

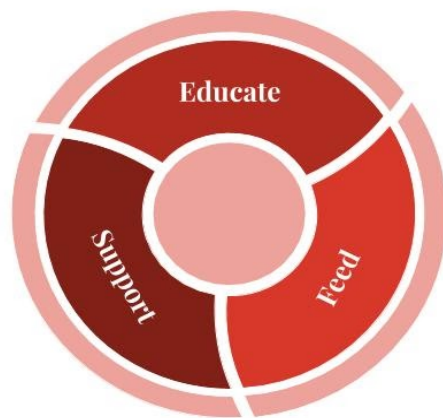
# **Healthy at Harrison County Public Schools**

## **COVID-19 Re-Opening of Schools**

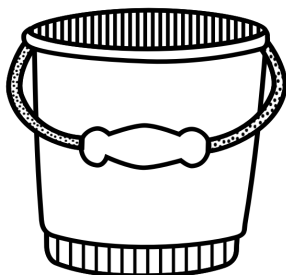
### **Planning Document**

**July 23, 2020**

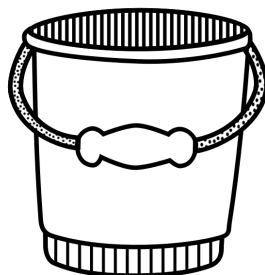
**Dr. Harry Burchett, Superintendent**



**Teaching & Learning**



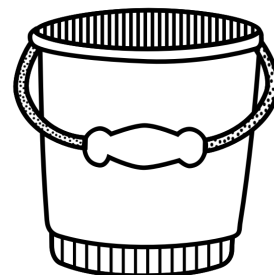
**Logistics**



**Safety, Health  
and Wellness**



**Special Needs**



***“Education is not the filling of a pail, but the lighting of a fire.”***  
**William Butler Yeats**



## **Core Belief about Re-Opening**

### **Harrison County Public Schools in the Fall of 2020:**

***It is the feeling and hope of our Harrison County Public Schools that, if it all possible, we begin the 2020-2021 school year in our traditionally “regular” fashion and as we have done in the past with so many Harrison County children. Students, at school every day, in a classroom environment is ALWAYS the best thing for growth and learning. The Kentucky Board of Education has provided public schools flexibility to meet the needs of our students and families. Upon reviewing this plan and asking clarifying questions we hope you feel comfortable choosing the learning platform that best meets your specific family’s needs.***

**A Three Light System  
To Reopening Our Schools  
For 2020 - 2021 School Year**

**Green Light** (County Active Case Index: TBD/ Region Active Case Index: TBD)

- **Hand Sanitizer Stations Throughout Buildings, Classrooms, & Buses / Students & Staff Should Wash Their Hands And Use Sanitizer On A Regular Basis / Constant Reminders**
- **Constant Education About Healthy Hygiene Practices/ Cleaning & Disinfection Efforts Are Intensified**
- **Daily Temperature Checks For Staff & Students**
- **Staff Members Required To Wear A Mask Throughout The Day When Social Distancing Cannot Occur (Healthy At Work Guidelines)**
- **Students Must Wear A Mask On The Bus, While Entering School, & While Passing In Common Spaces Where Social Distancing Cannot Occur/ Students Must Wear A Mask In Classrooms If Proper Social Distancing Cannot Occur (See specific guidance for PreK and Early Primary)**
- **Social Distancing / Everyone Remains 6 Feet Apart When Possible / Markers In Place At Designated Areas / Common Areas Closed / Meal Provisions In Place / Lockers Will Not Be Used**
- **Extracurricular Events May Continue, Masks Required By Spectators / Non-Critical Gatherings Will Be Cancelled**
- **The District Will Monitor Surrounding Counties/Region To Determine How Any Positive Cases May Affect Students & Staff**
- **In-Person Classes Are Best For Student Learning/ Virtual Classes Do Allow Students Enrolled In Public Schools To Continue Learning While Navigating Through This Pandemic/ During The Green Light Phase, Students Will Be Allowed To Attend Virtually Through A Request To The Superintendent From The Guardian and Completion of the Virtual Learning School Contract**

## **Yellow Light**

**(County Active Case Index: TBD / Region Active Case Index: TBD )**

- **Hand Sanitizer Stations Throughout Buildings, Classrooms, & Buses/ Students & Staff Should Wash Their Hands And Use Sanitizer On A Regular Basis / Constant Reminders**
- **Constant Education About Healthy Hygiene Practices/ Cleaning And Disinfection Efforts Are Intensified**
- **Daily Temperature Checks For Staff & Students**
- **Staff Members Required To Wear A Mask Throughout The Day When Social Distancing Cannot Occur (Healthy At Work Guidelines)**
- **Students Must Wear A Mask On The Bus, While Entering School, & While Passing In Common Spaces Where Social Distancing Cannot Occur/ Students Must Wear A Mask In Classrooms If Proper Social Distancing Cannot Occur (See specific guidance for PreK and Early Primary)**
- **Social Distancing / Everyone Remains 6 Feet Apart When Possible/ Markers In Place At Designated Areas**
- **If Case Affects A Student In School, The Parents/Guardians Of Any Students In Close Contact With Active Case Will Be Notified And The Student Will Continue With Virtual Learning For A Minimum Of Two Weeks/ Completely Disinfect The Classroom(s)**
- **Cancel Non-Critical Gatherings/Extracurricular Events (Field Trips, Assemblies, Special Performances, Parent Meetings, etc.)**
- **Critical Athletic/Club Events May Continue With A Limited Number Of Fans; All Spectators Must Wear A Mask**
- **For Classes Requiring Close Contact, Those Classes Will Be Modified Utilizing Virtual Learning**
- **Space Between Desks Increased (ie: A/B Schedule Implemented) Common Areas Closed /Meals Provided In Classrooms/Lockers Will Not Be Used**
- **Students Will Visit Restrooms Individually & In Small Groups, No Whole Group Visits**
- **Classrooms Become Units**
- **Arrival & Dismissal Times Staggered**
- **Nonessential Visitors Cancelled**
- **Cross-School Classes & Programs Will Be Revised As Necessary (For Example: Virtual Learning Options)**
- **The District Will Monitor Community To Determine How Any Positive Cases May Affect Students & Staff**

- **In-Person Classes Are Best For Student Learning/ Virtual Classes Do Allow Students Enrolled In The Public Schools To Continue Learning While Navigating Through This Pandemic/ During The Yellow Light Phase, Students Will Be Allowed To Attend Virtually Through A Request To The Superintendent From The Guardian and Completion of the Virtual Learning School Contract**

**Red Light** (County Active Case Index: TBD / Region Active Case Index: TBD)

- **In-Person Classes Will Be Dismissed For A Specified Period To Slow Transmission Rates Of COVID-19**
- **Virtual Learning Will Be Implemented During Time Period Of Dismissal**
- **All Activities Cancelled**
- **Food Delivery Program Will Continue**

**DAILY SCHEDULES - These are ONLY EXAMPLES of POSSIBLE scheduling scenarios. Specific schedules, if needed, would be decided upon at the school level.**

•***Harrison County Primary School Students:***

**P-2nd: Self Contained Classrooms/Classrooms Transition to Related Arts as a Unit or Related Arts Teachers Rotate**

•***Harrison County Intermediate School Students:***

**3rd: self contained classrooms/classrooms transition to related arts as a unit or related arts teachers rotate**

**4th & 5th: self contained classrooms, teachers rotate/ classrooms transition to related arts as a unit or related arts teachers rotate**

•***HCMS***

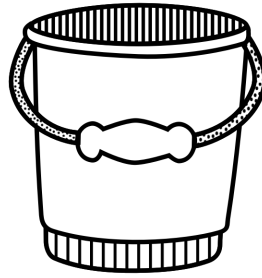
**6th - 8th: Example: School/Students/Staff are divided on Maroon and Gold teams by grade level; thus reducing the number of transitions within each team**

•***Harrison County High School***

**9th - 12th: Example: move from 7 periods to 8 periods/ move to year long block schedule to reduce transitions & contacts/ week 1 (Block A: Periods 1-4), week 2 (Block B: Periods 5-8), etc.**

## **Overall Considerations**

- During The 2020 - 2021 School Year, While The Pandemic Continues, While A State Of Emergency Is In Place In Kentucky, Students Enrolled In Harrison County Schools Will Follow The Three Light System And Have The Option To Attend In-Person Classes Or Attend Classes Virtually As Described In Each Phase
- When Students Or Staff Members Are Moving They Are Masked/Should Be Wearing Masks
- Students Attending Virtually Should Have Access To The Internet. District And School Staff Are Available To Help Families Seek Out Access Opportunities
- Students Attending In-Person May Transition To Virtual Classes At Any Time With The Completion Of The School/Family Agreement
- Students Attending Virtually May Transition To In-Person Classes At The Start Of Each Nine Week Period
- Students Attending Virtually Are Eligible To Participate In Extra-curricular Activities
- In Person Classes Are Best For Student Learning/ Virtual Classes Do Provide An Avenue For Students During This Pandemic
- Once The Pandemic Concludes, Once All State Emergency Orders Are Lifted, All Classes Will Transition To In-Person
- Food Service Options Will Be Available For Students Attending In-Person and Virtually



## **Teaching and Learning Committee**

**Jenny Lynn Hatter, Chief Academic Officer**  
**Debbie Kendall, Federal Programs Coordinator**  
**Whitney Fowler, Pre-K Director/Assistant Director of Special Education**  
**Steven R. Fowler, HCHS Principal**  
**Michael E. McIntire, HCMS Principal**  
**Melissa Miles, Eastside Principal**  
**Lori Gaunce, MCTC/Licking Valley Campus**  
**Maribeth Midden, Parent**  
**Christine Garnett, HCHS Teacher**  
**Kyra Garrison, HCHS Media Specialist**  
**Kelly Whalen, HCMS Teacher**  
**Cathy Slucher, Elementary Teacher**  
**Laura Stacy, Westside Elementary Teacher**  
**Tiffany Tubbs, Pre-K Teacher**

### **Key Global Recommendations of the Committee**

**(with an eye to Flexible Learning/GSuite, Gaps and Assessment/Diagnostics):**

- We do **NOT** believe that it is best for student learning and progress to pursue “*on/off scheduling*” (ex. *2wks on 2wks off*) based on both our experience and current research
- We do however believe “*A/B*” scheduling is “*doable*” in the current COVID-19 environment (Examples: M, T - Group A/Maroon Group of Students, W - Teacher Collaboration, RtI/Enrichment; TH, F - Group B/Gold Group of Students) Reference: Colorado Plan Details (under

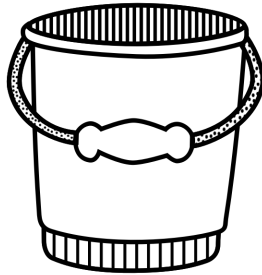
Continuity of Learning, 2020-21 School Scenarios, Staggered Attendance Schedule Examples): <https://www.cde.state.co.us/planning20-21>

- We believe the KDE Model of GAP Reduction (*Page 9 of Drafting an Adjusted Curriculum by KDE*) is a sound practice for identifying and reducing student gaps due to COVID-19 challenges

Table 4: Potential Grade-Level Gaps Due to Extended Remote Learning

Only Taught During Extended Remote Learning	In the 2019-2020 Curriculum but Not Taught During the 2019-2020 School Year	Not Included in the 2019-2020 Curriculum but in the KAS for This Grade Level

- In Elementary this looks like: grade level meetings - vertical and horizontal, data team meetings, RtI meetings, 21st CCLC Collaborative teams
  - In HCMS this looks like: department/subject meetings, grade level meetings, team meetings and mirror meetings
  - In HCHS this looks like: departmental meetings, cross teaming with ATC
- We believe that the work/learning day for our professionals will begin with student arrival and end with student departure as opposed to “bell to bell”.
  - We believe that upon re-entry to school, diagnostic testing (*MAP, Technology Platform “Student Boot Camps”, CERT, etc*) for students is CRITICAL in the FIRST 5 days for reading and mathematics



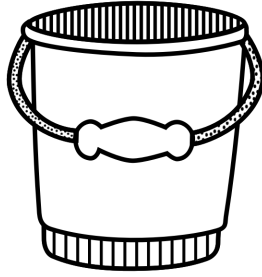
## **Logistics Committee**

**Julie Asher, Finance Director**  
**Bill Blackburn, Transportation Director**  
**Todd Brannock, HCHS Asst. Principal**  
**Tara Custard, NE Family Resource Coordinator**  
**Austin Dacci, Food Service Director**  
**Ashley Farmer, Westside Counselor**  
**Mary Grubb, District Accounting Manager**  
**Cindy Hardin, HCHS Cafe Manager**  
**Todd Harp, Southside Principal**  
**Richard Harris, District Technology Coordinator**  
**Jenny Nichols, HCHS Asst. Principal**  
**Mark Sims, Area Technology Center Principal**  
**Robert Switzer, Facilities Director and DPP**  
**Josh Valentine, HCMS Asst. Principal**

## **Key Global Recommendations of the Committee**

- **We believe that district operations, including transportation, technology, food service, maintenance, finances, and personnel are support services and can be molded to meet whatever school schedule best serves the academic, safety, and social emotional needs of our students. However, we do believe it would be logistically impossible to transport all students each day for one-half day am/pm sessions.**
- **Custodial staff will receive training and work diligently to sanitize buildings in accordance with guidance from the CDC and Kentucky Department of Public Health. This will be done on a continuing basis during the school day and also after students have left the buildings each day.**
- **We believe that access to technology will be crucial for student success in a remote and hybrid setting.**

- **We will make every effort to feed all students each day, regardless of their learning mode.**
- **We believe all employees must be examples for our students regarding health and safety guidelines. We also know employees must be flexible and may be given duties outside of their “normal” work assignments. We are aware of potential personnel issues with childcare due to a varied schedule and feel as a district we can come up with some solutions to assist employees.**
- **We believe the district financial resources must follow student needs and we anticipate some additional expenditures due to the Covid-19 situation. We are working to secure any additional funds available and will use those funds to best help our students and families.**

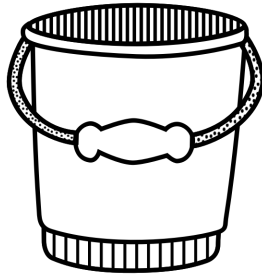


## **Health, Safety and Wellness Committee**

**Donna Sims, School Psychologist**  
**Robert Walker, District Safety Officer**  
**Rachel Wilson, District Health Coordinator, Eastside School Nurse**  
**April Morris, HCHS School Nurse**  
**Jon Hoskins, Westside Principal**  
**Mark Sims, Area Technology Center Principal**  
**Tiffeney Schadd, Northside Guidance Counselor**  
**Cassie Moses, Parent**  
**James Sanders, Fire Chief - Cynthiana Fire Department**

## **Key Global Recommendations of the Committee**

- **As prioritized by the Kentucky Department of Public Health, the district will work to ensure best practice is implemented with regard to 5 key safety concepts: social distancing; use of cloth face coverings; screening and temperature checks; hand and surface hygiene and contact tracing.**
- **The district will develop and consistently implement specific protocols in an effort to respond to situations related to suspected COVID-19 contagion and secondary concerns that may arise.**
- **The district will work to implement recommended daily and deep cleaning practices consistent with recommendations from the Centers for Disease Control (CDC).**
- **The district commits to working to support the mental health and social/emotional needs of individual students, families, and staff as schools reopen and through subsequent changes that may arise during this evolving situation. Continued outreach during times of closure is crucial, as is outreach to students who do not return to school in-person.**



## **Special Needs Committee**

**Brad Yearsley, Director of Special Education**  
**Whitney Fowler, Pre-K Director/Assistant Director of Special Education**  
**Joshua Powers, Principal, Northside**  
**Michelle Hall, District School Psychologist**  
**Susan Yearlsey, High School Special Education Teacher**  
**Jamila Scaggs, High School MSD Special Education Teacher**  
**Taylor Hill, Middle School Special Education Teacher**  
**Barbara Gibbs, Elementary Special Education Teacher**  
**Melissa Whalen, District MDS Special Education Teacher**  
**Debbie Ringlein, Speech Language Pathologist**  
**Ella Fryman, Parent Representative**

## **Key Global Recommendations of the Committee**

- We do **NOT** believe that it is best for student learning and progress to pursue “*on/off scheduling*” (ex. *2wks on 2wks off*) based on both our experience and current research
- We do however believe “A/B” scheduling is “*doable*” in the current COVID-19 environment (Examples: M, T - Group A of Students, W - Teacher Collaboration, RtI/Enrichment; TH, F - Group B of Students) Reference: Colorado Plan Details (under Continuity of Learning, 2020-21 School Scenarios, Staggered Attendance Schedule Examples):  
<https://www.cde.state.co.us/planning20-21>

- We believe that the work/learning day for our professionals will begin with student arrival and end with student departure as opposed to “*bell to bell*”.
- We believe the KDE Model of GAP Reduction (*Page 9 of Drafting an Adjusted Curriculum by KDE*) is a sound practice for identifying and reducing student gaps due to COVID-19 challenges

**Table 4:** Potential Grade-Level Gaps Due to Extended Remote Learning

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  - In HCMS this looks like: department/subject meetings, grade level meetings, team meetings and mirror meetings
  - In HCHS this looks like: departmental meetings, cross teaming with ATC
- We believe that upon re-entry to school, diagnostic testing/IEP goal and objective probes will be given during the first two weeks of school to determine retention of skills obtained before distance learning in the spring of 2020.
- We believe that one day per week with focus on remediation, students with special needs could attend if parent and ARC agree, RTI intervention days, enrichment day, additional follow up for kids who may have missed class during the week.

- We believe that all special education students should be provided with additional technology support, i.e. use of Chromebook/iPads that are downloaded with supplemental activities to be used for learning, the use of audio and video taped lessons, access to thumb drives that contain pre-taught or collaborative lessons, live streaming, etc. per the recommendation of the Council for Exceptional Children.[https://www.cec.sped.org/News/Key-Considerations-for-Special-Educators?utm\\_source=cec&utm\\_medium=email&utm\\_campaign=default&zs=Um9HX1&zl=bkbq6](https://www.cec.sped.org/News/Key-Considerations-for-Special-Educators?utm_source=cec&utm_medium=email&utm_campaign=default&zs=Um9HX1&zl=bkbq6))
- We believe that all departments should be given time to front-end lesson plans that will allow for continuity of service no matter what type of closure we may encounter during the school year.  
<https://www.lasd.net/district/coronavirus-disease-covid-19-information/continuity-of-learning-plans-remote-learning/>
- We believe that in order for Distance Learning to be successful that parents need to be educated on how to use all technology platforms that the district decides to use.  
[https://docs.google.com/presentation/d/1PDVZvieoDnFbFEVFB8U3j89o1mD5BCUXTE6ymbb9y\\_k/mobilepresent?fbclid=IwARogiPbEkGws1oT69JvaUCAYcXSTGf9GcSwC-FPqs4WiZ-MvouHOqvB3jk&slide=id.g4ed39d6345\\_o\\_76](https://docs.google.com/presentation/d/1PDVZvieoDnFbFEVFB8U3j89o1mD5BCUXTE6ymbb9y_k/mobilepresent?fbclid=IwARogiPbEkGws1oT69JvaUCAYcXSTGf9GcSwC-FPqs4WiZ-MvouHOqvB3jk&slide=id.g4ed39d6345_o_76)
- We believe the Proposed Physical Assist/Restraint Procedures in response COVID-19 Pandemic will follow state guidelines and be shared with the Harrison County Board of Education.

**Next Phases of the Plan - Finalize and communicate the plan to the public through multiple mediums such as newspaper, radio, web, youtube and facebook live feeds.**

## **I. Learning Platform Selection**

### **Learning Platform Section**

**“Reduce the challenges with cleaning and disinfecting them.”**

**The mission of Harrison County Schools remains to give students the opportunity to receive an education that will enable them to live dignified and productive lives. In order to do this, the system must maintain an environment that is conducive to learning and take the abilities and potential of all students into consideration. Since any school system is a reflection of the community itself, the cooperation of the total community is necessary to provide the best education possible. It is the intent of Harrison County School District to meet the needs of each student in our school district. The COVID-19 Pandemic has presented challenges that span across all aspects of our families daily routine and it is likely that it will be the case for our schools for some time to come. Our school district will address the issues of the pandemic while also ensuring that we meet the highest level of academic needs for the children of our community. Information from our recent “Healthy at School: Parent/Guardian” survey has been used to create manageable alternatives to meet all of our families needs. We will be surveying again in late July to gage student/family intent at that time. These options do not remove the obligations of the Compulsory School Attendance Law but support parent's efforts to meet the requirement while still providing them safeguards that will protect their families from the spread of COVID 19.**

### **A. Traditional Learning Platform**

**Students participating in the Traditional Platform will be expected to be present in class and maintain a traditional school day schedule. Safeguards are in place to ensure that students and adults adhere to guidelines set forth by the Kentucky Department of Public Health, the Kentucky Department of Education, and our local health department for the protection of all stakeholders.**

**-Attendance is recorded in the traditional manner of present or not.**

**-Daily attendance of students is expected.**

## **B. Virtual Platform**

**Students participating in the Virtual Platform will work totally in a virtual environment and will not report to campus. Students learning virtually will receive the same content and instructional material provided to students receiving instruction in the classroom. It is expected that students electing to learn virtually complete all assigned work timely in accordance with the virtual learning academy School-Family Agreement. If in person learning is desired at some point in time after starting virtually, a school designee will work to determine a re-entry timeline and plan for returning to a traditional schedule should that be in the best interest of the child and family. Re-entry to In-Person learning will only be completed at the completion of any Nine-Weeks period.**

**-Virtual lessons will be based on the same content provided to in person learners and will be provided through the District's adopted LMS (Learning Management System) which is Harrison County's Google Classroom.**

**-Attendance is performance based and is tied to participation and successfully completing all assigned learning assignments.**

**-It is expected that the student meets the requirements of the Hybrid/Customized Platform as laid out by the School-Family Agreement.**

### **C. Hybrid/Customized Platform (Only Used When Applicable/Necessary)**

Students participating in the Hybrid/Customized Platform will have access to online curriculum, will meet the academic requirements of most school days off campus while still maintaining a face-to-face schedule of at least 2 equivalent days per week. Each school will work to determine the rotation of days and the amount of time that a student would be present with a teacher in the building. A school level representative will work directly with each family to determine exactly what the child's weekly and daily schedules would look like. As well, they will work with the family to determine a re-entry timeline and plan for returning to a traditional schedule should that be in the best interest of the child and family.

-Attendance is performance based and is tied to participation as measured by virtual meetings with teachers, access to the Google Classroom, Edgenuity, Etc..

-It is expected that the student meets the requirements of the Hybrid/Customized Platform as laid out by the district.

*\* Clarification: The Hybrid Learning Platform is only intended in certain specific situations. There are two reasons a student would be on a Hybrid Learning Platform. The first and most important reason is it may be what is best to meet the student's individual learning plan. This is primarily at the high school level, where a student may be completing core requirements in school with other instructional hours in an apprenticeship/internship or co-op. This also helps to decrease school occupancy and permits greater social distancing. The second reason is that it may be necessary due to an increase in the virus activity in the community for all students to switch to either an A/B learning model or 100% virtual. If this becomes necessary all students and families will be notified in a timely fashion.*

## **II. Educate and Train Workers**

- A. Identify new roles and responsibilities for all employees.**
  - a. Name and claim “Super Pollinators”**
  - b. In depth training for all identified super pollinators**
- B. Include accurate and timely information about:**
  - a. Signs and symptoms of COVID-19, how it spreads, risk of workplace exposures, and how employees can protect themselves. (Safe Schools - Coronavirus Awareness)**
  - b. Proper handwashing practices and use of hand sanitizer stations.**  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
  - c. Cough and sneeze etiquette.**
  - d. Other infection control precaution**
  - e. Proper donning and doffing of masks or other PPE required for their job duty.**
  - f. Proper use of EPA registered disinfectants, including the proper contact time of the chemical on the surface.**
  - g. Protocols for reporting on the mental and physical health of students.**

## **III. Harrison County Schools Covid 19 Hygiene Cleaning Protocol Source:**

**<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>**

- A. Each school must have an administrator or lead teacher to be the designated School Site Safety Coordinator to work with the District School Safety Coordinator. The duties will include daily inspection of the facilities to ensure that the Covid 19 Cleaning Protocol is carried out and that all checklists, forms, etc. are completely filled out and filed.**
- B. Healthy Hygiene Practices**
  - a. Healthy Hand Hygiene Behavior**
    - 1. All children, staff, and volunteers should engage in hand hygiene at the following times:**
      - a) Arrival to the facility and after breaks**
      - b) When entering or exiting a classroom**
      - c) Before and after preparing food or drinks**
      - d) Before and after eating or handling food, or feeding children**
      - e) Before and after administering medication or medical ointment**
      - f) Before and after diapering**
      - g) After using the toilet or helping a child use the bathroom**
      - h) After coming in contact with bodily fluid, coughing, or sneezing.**
      - i) After handling animals or cleaning up animal waste**

- j) After playing outdoors or in sand
- k) After handling garbage
- 2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- 3. Supervise children when they use hand sanitizer to prevent ingestion.
- 4. Assist children with handwashing, including infants who cannot wash hands alone.
  - a) After assisting children with handwashing, staff should also wash their hands.
  - b) Place posters describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.  
<https://www.cdc.gov/handwashing/posters.html>
- b. Avoid touching your eyes, nose, or mouth with unwashed hands.
- c. Practice good respiratory etiquette, including covering coughs and sneezes.
- d. Avoid close contact with people who are sick.

#### **C. Remove Soft Surfaces**

- a. Furniture that has a porous, soft surface should be removed from classrooms.
- b. From:  
[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf) “You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to red

#### **D. Regular Cleaning and Disinfecting by Custodians**

- a. Cleaning is defined as using soap and water to reduce the number of germs, dirt, and impurities.
- b. Disinfecting is defined as correctly using an approved disinfectant by following the label directions and keeping the surface wet with the disinfectant for the approved contact time period.
- c. The Principal/Designee and Head Custodians will be reminded to use proper PPE and follow label directions and observe contact times to ensure cleaning and disinfection is effective. The Principal/Designee and Head

Custodian will have a training meeting with their custodial staff to review proper PPE donning, doffing, and use, following label directions, observing contact time for cleaning and disinfecting, properly disposing of PPE and other materials. An agenda and sign-in sheet will be filed. The following OSHA videos will be watched and discussed as part of the training:

- i. <https://www.youtube.com/watch?v=ovSLAuY8ib8>
- ii. <https://www.youtube.com/watch?v=Tzpz5fko-fg>

d. Principal/Designee will assign their custodial staff to complete the following:

1. Correctly use only disinfectants approved and purchased by the Director of Maintenance using proper PPE.
2. Fully clean and disinfect the following areas to include but not be limited to at the following times:
  - a. After student arrival and transition to the classroom:
    - i. All high touch surfaces in offices, common areas and hallways to include but be limited to: door handles, handrails, sink fixtures, light switches, water fountains, countertops, phones.
  - b. After each class change or transition of students:
    - i. All high touch surfaces in offices, common areas and hallways to include but be limited to: door handles, handrails, sink fixtures, light switches, water fountains, countertops, phones.
  - c. After each wave of students in the cafeterias:
    - i. All high touch surfaces in the cafeteria to include but not be limited to door handles, tables, water fountains, keypads
  - d. At the end of each school day:
    - i. All high touch surfaces in offices, common areas and hallways to include but be limited to: door handles, handrails, sink fixtures, light switches, water fountains, countertops, phones.
    - ii. All bathroom sinks, toilets, and urinals
    - iii. All high touch surfaces in classrooms to include but not be limited to: desks, door handles, drawer/cabinet handles, pencil sharpeners.

#### **E. Regular Cleaning and Disinfecting by Faculty/Staff**

**a. Definitions**

- 1.) Cleaning is defined as using soap and water to reduce the number of germs, dirt, and impurities.**
- 2.) Disinfecting is defined as correctly using an approved disinfectant by following the label directions and keeping the surface wet with the disinfectant for the approved contact time period.**

**b. Classroom Materials**

- 1.) Classroom materials used by students will be properly disinfected before and after each student finishes using the material.**
- 2.) Alcohol wipes will be properly used to disinfect electronic devices.**
- 3.) Teachers will disinfect or contact the office to have a custodian disinfect any areas of concern.**

**c. Clean and Sanitize Toys**

- 1.) Toys that cannot be cleaned and sanitized should not be used.**
- 2.) Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.**
- 3.) Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.**
- 4.) Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.**
- 5.) Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.**

**F.. Proper Ventilation**

- a. Harrison County Schools utilizes fresh air intake that completes air exchanges in areas per ASHRAE and Kentucky Code.

**G.. Regular Cleaning and Disinfecting Outdoor Areas**

- a. Outdoor areas, like playgrounds in schools, generally require normal routine cleaning, but do not require disinfection.
  - 1. Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
  - 2. High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
  - 3. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
  - 4. Sidewalks and roads should not be disinfected.
  - 5. Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

**H. Cleaning and disinfecting your building or facility if someone is sick**

- a. Close off areas used by the person who is sick.
- b. Open outside doors and windows to increase air circulation in the area.
- c. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- e. **Vacuum the space if needed.** Use vacuum equipped with a high-efficiency particular air (HEPA) filter, if available.
  - i. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - ii. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- f. Once an area has been appropriately disinfected, it can be opened for use.
  - i. Workers without close contact with the person who is sick can return to work immediately after disinfection.
- g. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

#### **IV. When can an Ill Employee Return to Work?**

**A. All ill employees should be excluded from work and/or remain in isolation until all the following criteria are met:**

- 1. At least 3 days (72 hours) have passed since being recovered, defined as resolution of fever without the use of fever-reducing medications; AND,**
- 2. Improvement in respiratory and other symptoms (i.e. cough, shortness of breath, diarrhea); AND,**
- 3. At least 10 days have passed since symptoms first appeared.**
- 4. Additionally, upon returning to work, it is an expectation that a surgical facemask will be worn for universal source control in the work setting.**

#### **V. Signs and Messages**

- A. Post [signs](#) in highly visible locations (e.g., school entrances, restrooms) that [promote everyday protective measurespdf icon](#) and describe how to [stop the spreadpdf icon](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face coveringimage icon](#)).**
- B. Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems.**
- C. Include messages (for example, [videos](#)) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school [social media accounts](#)).**
- D. Find free CDC print and digital resources on CDC's [communications resources](#) main page.**