



*Robertson County Schools*  
1760 Sardis Rd. Mt. Olivet, Ky. 41064

*Sanford Holbrook, Superintendent*  
*Aaron Massey – Instructional Supervisor*  
**COVID-19 SCHOOL OPERATIONS PLAN**



The Robertson County Schools is committed to in-person classes daily for the 2021-22 school year. As a result of this commitment, we will not close in-person instruction unless required/mandated to do so by the Department of Public Health, the Local Health Department, and/or the Governor. This plan is developed to provide guidance for the safe return to in-person learning for the 2021-2022 school year. Thank you in advance for your continued support and dedication to our school district and our kids.

### **Guiding Principles**

- Honor and safeguard the health and safety of students and staff
- Maintain fidelity of instruction ensuring standards are taught and mastered by all students
- Support the social-emotional learning and teaching needs of students and staff
- Recognize circumstances may arise that will need to be accommodated
- Communicating effectively with all stakeholders

### **Instructional Models**

RCS is committed to in-person classes during the 2021-2022 school year for all students. However, we understand that some of our families may consider a virtual option. As a result, parents/guardians can select the district virtual school program for their child in grades Preschool through 12. It is important to note that this program is completely online, however, student progress will still be monitored, and assistance will be provided by the school. Families interested in the virtual program should visit the district website or contact your school for more information. Also, the district will provide synchronous learning for students who are required to isolate/quarantine during the school year by a medical professional or district staff. Students engaged in internships, work-based learning experiences, dual credit, etc. will be required to follow the safety expectations of those organizations.

### **Guidance and Safety Expectations for In-Person Learning**

The safety and well-being of our students, staff and community is our number one priority. We strongly believe that all students having access to in-person learning daily is essential to the academic and social/emotional well-being of our kids. The following recommendations are made to ensure we can continue in-person learning with a sense of normalcy during the 2021-2022 school year:

- We recommend that all our stakeholders and our extended family receive the COVID vaccination (we understand and respect that this is an individual/family choice, but it is important to note that students/staff who are vaccinated do not have to quarantine unless they become symptomatic).
- **The Robertson County Board of Education will establish a mask mandate for students, district employees, and visitors inside the building. Determination if masks will be required for a period determined by the Board will be based upon:**
  - **The Incidence Rate of Robertson County as reported by the Cabinet for Health and Family Services for the period up to the date of the Board meeting is Substantial (> 10-25 per 100K) or High (>25+ per 100K); or**
  - **Number of active cases as reported by the local health department warrants the required**

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wearing of masks; or

- **Recommendations of the RCS school nurse and/or local health care professionals warrants the required wearing of masks.**
- If not mandated, we recommend all persons wear masks while indoors in the district's facility. (This is only a recommendation and is the choice of the individual and/or their parents/guardians and we also recommend that individuals consult their doctor for professional medical advice.)
- We recommend **distancing of at least 3 feet** between students when possible *without changing the schedule or physical use of space in the school*. An example is to try to spread desks out as far as possible in each class and have them all face the same direction.. This recommendation should not prevent student group work, other instructional activities, having students at cap size in classes or eating and socialization during lunch. Student interaction is also essential to the well-being of our students.
- It is recommended that **distancing of at least 6 feet** between students and teacher/staff, and at **least 6 feet** between unvaccinated teachers/staff.

**Additionally, the following safety prevention strategies will be implemented:**

- Frequent Handwashing
- Cleaning and Maintaining Healthy Facilities
- Isolation of students/staff at school who have a fever and/or symptoms of COVID including:
  - Fever or feeling feverish (e.g., chills, sweating)
  - New Cough
  - Difficulty Breathing
  - Sore Throat
  - Muscle aches or body aches
  - Vomiting or diarrhea
  - New loss of taste or smell
    - *Individuals with any of these symptoms should stay home and be tested for COVID*
    - *It is expected that all staff and students report a positive COVID case immediately to their administration.*
    - *It is expected that the school health professional and administration work collaboratively to consider other factors before sending a student or staff member home.*
- COVID Testing (Testing may be done internally or through a referral to a testing facility to assist with the student/staff member staying in school and/or returning to school as soon as possible if he/she has symptoms or is required to quarantine. All testing will be voluntary)
- Unvaccinated individuals who are exposed to COVID are required to be quarantined (a close contact is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes within a 24 hour period while the person was considered contagious)

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- Seating charts will be maintained for contact tracing
- *Fully vaccinated individuals DO NOT need to quarantine unless they have symptoms*
- *Staff who are isolated/sick or are quarantined due to exposure will need to utilize their existing sick or personal days.*

## **INSTRUCTIONAL PLAN**

### **Regular Schedule:**

1. Preschool to 12<sup>th</sup> grade students will return to in-person classes 5 days per week.
2. Transportation will be provided daily for high school students who attend the Mason County Career Magnet School and MCTC if in session at the aforementioned schools. Teachers will report to work at their regularly scheduled time.
3. Special Education students will receive specially designed instruction minutes according to IEP's during the instructional days.
4. If the virtual learning option is selected, students cannot change until the end of the nine weeks and will only be permitted for one change per semester. Students may opt out of the in-person learning option for the virtual learning option if related to health concerns.
5. Social distancing will be required and enforced at all times.
6. **Mask wearing will follow any Board mandates in place.** If no mandate exists, it is highly recommended all students, staff, and faculty wear masks while indoors regardless of vaccination status.

In the case that a hybrid schedule is needed, the following schedule will be followed.

### **Hybrid Schedule:**

1. Preschool to 12<sup>th</sup> grade students will return to in-person classes 4 days per week.
2. Transportation will be provided daily including virtual learning day for high school students who attend the Mason County Career Magnet School and MCTC if in session at the aforementioned schools. Teachers will report to work at 7:30 a.m.
3. Special Education students will receive specially designed instruction minutes according to IEP's during the four days or by scheduling weekly appointments.
4. Fridays will be a district wide virtual learning day/deep cleaning day. Teachers will report to work from 7:30 a.m. to 3:30 p.m. and classified report their contracted daily hours. This will also allow for a deep cleaning of the buildings once a week on top of the daily cleaning and sanitizing.
5. If the virtual learning option is selected, students cannot change until the end of the nine weeks and will only be permitted for one change per semester. Students may opt out of the in-person learning option for the virtual learning option if related to health concerns.
6. All faculty and staff will report to the building daily unless telecommuting is recommended by the Governor, KDE and/or Department of Public Health. Social distancing will be required and enforced at all times. Please provide a medical exemption to your supervisor if you cannot report in person.

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7. **Mask wearing will follow any mask mandate in place.** If no mandate exists, it is highly recommended all students, staff, and faculty wear masks while indoors regardless of vaccination status.

### **DAILY OPERATIONS:**

#### **Classroom Procedures:**

1. Teachers will assign seats and keep a seating chart for each class.
2. Special education teachers and paraprofessionals will assist in the classrooms.
3. Seating will be strategic to allow maximum distance between students with a minimum of 3 feet.
4. Students will be seated facing the same direction.
5. Elementary will be separated from the middle and high school to the maximum extent possible.
6. All students will be strongly encouraged to wear a mask during class changes and anytime social distancing requirements cannot be achieved. If an Executive Order or regulation by KDE requiring the wearing of masks is in place, then all students will be required to wear a mask while in class and during class changes.
7. When students change classes, the classroom will be sanitized before the next group of students arrive. A cleaning schedule is attached in the master schedule, a signature sheet will be in each classroom for staff to initial once that room has been sanitized.
8. School supplies will not be shared between students.
9. Teachers will be required to record daily attendance/participation for all students in IC.

#### **Restroom Breaks:**

1. Teachers will assign students to lineup and keep the lineup assignments with no changes unless absolutely necessary for contact tracing purposes.
2. Students will line up one at a time and maintain social distancing at all times.
3. The motto, "If you MOVE, you MASK" will be encouraged. Again, if an Executive Order is in place, then all individuals will wear masks at all times.
4. Students must wash or use hand sanitizer before and after restroom use.
5. Teachers will follow a staggered restroom schedule per grade.
6. Each classroom will have a restroom sign-out sheet for contract tracing purposes.

#### **Recess/Mask Breaks:**

1. Recess should be grouped to allow for minimal number of students on the playground/outside/gym at a time.
2. All students' hands will either be washed or use of hand sanitizer before and after going to the playground.
3. Teachers will follow a staggered recess schedule per grade.
4. At least three mask breaks per day have been built into the daily schedule; please see master schedule for locations and times. These breaks will involve students going outside as weather permits.
5. Students may remove their mask outside if they can socially distance and remain 6 feet apart.

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### **Arrival Procedures:**

1. Drop offs will be at the front entrance of the school and staff will direct students to ensure six feet of social distance.
2. Temperatures will be taken before the child exits the vehicle; parents need to be present in the case of a high temperature so the child can return home.
3. Buses will stagger arrival times starting at 7:45 a.m.
4. Students will report directly to their assigned classrooms no earlier than 7:45 a.m.
5. Early drop offs at 7:00 a.m. will be permitted if work related and a parent verification form will be required.
6. Early drop offs will report to the gym and socially distanced. At 7:45 a.m., students will report to their classrooms.
7. All individuals are recommended to wear masks. Any Executive Order will be followed as previously stated.

### **Tardy Students:**

1. Any student arriving late will have a temperature check in the school office by the nurse or administrative assistant before permitted to go to their classroom.
2. Parents picking up students early will call the school and the students will be brought curbside for pickup.

### **Dismissal:**

1. Bus riders, pickups, walkers and student drivers will dismiss on a schedule determined by the administration.
2. Busses will be loaded with social distancing being followed. Busses will leave as directed by the supervisor monitoring the dismissal procedure.
3. Temperatures do not have to be checked prior to loading buses for dismissal.
4. Students will adhere to the school bus and transportation policies for health and safety.
5. Pickups are requested to remain in their cars and the students will be brought out to parents/guardians individually. This will minimize the gatherings of parents/guardians in the pickup area of the building.

### **Visitor/Volunteer Policy:**

1. Nonessential visitors will be extremely limited.
2. **Any mask mandate will apply to visitors and volunteers.**
3. Any visitor to the school will be required to have a temperature check upon entering the building and will be required to sign in and wear a visitor pass.
4. If not required, visitors and volunteers are strongly encouraged to wear a mask at all times if they are in the school.
5. The foster grandparents will be strongly encouraged to wear a mask when in situations at school where social distancing of at least six feet cannot be achieved and anytime they are walking around inside or outside the classrooms.

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## SAFETY/HEALTH PROTOCOLS

### **Faculty and Staff Mask Policy:**

1. All staff are strongly recommended to wear a mask unless medically waived.
2. **The Robertson County Board of Education will establish a mask mandate for faculty and staff.**
3. The school will provide cloth masks for all staff members, as needed.
4. Masks, if worn, must cover the mouth and nose.

### **Student Mask Policy:**

1. Students are strongly recommended to wear a mask at all times while inside the building unless medically waived or unless actively eating/drinking.
2. **The Robertson County Board of Education will establish a mask mandate for students.**
3. Parents wishing for their child to wear a mask at school should contact the principal or send a note to school to let their request be known.
4. **Students are required to wear a mask while being transported on the school bus at all times.**
5. The school will provide cloth masks one time for every student, as needed. It will be the student's responsibility to maintain the mask daily and have them washed regularly. Disposable masks will be provided in cases of lost, stolen or worn out masks.
6. Masks, if worn, must cover the mouth and nose.
7. It is strongly recommended if you MOVE, you MASK.

### **Temperature Checks & Exclusion Criteria:**

1. Temperature checks using touchless thermometers for all students and staff will be conducted upon boarding the bus, exiting their car, or arrival to school building.
2. Staff assigned to conduct temperature checks of students and staff will be provided thermometers.
3. All staff will have a temperature check upon arrival to school at various temperature check stations established by the school.
4. All students and staff **MUST** stay home or will be sent home if any of the following occur: temperature higher than 100.4, and/or cough, and/or vomiting/diarrhea, and/or new rash, and/or exposure to COVID-19 case in 48 hour period.
5. All students and staff with a temperature higher than 100.4 will be required to be fever free for 72 hours without being on temperature reducing medicine before they can return to school or participate in school activities.

### **Contact Tracing Protocols:**

1. Seating charts on school buses, classrooms, cafeteria, etc. will be maintained if needed for contact tracing investigations.
2. The local health department will be notified of any positive cases of COVID-19.
3. School officials will cooperate with the health department to conduct a contact tracing investigation.

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4. The school will consult with the local health department on the length of time to close school and return to virtual learning.

### **School Nurse Procedures:**

1. Develop flowchart regarding when students and staff should be isolated and sent home.
2. Frequently inventory needed supplies and personal protective equipment for the health room and report to the facilities director.
3. Develop and provide training to staff, students and parents on COVID-19; its symptoms and prevention methods, as well as proper handwashing, mask wearing, socially distancing, etc.
4. Develop protocols for when to send students to the nurse and determine tasks to be done in the classroom and develop a communication plan between the teachers and nurse before sending students to see the nurse.
5. Develop a list of at-risk students with known health concerns and advocate for those students with considerations for alternative education if in their best interest and well-being.
6. Recognize and assess the fear, anxiety and stress of students regarding COVID-19 and/or returning to school and make referrals to the school counselor as needed.
7. Separate students and staff exhibiting signs and symptoms of illness from healthy students and staff waiting to go home. A separate isolation area student can be supervised is recommended to help limit exposure.
8. The school health room should have only one student or staff member at a time and sanitized before another student or staff members enters.
9. The school WILL NOT conduct COVID19 testing on students or staff.

### **SANITATION/CLEANING PROTOCOLS:**

#### **Sanitation Protocols:**

1. Students/staff throughout the day will: wash hands, wipe down surfaces, use reusable or disposable water bottles, use hand sanitizer in classrooms, cafeteria, buses, etc.
2. Teachers and staff will sanitize their classrooms after students are dismissed daily.
3. Custodial staff will sanitize high traffic areas, restrooms, door knobs, handrails, etc. daily and do deep cleaning and disinfecting of the building every Wednesday.
4. The school will provide masks, thermometers, latex gloves, hand sanitizer, disinfectant wipes and spray, as needed.
5. Classrooms will be cleaned and sanitized between all class switches and while the classes are outside.

### **FOOD SERVICES PROCEDURES**

#### **Breakfast and Lunch:**

1. The use of the cafeteria will be permitted for breakfast and lunch provided that it can be served to maintain proper social distancing. If social distancing cannot be achieved, students will eat meals in classrooms. Seating charts will be kept for each both breakfast and lunch.

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2. If students eat in the cafeteria, a staggered schedule will be followed and a seating chart will be required for contact tracing purposes.
3. Students' lunch numbers will be manually inputted and the meal finger scanner off limits until further notice.
4. The serving line will be sanitized before the next class.
5. If lunchroom tables are used, they will be sanitized after each group finishes their lunch.
6. The cafeteria tables and all equipment will be sanitized daily.
7. The cafeteria will have hand sanitizer available.
8. The teacher work room will not be available for faculty and staff during breakfast or lunch.
9. Breakfast and lunch delivery will be available on any virtual learning days.

## **TRANSPORTATION PROCEDURES**

### **School Bus Policy:**

1. Bus drivers will wear a mask while students are loading and unloading unless medically waived. Bus drivers can take down the mask while driving.
2. **Students will be required to wear a mask at all times on the bus** with the exception of special needs students with medical exclusions to do so based upon requirements by the CDC, clarified by the KDE on 07/19/2021.
3. Students' temperatures will be checked by a bus monitor/driver when entering the bus and must be below 100.4.
4. Buses will be sanitized after the morning route and again after the evening route.
5. Buses will be loaded back to front.
6. The first seat behind the bus driver will remain empty.
7. Buses will be unloaded one bus at a time and one student at a time.
8. Siblings will sit together on the bus.
9. The driver will assign seats and keep a record of seats assigned.
10. All buses will have hand sanitizer available.
11. High school students attending the Mason County Career Magnet School or MCTC, will report to the bus instead of checking into the school building. The bus driver will conduct temperature checks on each student as they enter the bus.
12. Athletic and Field trips will be severely limited.

**Athletics/Extra-Curricular Activities:** All guidance in this document is applicable to athletics/extra-curricular activities and athletics governed by KHSAA must follow their requirements.

## **MISCELLANEOUS**

1. Water fountains will not be used.
2. Each student can bring their own reusable or disposable water bottle and the school will provide reusable water bottles for students in need.
3. Assemblies will not be full school assemblies and will only be allowed in small groups when social distancing requirements can be achieved.

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4. All school, sports and afterschool activities will follow local health department, KHSAA and state public health guidelines.
5. Healthy at School signage will be placed throughout the building of health and safety protocols.

*Please refer to Team Kentucky Guidance on Safety Expectations and Best Practices for Kentucky Schools (K-12) for complete KDE guidance, issued February 16, 2021, as well as the Team Kentucky Guidance for K-12 School Operations for In-Person Learning issued July 29, 2021.*

*Buffalo Trace Health Dept. will advise and provide all guidance as to school closure recommendations and quarantine situations. Health Dept. point of contact is Aaron Massey.*

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