

Kentucky Department of Education
Division of State Schools

Kentucky School for the Deaf (KSD)



Reopening Plan
2020-2021

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General Guidelines

Kentucky School for the Deaf (KSD) worked closely with the Kentucky Department of Education, state and local public health authorities as well as the KSD Reopening Teams and KSD Executive Leadership Team during the past four months to develop this plan. **Research on COVID-19 is evolving daily; therefore, recommendations and portions of this plan may change.** KSD will continually monitor health conditions and review procedures and protocols, adjusting the plan as needed to ensure compliance with public health guidelines and local, state and federal law. KSD will follow the Kentucky Department of Education's (KDE's) [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#), as well as any additional reopening guidance, and recommendations from the KDE and the Boyle County Health Department for re-opening schools for the 2020-2021 school year.

KSD Values and Priorities for Reopening

- Health and safety of our students and staff
- Equity in decision making
- Flexibility and responsiveness
- Robust, high quality instruction
- Assessment and analysis of student academic needs
- Social emotional support and learning

Planning for Deployment of Reopening Plan

- Ongoing communication with KDE and Boyle County Health Department to discuss reopening of classrooms, career and technical education (CTE) and the use of dorms
- Multiple surveys to families
- Weekly attendance at Commissioner of Education's superintendent calls
- Meetings with school and campus leadership
- Established Reopening Plan Committee
- Identified Healthy at School Officer
- Communication and feedback with teachers and staff
- Review of other state Deaf schools' reopening plans
- Communication with local superintendents
- Communication with partner districts

Communications

- Ensure family and community awareness of the KSD reopening plan and the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#), as well as points of contact
- Expectations and responsibilities of families as part of reopening plan
- Dedicated COVID-19 site with reopening plan and weekly updates of important health and safety information

- Use of parent and staff surveys to inform decision making
- Weekly communication with families regarding classroom and student life activities
- Weekly communication with leadership and staff regarding deployment of reopening plan to ensure fidelity of implementation
- Ongoing communication with partnering districts
- Training, resources and support for staff, students and families as outlined in KSD School Reopening Plan and [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#)

Daily Procedures

District Bus - Arrival

- Direct buses when to unload.
- Buses will be unloaded one at a time.
- Assigned staff will assist with unloading.
- Specific waiting areas will be designated for elementary, middle and high school.

District Bus - Dismissal

- Students will be dismissed by district.
- Specific waiting areas will be designated for elementary, middle and high school.
- High school students will load buses first.
- Middle school students will load buses second.
- Elementary school students will load buses last.
- When loading, students will choose seats on the bus starting from the back to the front of the bus.

Parent Drop-off and Pick-Up

- Parents will park in the designated parking space and remain in car.
- Upon arrival, the student should remain in the car until an assigned staff member arrives at the car.
- An assigned staff member will walk with the student to the car for dismissal.
- No parents are permitted inside the buildings unless arrangements are made in advance .

Use of Fleet Cars

- Staff will follow all sign-out procedures to obtain a campus vehicle when transporting students or staff. Students' initials will be identified on the form as part of check-out to assist with contact tracing of students and staff.
- Staff will follow all social distancing, face covering and sanitation guidelines.
- Students will follow social distancing and face covering guidelines.

Transition to and from School Building

- Specific entryways for students and staff have been identified for elementary, middle and high to maintain social distancing and support contact tracing.
- No more than one class should transition at a time within elementary, middle and high during bus dismissal.
- Staff will be notified when it is permissible to transition students during bus dismissal.
- Medically fragile students will receive priority to ensure timely and safe transfer.
- Arrival of dorm students will be staggered.
- Dorm students will be escorted to school buildings to remain in designated groups.

Temperature Checks

- Temperatures will be taken by bus drivers prior to boarding for school.
- Temperatures will be taken again by school staff upon arrival at school.
- Dorm staff will be responsible for taking temperatures of students in dorms before leaving the dorm. If a student has a temperature greater than 100.4, dorm staff will record the temperature and notify the school nurse.
- Special procedures have been identified should a student's temperature be greater than 100.4 and are addressed in the section on Screening and School Exclusion.

Breakfast

- Dorm Students: Breakfast will be delivered to the dorms each morning for all residential students. Student Life staff will distribute the meals. Students will eat in their rooms prior to the start of classes.
- Day Students: A Grab & Go breakfast bag will be available for all day students upon arrival at school. Students will eat in their respective classrooms prior to the start of classes.

Social Distancing

Campus Visitors

- To minimize exposure, KSD is temporarily suspending all campus visitors with the exception of those essential to campus operations. The following non-staff are permitted on campus:
 - Parent drop-off or pick-up
 - Contractors
 - Emergency Personnel
 - Postal and Delivery services
 - Others determined by campus administration
- All campus visitors are required to wear face coverings and will be subject to the KSD visitor health screening process before allowed entry to campus.

Cafeteria

- Cafeterias have assigned seating for students during lunch and dinner to safely allow students to eat.
- Mealtimes will be staggered to prevent overcrowding.
- Tables and chairs have been spaced to adequately allow for required spacing.
- Additional sinks have been added to support social distancing.
- Areas have been marked where students should stand when moving through the meal line.
- Masks must be worn unless actively eating or drinking.
- Disposable utensils and plates will be used.
- No sharing of food or utensils will be allowed.

Classrooms

- Classrooms have been modified or relocated to accommodate social distancing and safety of students and staff.
- Teachers are encouraged to conduct classes or social time outside as much as weather conditions permit.
- Furniture placement has occurred to support social distancing.
- Barriers have been placed in some areas to support direct instruction for students.

Dorms

- Bedrooms have been modified to accommodate only one student per bedroom.
- Bathrooms have reduced capacity with identified stalls and sinks to ensure social distancing. Staggered times will be utilized to maintain small groups and or individual use (dorm bathrooms).
- Common areas and hallways have been marked to identify where students should stand or walk during transitions.
- Capacity has been identified for areas within the dorms to prevent overcrowding and the congestion of students during social time.
- Reminder posters and floor markings will be posted in dorms to encourage students to maintain social distancing.
- Student Life is strongly encouraged to conduct social time outside as much as weather conditions permit or to utilize larger indoor spaces (gym, recreational rooms) that allow for increased social distancing.

Lockers

- Students will access lockers at staggered times. Students will be encouraged to limit items brought from home.

Nurses Office/Infirmary

- If a student becomes ill or requests to see the nurse, the teacher will send a text message to the nurse. The nurse will go to the classroom to escort the student to the nurse's office to be examined.

Staff and Student Meetings/Assemblies

- Staff meetings larger than 10 will be conducted via Zoom or conducted in the gym to allow for extended social distancing.
- Student meetings will be conducted in the gym in groups of elementary, middle or high.
- All school wide assemblies are cancelled at this time.
- Admissions and Release Committee (ARC) meetings and parents meetings will be conducted virtually unless otherwise directed by the Director of Special Education and School Principal.

Playground and Exercise Equipment

- The staggered use of equipment will be used to prevent overcrowding.
- Supervision is required for any student to be in the playground or exercise area.
- Capacity and rules per each piece of equipment are clearly marked to support social distancing and student use.
- Staff will clean equipment after use.
- Students will wash hands before and after use.

Restrooms

- Bathrooms have reduced capacity with identified stalls and sinks to ensure social distancing.
- Staggered times will be utilized to maintain small groups and or individual use (dorm bathrooms).
- Students needing to use the restroom during an unscheduled break will be either be escorted, at the elementary school, by staff or middle and high school students will sign-in and out when going to the restroom.
- Reminder posters and floor markings will be posted in restrooms to encourage students to maintain social distance.

Transitions

- Hallways and common areas are marked to ensure social distancing and ensure transitions are efficient and maintain proper distance.
- Staff and students should keep at least six feet apart when moving across campus.

Cloth Face Coverings, Personal Protective Equipment, and School Health Policies

Masks

- Masks must be worn by all staff and students at all times when in buildings. Masks should not be lowered during the school day, even if all students and staff are seated six feet apart. Masks should only be lowered when actively eating or drinking.
- School Guidelines (P.R.I.D.E) will be adapted to reflect the requirement of wearing masks across the school and workday and posted across campus.
- Students will be required to remove the mask they arrive at school with and store it in a provided plastic bag. Clean masks will be provided to the students to wear across the school day. At the end of the day, students will put the masks in the assigned container and put on their personal mask to return home. Staff will be assigned to wash masks daily.
- Staff and students are provided with a state approved clear mask to allow for facial expressions to be viewed. It is the staff or student's choice to wear either a clear or cloth mask.
- Preschool and kindergarten students are not required to wear masks. However, students will be offered opportunities to practice wearing their masks.
- Designated times are identified for students to be outside and socially distanced to remove masks for an opportunity for fresh air.
- Masks should:
 - Fit snugly but comfortably against the side of the face
 - Cover both mouth and nose
 - Be secured with ties or ear loops
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape

Personal Protective Equipment

- Staff will follow the personal protective equipment policy outlined in the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#) and the [COVID-19 Considerations for Reopening Schools: Exceptional Learners and Preschool Students](#).
- Reasonable accommodations for Individual Education Programs (IEPs) or 504s that include administration of daily medications, emergency medications (metered dose inhalers, Epinephrine injections, Glucagon injections), intranasal medications, insulin injections, student position changes, hygiene needs (diapering, dressing changes, etc.) that include use of:
 - Surgical masks
 - Face shields
 - Gloves

- Staff will be offered PPE for protection (face shield, lab coats, gloves) should they so choose.
- Students and staff should cough and sneeze into their elbow or tissue. Deposit the used tissue into a waste basket.
- When providing hand-over-hand assistance to a student, staff will wear gloves, surgical masks and face shields.
- In the case of physical restraint, staff will follow the guidelines outlined on page five of the [COVID-19 Considerations for Reopening Schools: Exceptional Learners and Preschool Students](#).
- When attending to hygiene needs of students, staff will wear gloves in addition to both a surgical mask and a face shield. Staff may also choose to wear a surgical gown.
- Gloves are required for the following:
 - Cleaning and sanitation
 - Food service
 - School health procedures (catheterization, tube feeding, etc)

School Health Policies

KSD will follow all current health policies in addition to following local health department recommendations and [Centers for Disease Control and Prevention \(CDC\) guidelines](#) as it relates to the wearing of masks and personal protective equipment.

Screening and School Exclusion

Daily Health Screening

- A staff member will screen temperatures of anyone entering campus. Individuals will only be admitted to campus after they have provided assurances of “No” to each of the following question:
 - Do you have a fever of 100.4 ° F or more?
 - Do you have a new cough?
 - Do you have any shortness of breath?
 - Do you have chills?
 - Do you have muscle pain?
 - Do you have a sore throat?
 - Are you experiencing a new loss of taste or smell?
 - Do you have gastrointestinal symptoms (vomiting, diarrhea, etc.)?
- All school staff are required to complete the COVID-19 Employee Health Assessment Form daily when entering campus and will submit it to their immediate supervisor at the end of each pay period.

Parent Communication and Expectations

- Parents and guardians will be provided educational information and materials regarding expectations related to keeping their child home if they show any symptoms of COVID-19.
- It is the responsibility of the parent or guardian to monitor the health of their child prior to sending them to campus, which includes taking their temperature daily. If there are any concerns or doubts about sending their child, they should contact the school nurse.
- Parents should report to the school nurse if their child tests positive for COVID-19 or if their child is quarantined due to exposure to COVID-19.

Sick Staff

- If a staff member has any of the following signs, they should remain at home and **must** contact their supervisor prior to missing any work:
 - Temperature greater than 100.4
 - New uncontrolled cough that causes difficulty breathing
 - Gastrointestinal Issues (vomiting/diarrhea)
 - New Rash
 - Exposure to a COVID-19 case during a 48-hour period before onset of symptoms until meeting criteria for discontinuing home isolation.
- Supervisors will communicate with school nurse, principal and KSD human resources via email on the day the staff member calls in sick if it is indicated they are missing work due to the above mentioned COVID-19 criteria or if quarantined due to exposure to COVID-19.

Sick Student

- If a student becomes ill or requests to see the nurse, the teacher will send a text message to the nurse. The nurse will go to the classroom to escort the student to the nurses' office to be examined.
- If the student displays any of the following, they will be sent home:
 - Temperature greater than 100.4
 - New uncontrolled cough that causes difficulty breathing
 - Gastrointestinal Issues (vomiting/diarrhea)
 - New Rash
 - Exposure to a COVID-19 case during a 48-hour period before onset of symptoms until meeting criteria for discontinuing home isolation.
- It is the responsibility of the family to pick their child up from school within a reasonable time should they become sick. However, under extreme circumstances, KSD staff will transport a student home or work with the student's home district to transport the student home.

- A student may only return to school once it is cleared by either the nurse and or based on the guidance of the health department.

Classroom and Dorm Support

- Teachers will contact the nurse to escort the student to the health center to be assessed.
- Each teacher and dorm group will be provided with a miniature first aid kit to reduce traffic of students in the hallways.
- Dorm staff will be responsible for checking temperatures of dorm students before leaving the dorm. Only temperatures above 100.4 will be recorded and the nurse needs to be notified. Day students will have their temperatures taken prior to entering the building.

Isolation Criteria

- Designated area for isolation of students: Kerr Hall - Room 204
- Isolation room is for students with COVID-19 symptoms who are waiting to be picked up by parents.
- It is the responsibility of the family to pick their child up from school within a reasonable time should they become sick. However, under extreme circumstances, KSD staff will transport a student home or work with the student's home district to transport the student home.
- Students are permitted to return to school when the local health department or the student's provider provides clearance documentation for school record.

Contact Tracing

- Any suspected COVID-19 symptoms will be reported to the Boyle County Health Department to determine next steps for possible contact tracing.
- KSD will cooperate and support the contact tracing process conducted by the Boyle County Health Department.
- Any suspected cases will be immediately reported to the Director of the Division of State Schools.

Determining Mode of Instruction and Campus Closure

- Follow four-color metric to guide school officials in deciding whether to offer in person, virtual or hybrid instruction amid the COVID-19 pandemic. This will include review of partnership district status, reports of KSD students sent home sick, staff or students sent home with suspected symptoms of COVID-19 and confirmed cases of COVID-19.
- Designated staff will complete daily reporting of any isolations, quarantines of staff or students and any reported cases of COVID-19 to the KDE Director of the Division of State Schools and the Boyle County Health Department.
- Meeting weekly to examine local and partnership status to determine
 - If school is green or yellow to remain open offering on-campus classes
 - If school is on orange to determine the appropriate mode of instruction for the upcoming week.

- If school is on red to determine how long school will remain closed. Students will all be on virtual campus.
- Partnership districts, parents and Boyle County Health Department will be notified weekly of school color code status and the mode of instruction for the upcoming week.

Sanitation and Environmental Standards

Safety Expectations

- Signs will be posted across campus to encourage proper hand washing.
- Daily cleaning all occupied buildings
- Collaboration with Boyle County Health Department on all environment health program to ensure proper ventilation as well as sanitation plans
- Outdoor classrooms and social time will be conducted outside when possible.
- Windows will be opened in all classrooms and dorms weather permitting to ensure proper ventilation.
- All staff will be trained on proper cleaning techniques to be used daily across campus.
- Training for students on proper hygiene and cleanliness
- Dorm bedrooms will have covering at the threshold to prevent exchange of air between rooms during sleeping hours. Staff will maintain bed check procedures every 15 minutes.

Hand Hygiene

- Cleaning supplies are available in office building, classrooms, restrooms, dorms and cafeteria along with hand towels.
- Hand sanitizer will be provided to all classrooms as well as placed in common areas and offices.
- Students will be trained on proper hand-washing techniques.
- Students will be given opportunities to wash their hands frequently across the school day including before meals and after school classroom activities.

Daily Cleaning

- Custodial staff have been assigned to work in school buildings across the school day for cleaning of surfaces, doors and windows.
- Restrooms will be cleaned after each restroom break.
- Teachers will be provided with bleach solution to wipe down surfaces.
- Dorm staff will be assigned to clean dorm areas including bathrooms, surfaces, doors and windows.
- Buses and fleet cars will be cleaned after each use.
- Water fountains will not be used for drinking; however, designated water fountains will be made available for students to fill water bottles.
- Playground and exercise equipment will be cleaned after each use.

Dorm Students

- Dorm students are expected to shower daily.
- Clean clothing daily.
- Put soiled clothes in plastic bag to be returned home.
- When arriving on campus on Sunday, students will change into new clothes and put the clothes changed from into a plastic bag provided by staff.
- Only one student at a time in the bathroom area with all surfaces sanitized when finished. Elementary school staff will assist with cleaning. Middle and high school students are expected to wipe the bathroom area after each use.

Instruction

- Parents are offered two options: On-campus Learning or Virtual Instruction. Once parents have made this selection, they will not be permitted to change at least through Christmas. Campus leadership will make an assessment to determine if any changes will be permitted based on positivity rates, class size and dorm availability.
- One teacher per building (elementary, middle and high school) will be designated as the virtual teacher. They will work with the case manager, content teacher and counselor for the planning and delivery of instruction.
- In the case where synchronous teaching can effectively occur, it will be used instead of the virtual teacher providing the instruction
- On-going assessments and evaluations will occur to identify gaps and adjust instruction and student supports.
- Staff will have ongoing professional learning opportunities in the areas of technology, providing feedback to students, assessment and bilingual instruction.
- Case managers (middle and high school) and homeroom teachers will be in weekly contact with families to report student progress.
- Teachers that provide support to all three levels will provide instruction and services in the building for which the students are located.
- Teachers will work with administrators and peers to ensure class changes, restroom breaks and transitions are fully coordinated and supervised and follow all Healthy at School guidance.
- Instructional aides (those not assigned to specific students) will be scheduled to optimize support classrooms, transitions and lunch.

Instructional Aides:

- Instructional aides Instructional Aides will be assigned to various rooms and buildings based on directive from the principal, assistant principal and Team Leaders.
- Instructional Aides will be available to work across all levels (ES, MS, HS) and all grades

- Instructional Aides will follow the [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#).
- Instructional Aides will help monitor the bathrooms, hallways and transitions between classes.
- Instructional Aides have bus duties such as loading and unloading students from the buses.
- Instructional Aides will monitor students during breakfast and lunch.
- Instructional Aides will help clean and wipe down the classrooms (desk, charis, plexiglass, etc.).
- Outside district aides will stay with their assigned student(s) and the student's homeroom teacher.
- Outside district aides will be assigned other duties deemed necessary by the principal, assistant principal and Team Leaders.

Teaching and Learning

KSD remains committed to educational excellence as well as the social emotional well-being of our students. Ongoing planning is occurring to ensure highly engaging lessons that reflect rigorous learning targets and standards. Every student at KSD is provided with a one-to-one device (laptop) providing the ability to quickly adapt to various return to school scenarios.

- Student arrival and departure times will be managed to maximize distancing protocols.
- Morning arrival routines will include a temperature check of all students by health staff.
- Physical configuration of classrooms will be continually monitored to ensure students are following distancing guidelines.
- A block schedule has been developed to allow for minimal rotations and to minimize student transitions. The final schedule may vary slightly due to scheduling variables.
- Surfaces will be cleaned with approved products for middle and high school students who will be changing classes during the day.
- Each classroom will be assigned a designated bathroom time schedule.
- Meals will be served in classrooms or outside based on current guidelines. Boxed lunches will be provided and delivered outside the classroom door by designated staff. There is no entry into the classroom by the person who is delivering. Gloves must be worn for all deliveries.
- Elective teachers (art, robotics, etc.) will push-in to the classroom with the exception of physical education. Physical education (PE) will be provided outside, when possible, or inside utilizing possible gym spaces to maximize physical distancing.
- Students who remain home due to a "verified medical reason or for some other reason" will be provided the opportunity to live stream lessons with their classroom with additional instructional aide support where needed. Parents will need to commit to the distance learning option and ensure that their child is able to login daily.
- Teachers will be provided with technical support and ongoing professional development opportunities to continuously improve in-class and distance learning skills.

Transitioning Back to School

During the first few weeks back to school, social emotional well-being will be a key component. KSD is committed to ensuring all students feel a strong belonging to the school community and are supported in a caring and inclusive environment. KSD is a Banner Positive Behavioral Interventions and Supports (PBIS) school and has built a PBIS platform to support student and family needs - both in person and remotely. This includes supporting students and staff "real time" with reinforcing **PRIDE** - **P**ositive, **R**esponsible, **I**ndependent, **D**emonstrate Respect and **E**ffort behavior. School-based counselors, school psychologists and social workers will join classrooms (in-person and remote) to support teachers and students. Counselors will conduct individual and group counseling (including social skills groups, and mindfulness activities) with both IEP mandated and non-mandated students requiring additional support. During the initial return to school, enhanced PBIS "lessons" will be provided, regardless of whether a student is remote or attending school in-person.

Assessments will also be important during this initial return to determine where students are and to adjust or adapt plans to accelerate learning for all students. Frequent and continued communication with families will be critical to ensure a smooth transition back to school. Teachers and administrators welcome feedback from families on how children are adapting and how to best meet the needs of each child.

Personnel

KSD understands that the COVID-19 pandemic has also been stressful on our staff. We are committed to providing frequent communications on policies and procedures as well as information on any changes. Information regarding resources for emotional support, including our Employee Assistance Program (EAP), will be available to our staff.

Additional Considerations

- The human resources office will work closely with the educational team to ensure proper staffing is in place to meet the needs of all students. KSD will follow current guidelines provided by the KDE to allow for greater flexibility, if needed, for Long-Term Substitutes and Durational Shortage Area Permits.
- All staff will be required to complete the KSD paper Health Screening form before starting to work each day and temperatures will be checked upon arrival to campus.
- All staff will be required to wear masks while on campus.
- Staff will be required to stay home if they are not feeling well or if they have any of the COVID-19 symptoms identified by the CDC. Designated isolation rooms will be available for any staff member that begins to feel ill during the workday. If a staff member does become ill, they will be sent home and required to follow-up with their health care provider prior to returning to work.
- The leadership team will ensure staff are aware of COVID-19 symptoms, when to stay home, and what to do if they have been exposed to someone with a suspected or confirmed case.

- The leadership team and human resources will provide information to staff about leave policies if they need to stay home.
- A survey was provided to parents in June and again in October to seek feedback on their comfort level in the school returning to in-person instruction. Thirty-six percent of families responded. Eighty-six percent of parents indicated they plan to allow their student to return to campus for in-person instruction. For residential students, 77% of parents indicated they will allow their student to stay in the dorm. A new survey will be sent to parents the last week of January.