

Kentucky Department of Education
Division of State Schools

Kentucky School for the Blind (KSB)



Reopening Plan
2020-2021

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Introduction

Kentucky School for the Blind will follow the KDE's [Guidance on Safety Expectations and Best Practices for Kentucky Schools \(K-12\)](#), KDE's additional reopening guidance, and recommendations from the Louisville Metro Public Health and Wellness Department for re-opening schools for the 2020-2021 school year. KSB commenced the 2020-2021 school year on August 24, 2020 through the Non-Traditional Instruction (NTI) model of remote learning.

The Kentucky School for the Blind (KSB) staff consulted with Dr. Sara Beth Hartlage, Molly Parsch (Epidemiologist), Sam Rose (Community Health Coordinator) and Leanne French, who are part of the COVID-19 Response School Task Force with the Louisville Metro Public Health and Wellness Department to review this document and for guidance and recommendations on safely opening and operating the school and residential program.

The Director of the Division of State Schools (Director), Office of Special Education and Early Learning will monitor the community incidence rates for Jefferson County as regularly published by the Kentucky Department for Public Health (KDPH). When in-person instruction begins, KSB may continue to offer virtual instruction to meet the health needs of some of its students, families and staff.

Before returning to in-person instruction, KSB leadership will provide notice to families and staff of the expected return date of March 1, 2021

Daily Procedures

- **Hand Hygiene**

- Students and employees will practice healthy hygiene practices, including handwashing or the use of alcohol-based hand sanitizers, to prevent infections and reduce the number of germs on their hands. According to the Centers for Disease Control and Prevention (CDC), handwashing is the single most effective infection control intervention. "Handwashing mechanically removes pathogens, while laboratory data demonstrate that 60% ethanol and 70% isopropyl alcohol, the active ingredients in CDC-recommended alcohol-based hand sanitizers, inactivates viruses that are genetically related to, and with similar physical properties as COVID-19." Proper hand hygiene is performed by washing hands with soap and water for at least 20 seconds or using hand sanitizer with 60-95% alcohol content until it dries. If your hands are visibly soiled, use soap and water if at all possible. *Do not use products containing methanol, as that chemical is toxic to humans.*

- Students and employees will have access to handwashing supplies or hand sanitizer while on campus. Hand sanitizer dispensers will be located throughout the campus where sinks and other hand washing facilities are not readily available. Students, employees and others on campus will be encouraged to wash their hands or use hand sanitizer often, but especially:

- After blowing your nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- Before and after touching your face
- After playing outside
- Before and after providing routine care for another person who needs assistance (e.g., a child).
- Before putting on and after removing gloves
- After touching frequently touched areas (e.g., doorknobs, handrails, shared computers)

Individuals providing health care services should perform hand hygiene before and after contact with each patient, contact with potentially infectious material, and before putting on and after removing PPE, including gloves.

- See Appendix B for an example of signage that will be placed around campus.

- **Social Distancing**

- Staggered Arrival

- Day Students:

- Students arrive on campus in groups composed of one to six students.
- KSB will utilize two parking lots (circle drive off-of Frankfort for buses and circle drive off of Haldeman for cars and vans) for day students. These will accommodate approximately 40 students over a 15 to 20-minute time period. Students will have a contactless temperature check by a trained staff member upon exit from their vehicle. If students have a temperature over 100.4 they will be isolated in the health center and they will be tested again in 15 minutes. If a student continues to have a high temperature, parents will be contacted. The student will remain isolated until parents can pick up the student.
- Students will proceed to their classrooms as they arrive on campus after a successful temperature check (below 100.4).

- Day students will be given the opportunity to have a prepackaged breakfast supplied to them in their classroom upon arrival to school.
- Residential Students:
 - Approximately 30 to 35 residential students arrive over a one-hour span on Sunday afternoon and evening with one to three students arriving at a time. Students will have a contactless temperature check by a trained staff member as they exit their vehicle. If a student has a temperature over 100.4 the student will be isolated and will be tested again in 15 minutes. If a student continues to have a high temperature parents will be contacted, and the student will return home via the person that brought him or her to school.
 - If district personnel will not transport student home, KSB staff will use a state vehicle and transport student home.
 - Residential students will eat breakfast at individual, socially distanced tables (one student per table) in the cafeteria. Students will leave the cafeteria when dismissed to class in grade bands.
 - Staggered Dismissal
- Students will remain in their classrooms until their transportation arrives.
 - Individual students will be called from their classrooms as their transportation arrives in the pick-up area.
 - Staff will use handheld radios and the school PA system to call for students.
 - Only when a bus, car or van has the students loaded and seated, will the students on the next vehicle in line be called from their classrooms.
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- Day Students
 - Students will be released from their classrooms according to the arrival of their transportation. Students will be picked up in the same areas where they were dropped off in the mornings. Approximately 40 students will be dismissed from the two different loading areas over a 15 to 20-minute time frame.
- Residential students

- Students will be released to the cafeteria by grade bands. They will individually occupy a table in the cafeteria until the dorm staff arrives on campus and they go to the dorms.
- Friday Dismissal
 - All students return home on Fridays. Students will be released from their classrooms starting at our normal dismissal time of 1:30 as their transportation arrives to take them home. Students will be dismissed one bus at a time.
- Classroom Settings
 - Student desks will be placed six feet apart and facing the same direction in classrooms.
 - In classrooms where there is not enough physical space to allow students to be seated six feet apart, students will be seated as far apart as possible and will be facing the same direction.
 - KSB staff utilize outdoor areas on the 15-acre campus to the greatest extent possible when the instructional lesson and weather will allow.
- Hallways
 - KSB is comprised of 2 main classroom buildings, Scoggans (Middle and High School) and McDaniels (Elementary).
 - Due to the size and amount of specialized teaching materials needed for the content areas and specialized areas to instruct our students, teachers will not be able to transition between groups of students. Therefore, students will transition between classes as has been done in the past.
 - Middle and high school students transitioning between classes on third floor Scoggans will move between classes in a clockwise direction.
 - Middle and high school students transitioning between classes on second floor Scoggans will travel on the right-hand side of the corridor.
 - Students that need to transition between floors will use the south stairwell to go up and the north stairwell to go down.
 - Middle and high school students that need to travel to other buildings for special area classes will walk on the right-hand side of the sidewalk.
 - Elementary students will remain with the same teacher all day except for special areas. When they need to travel to these classes, students will travel on the right-hand side of the hallways or sidewalks.
 - Appropriate signage will be placed as a reminder on which way to move through the buildings.
- Common areas

- The common areas at KSB are the library, gym, health center and cafeteria.
- In the library, students will gather in these areas by no more than two classes (elementary) or two content areas (middle and high school) at one time. Students will not intermingle during these times.
- In the gym, students will gather by grade bands, with some grade bands broken up into smaller groups throughout the day.
- Unless it is an emergency, staff will call or radio ahead to the health center to ensure there is available space in the waiting area before sending a student.
- KSB's cafeteria is 6100 square feet and has enough tables for students to be seated one to a table and six feet apart.
 - All students will eat lunch in the cafeteria.
 - Each student will be seated individually at an assigned table.
 - KSB will offer two lunches: one for elementary and middle school students and one for high school students.
 - Lunch periods will be separated by at least half an hour to allow for all tables, chairs and restrooms to be cleaned.

- Class Size
- KSB has small class sizes already. Class sizes average approximately 5 students per class.
- The largest class sizes with 10 or more students are for the Work Program, Physical Education and Music Education.
 - The Work Program has students spread across campus at various job locations.
 - The Physical Education class will utilize outdoor areas or the gymnasium. The gymnasium is large enough to easily accommodate the larger class size.
 - The Music Education classes are held in the music room, which is also one of the largest classrooms on campus. It can easily accommodate larger class sizes.
- No further reduction or reorganization is necessary.

- Field Trips
- All field trips, assemblies or other large group activities are canceled at this time and until further notice.

- Sports

- There will be no organized sports for the first semester of the school year. This decision will be reviewed prior to the return of students during the second semester.

- **Cloth Face Coverings**

- Students enrolled in first grade and above and all staff must wear a cloth face covering, unless medically waived or accommodated through a student's Admissions and Release Committee (ARC).
- Masks may be lowered only when actively eating or drinking.
- Mask-free periods will be offered during the school day and within residential time by going outside and by physical distancing.
- Masks are not required when students are outside and six feet apart from others.
- Masks are not required when students are alone inside their individual dorm room.
- Masks will be provided to students that do not arrive at school with one or are not able to bring one from home.
- Cloth masks will be washed in a washing machine, in hot water, when the need arises.

- **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](#).
- Gloves will be worn for cleaning and sanitation, food service and school health procedures (catheterization, tube feeding, etc.).
- 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.
- When providing hand-over-hand/hand-under-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 5 of the [COVID-19 Considerations for Reopening Schools: Exceptional Learners and Preschool Students](#).
- Related service providers who cannot maintain social distancing due to the nature of their work (such as orientation and mobility providers) will use appropriate PPE to protect the health and safety of the provider and the students.

- **Daily Health Screening**

- Staff

- All school staff will complete the COVID-19 Employee Health Assessment Form (see Appendix A) daily when entering campus and will submit to their immediate supervisor at the end of each pay period.
 - Students
 - Day students will have a contactless temperature check each day as they arrive on campus. If a student has a temperature of 100.4 or above they will go to the Health Center and wait for 15 minutes to be checked again. If the student's temperature remains high, the student will remain in the Health Center and parents will pick up the student.
 - Residential students will have a twice daily temperature check. The first in their dorm room before they leave for breakfast. If a student has a temperature of 100.4 or greater, the student will remain in their dorm room and their temperature will be checked again before they leave for breakfast. If their temperature remains above 100.4 the student will go to the Health Center and wait there for a parent or local school district transportation. The second health check will occur at the end of the school day when the dorm staff starts their shift. If a student has a temperature of 100.4 or greater, the student will go to their dorm room to wait for a second check after a 15-minute wait time. If a student continues to have a temperature of 100.4, the student will either go to the Health Center or stay in their dorm room until their parents or their local district transportation can pick them up.
 - Symptomatic Students/Staff
 - Students or staff should stay home or be sent home if any of the following occur:
 - Temperature of 100.4 or greater
 - New uncontrolled cough that causes difficulty breathing
 - Gastrointestinal Issues (GI) (vomiting/diarrhea)
 - New rash
 - Exposure to a COVID-19 case during a 48-hour period before onset of symptoms.
 - Isolation Criteria
 - During the School Day
 - Day students will go to the Health Center to wait to be picked up by their parents.
 - Residential students will go to the Health Center to wait to be picked up by their parents or their local district transportation.
 - Outside of regular school hours, will go to the Health Center.
- **Sanitation and Environmental Standards**
 - Cleaning schedules.

- Maintenance staff will provide basic cleaning materials and PPE to all staff members and will train staff on how to appropriately and safely use them.
- Contracted cleaning/disinfecting services: The Kentucky School for the Blind will have contractors clean and disinfect the classroom buildings nightly during the school week. The cleaning crews will disinfect the buildings with the electrostatic spray that is very effective against the COVID19. This system is safe for electronics, food preparation services, and fabrics. The cleaning and disinfecting will take place in the classroom buildings every night between 04:00PM to 09:00PM to prevent cross contamination between the school staff, students and cleaning service. The dormitories will be disinfecting daily using the electrostatic spray between the hours of 08:00AM and 04:00PM when the students are in class in order to reduce the risk of cross contamination between students, staff and cleaning crews.
 - See the dormitory section for dormitory specific cleaning information.
 - Housekeeping staff will clean all bathrooms daily, ensuring soap dispensers are filled, hand dryers work, paper towel dispensers are filled, and garbage cans are emptied.
 - Housekeeping staff will also clean all common gathering areas, lobbies, meeting rooms and work rooms.
 - Teaching staff will wipe down desks, chairs, keyboards, high touch items (doorknobs, etc.) on a at least once a day schedule.
 - Appropriate signage will be posted in various locations across campus as a reminder to staff and students that have vision. See Appendices B and C. Copies of the signage will be brailled and individual copies given to students who read braille as we do not want to encourage group touching of items.
 - Weather permitting and when reasonable, schools will utilize outdoor instructional time to reduce the amount of cleaning that needs to be completed.
 - Hand cleaning and sanitation supplies will be readily available to students and staff and good hand hygiene will be taught, reviewed and encouraged with students.

Training for Staff

- The information contained in this plan will be shared with staff on several different times and dates to allow all staff to attend as their schedule permits. These meetings will be held online. Attendance of at least one meeting will be mandatory.
- All staff will receive a copy of this plan sent to their school email address.
- Paper copies of the plan will be available in the main lobby, Health Center and each dormitory.

- A copy of the plan will also be available on the schools' website for parents and the public to view.

Training for Students

- Teachers will cover the information contained within this plan with students during NTI before students return to school. The main theme of the information shared will be: What Should I Expect When I Return to School?

Visitor Protocol

- To minimize exposure, KSB 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
 - Bus Drivers
 - Emergency Personnel
 - Postal and Delivery services
 - Others determined by campus administration
- A staff member will screen temperatures of anyone entering KSB. Their temperatures, printed name and contact information, and the information below will be recorded and kept in the front office. Individuals will be admitted to campus after they have provided assurances of "No" to each of the following questions and have a temperature below 100.4.
 - Do you have a new cough?
 - Do you have any shortness of breath?
 - Do you have chills or 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.)?
- On campus meetings involving off campus visitors
 - To the greatest extent possible all meetings will be held virtually.
 - An in-person meeting must be scheduled in advance and high-risk staff members or those who have a high-risk person living with them will be allowed to attend the meeting virtually.

Use of school buildings or facilities

- The use of indoor and outdoor facilities for non-KSB related activities will be suspended in order to reduce the possible spread of COVID-19 and to allow opportunities for sanitization of the facilities during the evening and weekends.

Residential Living

• Dormitories

- Every effort will be made to minimize the number of students assigned per dorm.
- Students and employees will be required to wear masks if social distancing cannot be maintained. Whenever possible, students and staff will maintain consistent groups of people to minimize the spread of the virus and to assist with contact tracing if necessary.
- Hand sanitizer stations will be located at the entrance and exit of each residential hall. Refillable alcohol-based containers of hand sanitizer, spray disinfectant, or sanitizing wipes will be available in each dorm unit.
- Third shift staff will perform a thorough nightly cleaning of each dorm unit, to include all bathrooms and all high touch areas.
- In shared bathrooms and after a students' bath or shower, staff will blot any wet areas dry with a towel before spraying a disinfectant solution on the touched bath or shower surfaces. Staff will let the solution set for 10–15 minutes before the next student's shower.
- Monday-Friday: All students have temperature taken before leaving the residence hall. Students with symptoms or temperature will stay in the Health Center until they are picked up by parent or driven home by staff.
- Student temperatures will be checked when students return from school as they enter the residence hall, as well as when they enter the residence hall on Sunday evenings.

• Cleaning of Dormitories

- Houseparents will be responsible for all cleaning tasks inside of the dorm units to provide more opportunity for custodial staff to manage other areas of campus.
- In houseparent offices, staff will need to keep desks six feet apart.
- Any games, craft items, kitchen utensils, etc. used by students will need to be cleaned and sanitized after use.
- Students will need to be reminded to wash hands and use hand sanitizer frequently.
- Staff will need to do more thorough room inspections to ensure student cleanliness.
- Students will need to wear face coverings inside and outside of the dorm unit. If students are in their room alone with the door closed, face coverings can be removed.

- Staff and students will need to limit any personal items they bring into the dorm units to reduce extra cleaning and clutter.
 - Staff can only use cleaners and chemicals designated by custodial staff.
- **Dinner**
 - During meals, students will sit one per table.
 - When doing Independent Living Skill instruction, staff need to rewash any kitchen items (dishes, silverware, pots and pans, etc.) students clean unless dishes go into the dishwasher.
 - When entering at mealtime, one student can come up to the counter to get their plate from staff and take it to their assigned table. There will be a barrier between staff and students with a pass through for staff to pass students' prepared plates.
 - Staff will need to clean and sanitize student tables between mealtimes.
- **Common Areas**
 - In General
 - Occupancy will be limited in dorm unit common areas (e.g., living rooms, kitchens) to ensure appropriate use of face coverings and social distancing.
 - All students and staff will be required to use hand sanitizer when entering and exiting common areas.
 - Students and staff will sanitize their space before and after usage.
 - Number of students and staff in common areas will be based upon physical distancing practices whenever possible.
 - Sharing of equipment, materials or supplies will be minimized and cleaned as needed.
 - Staff should use their own personal coffee cups, dishes, and silverware instead of community shared items in break rooms. All personal dishes and utensils should be promptly and thoroughly cleaned prior to putting away after use.
 - Water fountains will be restricted to bottle fillers only.
 - Students and staff will be encouraged to bring clear water bottles from home.
 - Students will not be allowed to share water bottles.
 - Shared Bathrooms
 - No more than one student will be allowed in the bathroom at any time.

- Students will need to carry their toiletries to and from their rooms as opposed to leaving them in cubbies so other students do not touch them.
 - This means a strict shower schedule will need to be developed and students may have to adjust getting up at a different time in the morning.
 - Laundry Room
 - Only one student will be present in the laundry room at any time.
 - Recess/Playground
 - There will be restricted use of all communal play or activity areas as well as all equipment. The Dorm Supervisor will develop a schedule for students to access the playground equipment, recreation building and gym.
 - Students will wear masks during outdoor activities if they are not able to maintain six feet distance from others.
 - Mask free periods may take place outdoors provided students and staff maintain a physical distance of six feet from one another.
 - Students must maintain physical distancing while lining up to return to class and sanitize or wash hands before re-entering the building.
 - All students and staff will be required to wash their hands or use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- **Field Trips and Residential Outings**
 - No field trips or residential outings will be approved at this time. This includes trips off campus to local stores for food, toiletries and other items. Parents need to ensure that students arrive on Sunday to campus supplied with all personal items and any individualized snacks they may need for the week.
- **Weekends Home Bus**
 - Students will not be allowed in the residence halls after they leave on Friday morning.
 - All students will participate in temperature checks prior to occupying any vehicle. Any student with a temperature greater than 100.4 degrees Fahrenheit will not be permitted to board the bus, if other non-related students are on board.
 - When arriving to Campus Sunday afternoon or evening:

- If the student's temperature is 100.4 or greater the employee will ask the family or district driver to wait 15 minutes and then go to the next vehicle.
 - Employees will wipe the thermometer prior to testing the next student.
 - Upon completion of the next vehicle, the employee returns to take second temperature.
 - If cleared, parents or district drivers are free to leave.
 - If not cleared, parents or district drivers will take the student home.
- Students will put on masks prior to boarding or getting in their vehicle and not remove their masks until off or out of the vehicle. Students will sit one per row in staggered rows. Students will be assigned to the same seat every Friday and Sunday.
 - Parents, guardians and local educational agency (LEA) staff are asked to remain in their cars, to wear masks and maintain social distancing.
 - Handoff of student medications will be done by parents, guardians or LEA staff placing the medications inside a large Ziploc bag.

Quarantine Guidance

- If a student or staff member is exposed to a COVID-19 positive person, they must:
 - Quarantine for 14 days; especially if you are going to be around people that are high-risk for the virus: especially with co-morbidities, immunocompromised
 - Quarantine for 10 days if you have NO symptoms
 - Quarantine for 7 days if you have a negative COVID-19 test on or after Day 5 and have NO symptoms

[CDC Guidance on Quarantine](#)

Returning to Campus after Illness or Quarantine

- If the student was quarantining due to a positive Covid-19 test, or exposure to Covid-19, the student may return to school with a parent note after following the required 14 day quarantine period.

Research on COVID-19 is evolving daily; therefore, recommendations and portions of this plan may change.

Appendix A: COVID-19 Employee Health Self-Assessment Form



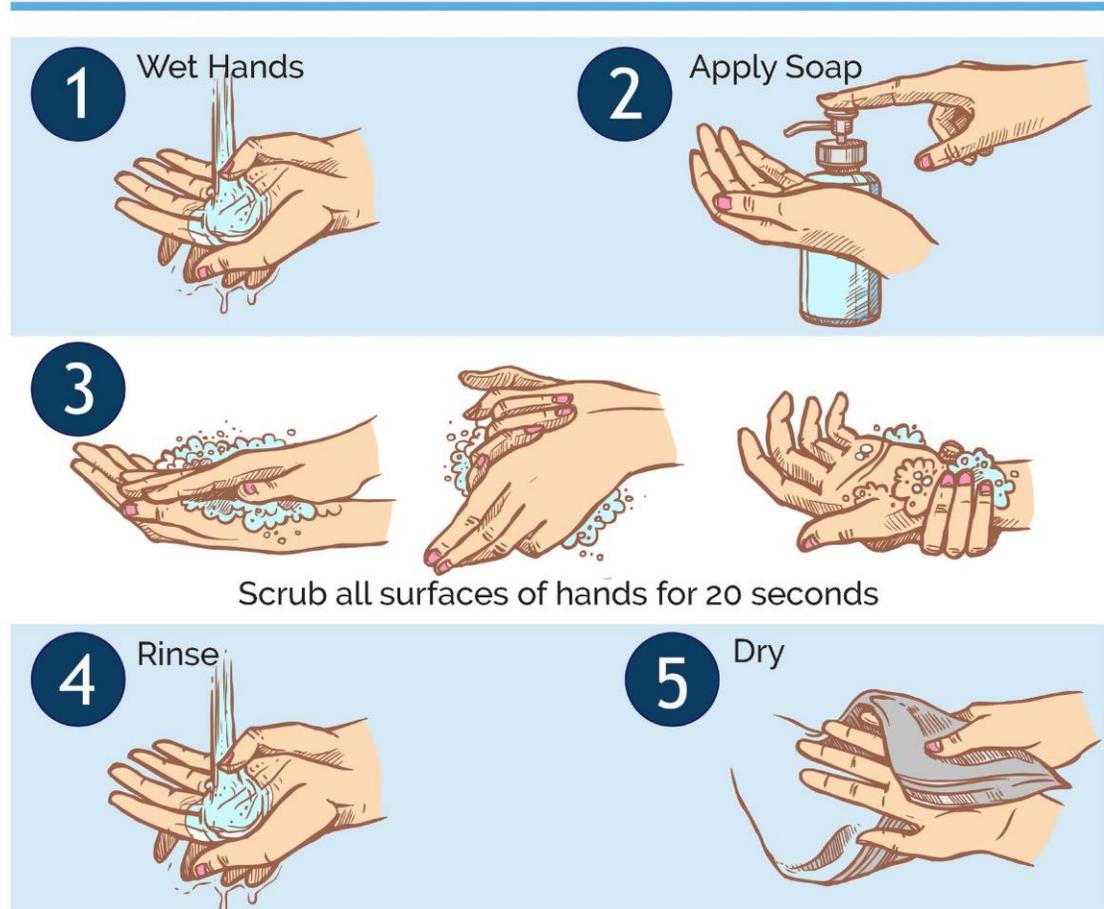
COVID-19 Employee Health Self-Assessment Form

Employee Name:		PERNR or Employee ID:	
Agency:			

Date	Fever of 100.5 ° F or more	Cough	Shortness of Breath	Chills	Muscle Pain	Sore Throat	New loss of taste or smell	Gastrointestinal Symptoms (Vomiting, Diarrhea, etc.)
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Appendix B: Handwashing Signage

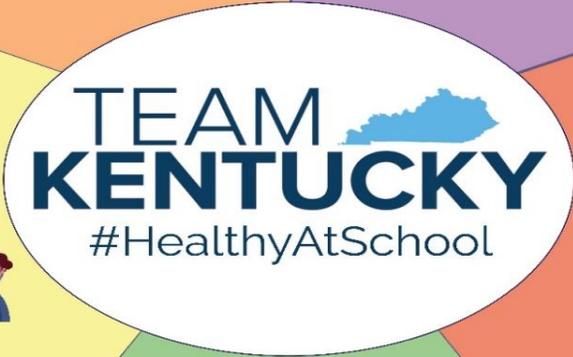
At-A-Glance | Sanitation and Environmental Standards



How to wash your hands:

1. Wet hands with running water
2. Apply enough soap to cover wet hands
3. Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds
4. Rinse thoroughly with running water
5. Dry hands with a clean, dry cloth, single-use towel or hand drier as available

Appendix C: Signage Example



Social Distancing



On the Bus:

- Load from back to front
- Sit with siblings
- Wear your mask
- Don't sit behind the driver

At School:

- Smaller class sizes
- Everyone faces same direction
- Space between desks
- Wear your mask



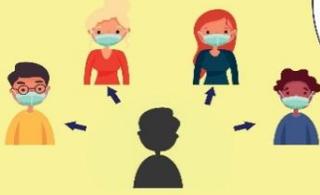

Cloth Face Coverings and School Health Policies

Wearing Your Mask:

- Must cover your mouth and nose
- Is not a toy
- Should be worn any time you are moving around
- Should be worn by everyone first grade and above

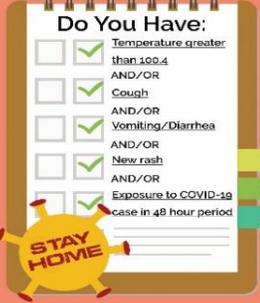



Contact Tracing



- Notify local health department of any positive cases of COVID-19
- Be prepared to cooperate with the contact tracing investigation

Health Screening



Do You Have:

- Temperature greater 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

Sanitation



- Wet hands
- Apply soap and scrub all surfaces of hands for 20 seconds
- Rinse and dry

Throughout the Day:






- Wash your hands
- Wipe down surfaces
- Bring reusable water bottles if possible
- Use hand sanitizer on the bus

