football Contest (i.e. Wayne Co. Game on Sept. 18 will go on sale Monday, Sept. 14 from Noon-3pm each day)

B) Pre-Sale Tickets---ALL Tickets will be \$5 each. Pre-sale will be from Monday-Thursday the week of home games from Noon-3 p.m.



Name: _____ Date: _____

Phone #: _____

Family Members Attending with you:

Temperature: (Checked at gate on day of event) _____ Degrees

Have you or anyone in your party experienced any of the following symptoms in the last 14 days?

Fever or Chills	Yes	No
Cough	Yes	No
Shortness of breath or difficulty breathing	Yes	No
Fatigue	Yes	No
Muscle or body aches	Yes	No
Headache	Yes	No
New loss of taste or smell	Yes	No
Sore throat	Yes	No
Congestion or runny nose	Yes	No
Nausea or vomiting	Yes	No
Diarrhea	Yes	No

*Masks must be worn at ALL times inside our facilities!

*MUST have the correct change for entry. \$5.00

SIGNATURE: _____

COVID-19 Guidelines for High School Cross Country Home Events

1) Individual Health Screening----Coaches, Players, Support Staff

A) Upon arrival---Temperature Checks AND Health Assessment Forms To Be Completed by HCHS Cross Country Staff and Signed by Head Coach OR Athletic Director of Each Participating School

2) Individual Health Screening----Fans

A) Upon arrival---Fans will have their temperatures checked AND fill out an Individual Health Assessment Form with contact information for EVERYONE in attendance before being allowed to buy a ticket.

B) Signage will be placed at all entrances to the HCHS Campus informing fans of ALL Harlan County Public Schools COVID-19 Policies/Procedures.

3) Health Safety Measures

A) ALL FANS MUST wear a mask/facial covering while on the HCHS Campus.

B) Social Distancing---Fans who are NOT IMMEDIATE FAMILY MUST maintain the socially acceptable distance of six feet (6 ft.) while sitting in the stands. ONLY immediate family can sit within six feet (6 ft.) of each other throughout the contest.

C) Hand Sanitization---Hand Sanitization Stations will be placed at various points throughout the grounds of HCHS.

D) Restrooms---Fans will be asked to socially distance in the restroom facilities/atrium. Stickers and Signage will be placed both outside AND inside the restroom facilities.

E) Concessions---Will be Pre-Packaged ONLY. Examples include bags of chips, bottled drinks, candy bars, etc.

F) Concession Workers---Will wear masks, gloves and face shields (at their discretion) while serving food/drinks at HCHS.

COVID-19 Guidelines for High School Volleyball Home Events

1) Stadium Capacity---Black Bear Gymnasium—3,670

A) ALL Games---20% capacity---734 Fans

B) For the health of the student athletes, NO ONE sits on the first two rows of the stands.

2) Individual Health Screening---Coaches, Players, Support Staff

A) Upon arrival---Temperature Checks AND Health Assessment Forms To Be Completed by HCHS Staff and Signed by Head Coach OR Athletic Director

3) Individual Health Screening---Fans

B) Upon arrival---Fans will have their temperatures checked AND fill out an Individual Health Assessment Form with contact information for EVERYONE in attendance before being allowed to buy a ticket.

- C) Signage will be placed at all entrances to the HCHS Campus informing fans of ALL Harlan County Public Schools COVID-19 Policies/Procedures.

4) Health Safety Measures

- D) ALL FANS MUST wear a mask/facial covering at ALL TIMES with the exception of eating or drinking at Harlan County High School.
- E) Social Distancing---Fans who are NOT IMMEDIATE FAMILY MUST maintain the socially acceptable distance of six feet (6 ft.) while sitting in the stands. ONLY immediate family can sit within six feet (6 ft.) of each other throughout the contest. This message will be reiterated throughout the evening via the Public Address Announcer.
- F) Hand Sanitization---Hand Sanitization Stations will be placed at ALL entries into the Gymnasium. A specifically designated custodian will be present and constantly sanitizing high contact areas such as hand rails bathroom door knobs, etc. throughout the contest.
- G) Restrooms---Fans will be asked to socially distance in the restroom facilities/atrium. Stickers and Signage will be placed both outside AND inside the restroom facilities.
- H) Concessions---Will be Pre-Packaged ONLY. Examples include bags of chips, bottled drinks, candy bars, etc.
- I) Concession Workers---Will wear masks, gloves and face shields (at their discretion) while serving food/drinks at Black Bear Gymnasium.

COVID-19 Guidelines for High School Soccer Home Events

1) Stadium Capacity---Davis Memorial Stadium—1,500 Capacity

A) ALL Games---20% capacity---300 Fans

2) Individual Health Screening---Coaches, Players, Support Staff

A) Upon arrival---Temperature Checks AND Health Assessment Forms To Be Completed by HCHS Soccer Staff and Signed by Head Coach OR Athletic Director

3) Individual Health Screening---Fans

A) Upon arrival---Fans will have their temperatures checked AND fill out an Individual Health Assessment Form with contact information for EVERYONE in attendance before being allowed to buy a ticket.

B) Signage will be placed at all entrances to the HCHS Campus informing fans of ALL Harlan County Public Schools COVID-19 Policies/Procedures.

4) Health Safety Measures

- A) ALL FANS MUST wear a mask/facial covering at ALL TIMES while on the grounds of The Harlan County Public Schools Facilities.
- B) Social Distancing---Fans who are NOT IMMEDIATE FAMILY MUST maintain the socially acceptable distance of six feet (6 ft.) while sitting in the stands. ONLY immediate family can sit within six feet (6 ft.) of each other throughout the contest. This message will be reiterated throughout the evening via the Public Address Announcer.
- C) Hand Sanitization---Hand Sanitization Stations will be placed at ALL entries and entry ramps into Davis Memorial Stadium.
- D) Restrooms---Fans will be asked to socially distance in the restroom facilities/atrium. Stickers and Signage will be placed both outside AND inside the restroom facilities.
- E) Concessions---Will be Pre-Packaged ONLY. Examples include bags of chips, bottled drinks, candy bars, etc.
- F) Concession Workers---Will wear masks, gloves and face shields (at their discretion) while serving food/drinks at Davis Memorial Stadium.