



# Covid-19 Operations Plan

Covington Independent Public Schools

Updated September 20, 2021

## INTRODUCTION

Team Covington is committed to in-person instruction, five days a week for the 2021-22 school year. The team developed a reopening plan with this guiding principle at the forefront: The safety and well-being of our students, staff, families and community will always be our top priority. In August, the Governor of Kentucky issued a statewide mask mandate for all public and private schools. This was followed by a mass mandate in all public schools from the Kentucky Department of Education.

The Kentucky Supreme court ruled that the mandate issued by the Governor was not constitutional, and the Governor rescinded his order. However, the mask mandate by the Kentucky Board of Education remained in effect. A special session of the General Assembly was held in September to address COVID-19 issues. During this session, the General Assembly approved Senate Bill 1, which nullified previous mask mandate orders from the Governor and the Kentucky Board of Education. The bill requires each district to create a COVID-19 Operational Plan addressing various areas. The Operational Plan updates the district's reopening plan that was completed in August.

## TEACHING AND LEARNING

Team Covington believes that in-person learning is crucial to the academic, social and emotional wellbeing of our students. To that end, we will offer in-person classes five days a week to all students in K-12. Preschool students will attend in-person classes their regular four days a week. However, we know that some families will consider a virtual option for their children. Families can select the Bulldog Virtual Academy for students in grades 6-12. This program is completely online. Families can apply and find more information online at [www.covington.kyschools.us](http://www.covington.kyschools.us). The deadline to apply was August 9, 2021.

## MASKS AND SAFETY EXPECTATIONS

### Masks

The Centers for Disease Control recommends universal indoor masking for all teachers, staff, students, and visitors to schools, regardless of vaccination. The Kentucky Department of Public Health recommends and encourages students who are not vaccinated to wear masks during the school day. The American Academy of Pediatrics recommends mask-wearing for all students during the school day, vaccinated or not.



**At this time as the entire state is red and all zip codes of the Covington Independent Public Schools, the district will continue to require masks for all students, staff and visitors while inside school, district buildings and on school and TANK buses.**

#### Mask Matrix

As a result of the special session, local school district must create plans to address COVID-19 mitigation and prevention strategies, including masking. Covington will follow the matrix and metric system below.

High (Red) >25 cases per 100,000 population	Substantial (Orange) >10-25 cases per 100,000 population	Moderate (Yellow) >1-10 cases per 100,000 population	Low (Green) Less than 1 case per 100,000 population
Masks are <i>required</i> for all students, staff and visitors within schools and district-owned buildings.	Masks are <i>required</i> for all students, staff and visitors within schools and district-owned buildings.	Masks are strongly <i>recommended</i> for all students, staff and visitors within schools and district-owned buildings.	Masks are <i>recommended</i> for all students, staff, and visitors within schools and district-owned buildings

The mask matrix is based on the transmission rate by zip codes in Covington Independent Public Schools. Please click this link to view the zip codes within our district: <http://nkyhealth.org/individual-or-family/health-alerts/coronavirus>. This matrix is designed to keep kids attending in-person learning to ensure we can meet their academic, social emotional and safety needs. When the levels change in our mask matrix, we will notify our families via text and social media platforms with updates.

## OTHER HEALTH AND SAFETY EXPECTATIONS

**VACCINATION:** Team Covington recommends that all employees receive the vaccination. The district will promote and offer vaccinations to students and staff (as available and recommended).

**PHYSICAL DISTANCING:** To the extent possible, physical distancing for students and staff will be maintained.

**SCREENING/TESTING:** Through Covington's partnership with HealthPoint, COVID-19 testing will be available for students and staff members who display symptoms of the virus.



**VENTILATION:** The district will continue to evaluate our current ventilation systems and make improvements as needed and as funds are available.

**HANDWASHING:** Team Covington recommends that the district teach and practice handwashing with soap and water or use hand sanitizer.

**ISOLATION:** Covington Schools will continue to encourage students and staff members who are ill to stay home. Anyone who tests positive for COVID-19 should self-isolate away from school for the required time period. It is expected that all staff and students report a positive COVID case immediately to their administration. In addition, the district recommends that anyone who is ill with COVID-like symptoms seeks proper medical attention and self-isolate for the required time period. The district will continue to work closely with school nurses when schools are made aware of a sick or exposed student or staff member

[Please click here to view the district's response chart and to get more detailed information.](#)

**CLEANING AND DISINFECTION:** Team Covington will continue cleaning and disinfecting schools and offices with an emphasis on more frequent disinfecting of high-touch areas.

**QUARANTINE AND CONTACT TRACING:** The district will continue to follow the local health department's guidance for contact tracing with individuals who have been in close contact with an individual who has been diagnosed with COVID-19. We will continue to work closely with the school nurse when schools are aware of a sick or exposed student or staff member. Seating charts will be maintained for contact tracing.

**SOCIAL, EMOTIONAL, MENTAL HEALTH NEEDS:** Covington Independent Public Schools has counselors on site. In addition, the district has received grant funding to provide support and help to students and families navigate through the trauma associated with COVID-19.

## VOLUNTARY TEST TO STAY PROGRAM

SB1 requires the Kentucky Department for Public Health to create a model "Test to Stay" policy. Test to stay policies allow students to circumvent quarantine requirements through daily COVID-19 screenings. Covington Independent Public Schools is exploring a test to stay program for the district.



## VACCINATION INCENTIVE

All Covington Independent Public Schools employees who are fully vaccinated will receive at least \$100 through the Kentucky Department of Education's Vaccination Reimbursement Funding Incentive Plan. Employees must be fully vaccinated by December 1, 2021 to receive the funds. More information to come.

## NTI AND REMOTE LEARNING

### Non-Traditional Instructional (NTI Days)

The Kentucky General Assembly provides public school districts up to 10 NTI Days annually. NTI days can only be utilized when the district closes all schools in the district. A decision about NTI will be communicated clearly to all students, parents/guardians, staff, and community members.

### Remote Learning Days

The Kentucky General Assembly is providing public school districts up to 20 remote learning days to be utilized during the 2021-22 school year. These days can be used when certain schools, classrooms, and/or grade levels are closed due to Covid-19.

## PIVOT PLANS FOR HYBRID, FULLY REMOTE OR QUARANTINED STUDENTS

This district model outlines plans for Covington Schools when pivoting to Hybrid, Fully Remote or Quarantine. Each school in the district will have a separate, more detailed Pivot Plan for their own school.

These components below should be a part of every teacher and students' in-person daily routine- with limited exceptions. All teachers should be expected to have a Google Classroom set up and active. By creating this routine our students, teachers and parents will have a much smoother transition to any situation if it presents itself. In addition, this will prepare our students for transition to the next grade level.

Each school shall have plans ready for each scenario above. Feel free to use this document to guide your plan. Teachers should be a part of developing these plans. Knowing you're prepared will lessen stress on teachers. If we need to pivot, you will then be ready to communicate to parents and students in a timely manner. Pivot plans have also been included in this document for Special Education and English Learners.

Remember- keep the number of programs you use streamlined and to a minimum.



**Listed are remote settings from least restrictive to most restrictive. Which specific setting the district may be in will be specified to parents and students:**

**Quarantined Students-** Students who are quarantined are still expected to complete classroom work at home. Work will be assigned through Google Classroom by each student's teachers. Students can also be expected to log on to LIVE class sessions or view recorded sessions- again this is a school and/or teacher's choice. (Some schools do use Google Meet and/or classroom cameras.)

**Hybrid Setting-** A hybrid setting would be put into place to lessen the amount of students in classrooms each day and allow for more social distancing. Covington would run an AA- BB schedule with Wednesdays being a work day for teachers and ALL students working from home. Students will receive instruction on days in school and be expected to complete assignments on days they are not in school.

**Full Remote Setting-** All students would be at home learning virtually. Teachers would also be teaching from home or from their classroom- this is a principal decision. In this model teachers would be teaching virtually through Google Meet each day. All teachers should have schedules prepared, turned into principal and communicated with parents in a timely manner. These Google Meet sessions should be recorded and placed in Google Classroom to allow asynchronous learning for students and families who may need it.

\*While in a full remote setting small groups or one on one instruction and counseling on school grounds is permitted. Please follow healthy at school guidelines regarding capacity, time limits and cleaning protocols.

**Below lists specific programs schools will use when in remote settings. Again, specific plans will be communicated to parents and students if a remote setting is necessary.**

**Pre School – Biggs**

Class Dojo, Remind

Facebook Video Sharing

Footsteps to Brilliance

Google Meet/Audio

Enhancement Camera Usage



### **Elementary Schools**

Google Classroom- Hub for all teachers and students (All staff should have an active Google Classroom this year.)

Odysseyware- Use with Google Classroom as needed

Lexia- ALL students

Xtra Math, Dreambox- ALL students

Google Meet/Audio Enhancement Camera Usage

Record lessons provided by teachers on Google Meet - lessons can be put in Google Classroom for later use by students



### **High School, Middle School, TLC**

Google Classroom- Hub for all teachers and students (All staff should have an active Google Classroom this year)

Edgenuity- Use with Google Classroom as needed or as determined by administrators

Lexia (Power Up-Reading Intervention or Reading Plus) - ALL students

ALEKS (MS only)

Google Meet/Audio Enhancement Camera Usage

Recorded lessons provided by teachers on Google Meet - lessons can be put in Google Classroom for later use by students

HERO (HS only)

FEV Tutor



### **Special Education Pivot to Virtual Plan**

1. All special education teachers must have their Google classrooms ready. All special education students must receive specially designed instruction as per their IEP. Teachers should think of creative ways to deliver instruction during virtual learning. Remember KDE has communicated that packets are not a substitute for SDI.

2. Special education teachers should work with general education teachers to set up collaboration times and break out rooms for small groups to deliver SDI.



3. Special Education teachers with students receiving resource time must deliver specially designed instruction in a separate setting.
4. All special education teachers should have NTI logs ready. Only one student per NTI log. Once completed, NTI logs are placed in the student's due process folder.
5. Teachers should make calls to parents and students if students are not attending virtual class. Document all calls in IC under contact log. Teachers should advise administrators of absences.
6. Progress monitoring of IEP goals continues during any remote/virtual time. IEP is written as if a student is physically in school.
7. The special education directors will send a separate email and have a virtual meeting with team leaders regarding paperwork related to student IEP services.

### **English Learners (EL) Pivot to Virtual Plan**

1. All EL teachers must have their Google classrooms ready. All EL teachers must provide instruction in the four domains in addition to students using Edgenuity, Lexia, Odysseyware, and other learning approved by the district.
2. EL teachers should work with general education teachers to set up push in service times and break out rooms for small groups of EL students.
3. EL teachers with students receiving pull out services must deliver these services in a separate setting.
4. EL teachers should collaborate with general education teachers to help deliver accommodations based on the individual student's PSP. All general education teachers must have a copy of their student's PSP to assist in delivering accommodations.
5. EL teachers should make calls to parents and students if students are not attending virtual class. Document all calls in IC under contact log. Teachers should advise administrators of absences.
6. The EL coordinator will send a separate email to all EL teachers regarding paperwork related to student PSP services.





## EMERGENCY PAID SICK LEAVE (EPSL)

Emergency Paid Sick Leave (EPSL) for Vaccinated Employees grants employee up to 2 weeks (80 hours for full-time or equivalent for part-time employees) for fully vaccinated employees who have provided proof of vaccination to district health services.

The leave can only be used one time and must be taken in consecutive days - an employee cannot take EPSL multiple times

If employee is granted EPSL for one of the three reasons listed below, they will be paid 100% of their daily rate, up to \$511.

- Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- Employee has been advised by a health care provider to self-quarantine related to COVID-19
- Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (must be SEEKING medical diagnosis - not permitted for employee to think/say they have symptoms - must be tested)

If employee is granted EPSL for the reason listed below, they will be paid for two-thirds of their daily rate up to \$200.

- Employee is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or Employee is caring for an individual subject to self-quarantine based on the advice of a health care provider, OR
- Employee may utilize sick leave and be paid 100% of pay.
- Documentation for the reason the employee has requested the EPSL is necessary
- Source of any quarantine or isolation order (copy of order), OR
- Written documentation by health care provider who has advised you to self-quarantine, OR
- Copy of doctor's order for COVID-19 testing as well as diagnosis results - required for approval

### Work from home option

A principal, director or other supervisor may request in writing (email) to the Human Resources Department that a vaccinated employee who has been quarantined be permitted to work from home. The email will contain a brief description of work the employee will be completing at home.



A principal, director or other supervisor may request in writing (email) to the Human Resources Department that an unvaccinated employee who has been quarantined be permitted to work from home. The email will contain a brief description of work the employee will be completing at home. This is a one-time benefit and may not be repeated. This benefit expires December 1, 2021.

### **Additional Information**

The Emergency Paid Sick Leave is a one-time grant for days to an employee for COVID-19 related reasons. The 10 days, if unused, do not accumulate for any employee. If an employee is under quarantine or an isolation order multiple times, the EPSL can only be used one time.

### **Complete the 2021-2022 Emergency Paid Sick Leave Form**

Employees should select a SICK day in AESOP (this triggers the need for a sub).

Only after receiving written authorization from Human Resources, the secretary will change sick leave to EPSL or work from home in AESOP to ensure proper coding.

## **DISCLAIMER**

Covington Independent Public Schools will continue to monitor COVID-19 numbers and make decisions that are best for our students, staff and community. Please note, this is a working document that is subject to change at even given time.

