



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

**Sanford Holbrook, Superintendent**  
*Holly Linville, Ed.S. – Asst. Superintendent*  
*Aaron Massey – Principal*



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**Student First Day of NTI School:** August 24, 2020

**Student First Day on In-Person Instruction:** September 28, 2020

### **INSTRUCTIONAL PLAN**

#### **Hybrid Schedule:**

After doing a district wide survey and the results showed that 75 % of parents want their children to return to in person instruction and 25% preferred virtual learning from home, we recommend the following schedule:

1. Preschool-12<sup>th</sup> students will return to in person classes 4 days per week Monday, Tuesday, Wednesday, and Thursday.
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.-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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## **DAILY OPERATIONS:**

### **Classroom Procedures:**

1. Teachers will assign seats and keep a seating charts 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.
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 required to wear a mask during class changes and anytime social distancing requirements cannot be achieved.
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 practiced at all times.
4. Students must wash or use hand sanitizer before 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 amount 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 has been built into the daily schedule; please see master schedule for locations and times.
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.

**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 staggered schedule using different exits.
2. Only one bus at a time will be loaded and allow that bus to leave and then load the next bus.
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 will remain in their cars and the students will be brought out to parents/guardians individually. This will prevent gatherings of parents/guardians in the pickup area of the building.

**Visitor/Volunteer Policy:**

1. Nonessential visitors will be extremely limited.
2. 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.
3. Visitors must wear a mask at all times if they are in the school.

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4. The foster grandparents will be required 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.
5. School volunteers will not be permitted until further notice.

### **SAFETY/HEALTH PROTOCOLS**

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

1. All staff will be required to have a mask unless medically waived.
2. The school will provide cloth masks for all staff members.
3. Masks must cover the mouth and nose.

#### **Student Mask Policy:**

1. Students will be required to have a mask at all times while inside the building unless medically waived or unless actively eating/drinking.
2. Students will be required to wear a mask while being transported on the school bus at all times.
3. The school will provide cloth masks one time for every student. 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.
4. Masks must cover the mouth and nose.
5. 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 should stay home or 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.

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**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 investigations.
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 students 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.

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### **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 for mask breaks.

### **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.
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 Fridays and any virtual learning days.

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## **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.
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. Field trips will be severely limited.

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### **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.
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. (updated August 31, 2020) as well as the COVID-19 Mode of Instruction Metrics for K-12 Education issued Sept. 14, 2020.*

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

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