

# CIS



## Caverna

## Independent

## Schools

### Reopening Plan August - 2020

# Caverna Independent Schools

Preparing World-Ready Leaders through  
Innovation & Deeper Learning



Health &  
Safety

Instruction

Student  
Services

Operations



## The formation of this plan:

Caverna Independent Schools formed a committee of partners to provide input on the reopening of Caverna Independent Schools. Multiple surveys were sent to teachers, parents, and students to gather input and data. The Site Base Decision Making Council (SBDM) at each school provided insight, as well as, the local health department.

### CIS Reopening Committee of Partners

Cornelius Faulkner - Superintendent  
Amanda Abell- Assistant Superintendent  
Nathan Wyatt- Assistant Superintendent  
Susan Mathews- Director of Special Education  
Melinda Houk- Director of Technology  
April Bowersox McClaran- School Psychologist  
Chris Crain- High School Principal  
Frank Beauchamp- Middle School Principal  
Tyler Richardson- Elementary School Principal  
Jessica Miles- Guidance Counselor  
Marcia Witherspoon- Board of Education Member  
Terry Thorpe- Teacher and CEA Rep  
Tonya Handley- Teacher  
Krista Colello- Teacher  
Pam Wilhoite- Classified  
Debra Bethel- Classified  
Jennifer Briggs- Parent  
Jamie Dennison- Parent  
Brittney Felty- Parent & SBDM Member  
Vickie Rogers- Parent & SBDM Member  
Wilma Bunnell- FRYSC  
Jeanna Phelps-Health Department

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## HEALTH AND SAFETY

- Protocols in place for screening, sanitation, and spacing
- Temperature checks for over 100.4 degrees F
- Maintain 6 feet of social distancing to the best extent possible
- Face coverings worn during any transition
- Visitors only permitted in the front office
- Isolation location for student/staff with a temperature over 100.4 degrees Fahrenheit
- Quarantine for any student or staff member positive with COVID-19
- Contact tracing protocols in place

## INSTRUCTION

- 100% participation beginning August 25<sup>th</sup> either in-person or virtual
- Elementary students grouped in the same classroom all day. MS will be semi-grouped
- Direct instruction will be live streamed during set points of the day/period
- All assignments (in-person & virtual) will be accessible in Google Classroom
- All collaborative group projects will be conducted digitally
- No shared class materials or manipulatives
- Each student will use a district Chromebook

# Reopening At-A-Glance



## STUDENT SERVICES & ATHLETICS

- Student services will continue for in-person and virtual learners (SPED, 504, Speech, Gifted/Talented, Occupational & Physical Therapy, Mental Health, etc...)
- Athletics will follow guidelines established by the Kentucky High School Athletic Association (KHSAA)

## OPERATIONS

- Bus safety protocols established
- Temperature checks before boarding the bus
- Each student must have a mask before boarding the bus
- Sanitation and cleaning protocols established
- Food service for in-person and virtual will be grab and go or socially distanced in the cafeteria

# Health and Safety

Our first priority is the health and safety of our students, staff, families, and our community. We will follow the Healthy at School/work Guidelines established by the Kentucky Department of Education and Department of Public Health. We have outlined protocols to address screening, sanitation, and spacing. We will screen students for temperature on entry to school property, bus or building, and any student or staff member with a temperature over 100.4 degrees Fahrenheit will be sent home. We will maintain 6 feet of social distancing to the best extent possible. Face coverings will be worn during any transition into the buildings, in the hallways, and during all bus transportation. Family members and visitors will only be permitted in the front office. Any student or staff member with COVID-19 symptoms will be isolated until they can safely leave the building. If a confirmed case of COVID-19 is determined, Caverna's Healthy at Work Officer will initiate contact tracing protocols with the local public health officials. Students that are quarantined will transition to virtual learning from home.

- Student classroom cohort groupings are consistent and limited to the same classmates to the best extent possible.
  - Elementary students will be with their same cohort group of during the day.
  - Middle school students will remain with their same cohort group during the day except when transitioning to the intervention skills and elective classes.
  - High School students will continue in their core academic classes and elective courses with scheduling trying to maintain cohort groups when possible
  - Class changes will be limited with teachers rotating when possible instead of students and modified schedules to reduce interactions.
- Utilize 6 feet of social distancing (about two arms' length) where possible:
  - Individual space should be 6 feet apart from others in the classroom when possible.
  - Individuals should be facing in the same direction.
  - Movement in hallways should maintain the 6 feet distancing when feasible.
- Use of common spaces:
  - Cafeterias, gymnasiums, auditoriums, are prohibited for large group gatherings that would maximize the space or mixing cohort groups. The number of people in common spaces will be minimized and social distancing will occur
  - No whole school assemblies
  - Face coverings will be utilized in all common areas
  - Visitors are only allowed in the office area
  - Everyone entering a building must wear a mask
- Staff and student (1<sup>st</sup> grade and up) face coverings are required when social distancing cannot be maintained.
  - Face coverings may be removed when students are seated and facing the same direction.
  - Staff members will be required to wear a mask throughout the day when unable to maintain a social distance of 6 feet.
- Symptom screening expectations will be implemented.
  - All staff and students must participate in symptom screening once a day upon entry.
  - Any staff or student with a temperature over 100.4 degrees Fahrenheit will be sent home.

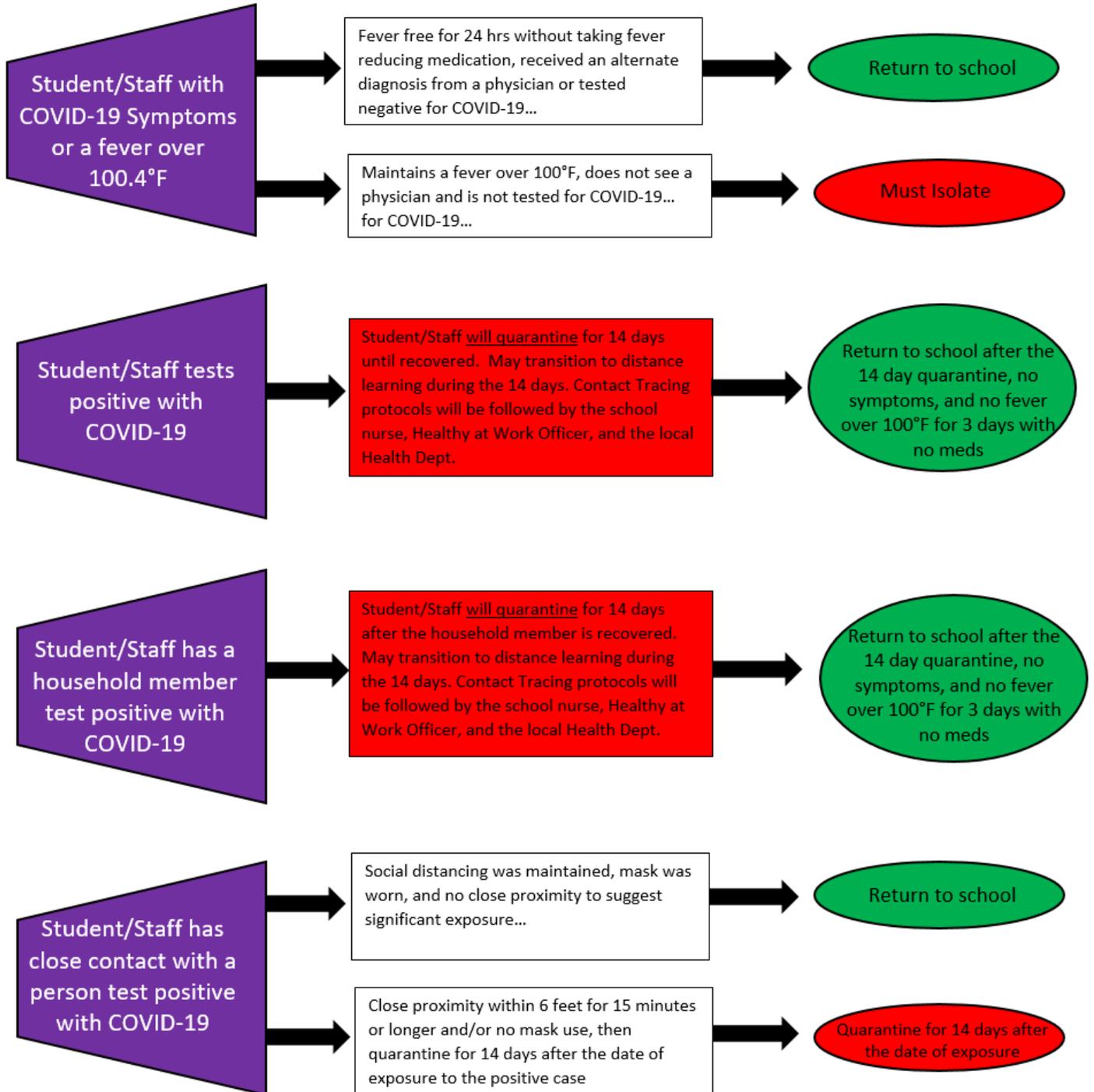


- Bus drivers will check each child's temperature upon entry of the bus.
- Hand washing and hygiene protocols must be followed.
  - Increased education and re-teaching regarding healthy hygiene practices
  - Frequent hand washing required for staff and students
  - Hand sanitizer stations throughout the buildings, classrooms, and buses
  - Hand washing or sanitizer should be utilized but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, after handling shared objects and after coughing/sneezing/blowing nose.
- Personal Protective Equipment (PPE):
  - Required face coverings (masks and face shields):
    - All students 1<sup>st</sup> grade and above and staff will wear a face covering when social distancing cannot be maintained with these guidelines:
      - Be clean and in good repair
      - Fit snugly, but comfortably against the side of the face
      - Be secure and should cover the wearer's nose and mouth
      - Allow for breathing without restriction
      - Be able to be laundered and machine dried without damage or change to shape. They should be routinely washed depending on the frequency of use.
      - Be on the wearer's face
      - Face covering can be removed when there is social distancing, when eating, at recess with social distancing
    - Considerations will be given to those unable to wear a facial covering due to health concerns and a physician statement
    - Face coverings will be worn during all transitions into and out of the buildings, buses, classrooms, hallways, bathrooms, etc...
  - Gloves will be utilized for cleaning, sanitizing, and disinfecting areas or surfaces
  - Plexiglas partitions will be used in office areas and areas where social distancing and/or face coverings are not possible
  - Thermometers will be used on all buses and at entry points of the schools for temperature checks for students and staff



# Caverna Independent Schools Decision Flow Chart

## Protecting Staff and Students during the COVID-19 Pandemic



## Instruction

- Caverna Independent Schools plan to reopen all preK-12<sup>th</sup> grade classes at 100% capacity Monday through Friday. Caverna Independent will focus on building strong relationships with students. It is important for students to have positive interaction with teachers and other students. Our goal is to provide a system that will encourage social interaction while maintaining a healthy environment. All Caverna teachers will move to a digital platform for instruction for in-person and virtual learning. Students needing to remain home during this time will be able to participate in classroom instruction via a virtual live streaming option and google classroom. We have established a process for identifying students and families with internet connectivity issues and are working to resolve those cases.

We have developed two options for the opening start dates:

1. Delayed Opening: First day for students will be August 25. This option will be utilized since the DPH determines the risk of contracting COVID-19 is remaining high through the summer months. This will give our staff additional time to plan and prepare for virtual instruction and intervention of students. If the DPH determines schools cannot safely open to in-person classes, full virtual instruction will begin on this date.
2. Extended Delay Opening: This plan calls for a later start date (after Labor Day) should the DPH determine the risk of contracting COVID-19 will remain high through the summer and fall and begin to decrease in the cooler months.

We will utilize two models for instruction:

- a. Phase One -Synchronous Learning Model: Parents may choose whether their children attend in-person instruction in the school classrooms or attend virtual instruction while at home. Students that are being quarantined due to a positive case or exposure to a positive case of COVID will also use this model. Synchronous learning is an approach where teachers and students are online at the same time with a set schedule. The teacher will provide the direct instruction via a live stream at the same time direct instruction is occurring for in-person students. All assignments will be uploaded into Google Classroom.
- b. Phase Two-Fully Online Model: Under this model, all students in a Caverna School will transition to virtual learning while at home. The teacher will provide direct instruction via a live stream on a set schedule each day. All assignments will be uploaded into Google Classroom. We will transition to phase 2 if a significant number of positive cases causes an increase of exposure and the Kentucky Department of Education and the Department of Public Health recommends school closure or if a significant number of staff are required to be quarantined due to COVID and the safety of our students is jeopardized due to lack of supervision and the inability to maintain smaller groups for social distancing.

The protocols below will be applied for both models of instruction:

- Regardless of the two instructional models, all teachers will move to a digital instructional style.
- All students will be able to use a district device for digital learning.
- All teachers will have a set time for direct instruction during each class. Direct instruction will be streamed live for students participating at home.
- Google Classroom will be utilized for all assignments and collaborative group activities for students in-person and at home.
- Multiple digital learning tools will be utilized for online learning: Lexia, Reading Plus,
- Teachers will follow established curriculum maps to the fullest extent possible while focusing on key areas of the Kentucky Academic Areas.
- Teachers will embed intervention into the core curriculum for prior learning that may be delayed to the dismissal of school for the pandemic.

## Student Services

### Special Education

- **Child Find and Evaluation**

Caverna Independent Schools will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, Caverna will be mindful that students have been displaced from their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in remote learning situations. Some evaluations require in-person contact with students or observations of students in school settings. Caverna Independent Schools will conduct evaluations remotely and in-person while adhering to public health guidelines for the safety of students and staff.

- **Individualized Education Program (IEP) Meetings**

Caverna Independent Schools is committed to providing families an opportunity to have meaningful participation in the special education process. Whether in-person or an alternative format, such as videoconferencing or by phone, Special Education teams will partner with families to determine the most practical format to conduct IEP meetings and arrange for an interpreter if necessary.

- **Delivery of Special Education and Related Services**

Schools will continue to ensure that students with disabilities receive a free appropriate public education (FAPE). They will be working to incorporate new health and safety precautions that must also be enacted while providing FAPE to students with disabilities. Because FAPE must now be provided consistent with the need to protect health and safety, there may be disruptions, delays, and/or changes in how services are provided.

Even so, it is a District priority to ensure that students with disabilities have equal access to the same opportunities as their non-disabled peers. IEPs will continue to be developed and implemented based upon each student's unique needs and the learning environment chosen by the family. While families generally may choose between in-person or remote/online learning, there are some students for whom remote learning will not provide FAPE.

If a family chooses remote learning, an online/phone conference will be held between the special education teacher, regular education teacher and related service provider if necessary. At the meeting, the team will discuss whether remote learning is appropriate to meet the needs of the student based upon their unique circumstances and response to remote learning during the spring of 2020.

If a family chooses in-person learning, an IEP meeting may be convened to review and update the student's IEP for the 2020-21 school year. If a family agrees, a student's case manager may also communicate with the family and then follow-up with written confirmation (e.g., an IEP Amendment or a Prior Written Notice) regarding the plan for the 2020-21 school year.

For students with in-person learning plans, student classroom groupings will be limited to the same classmates to the extent possible. At the elementary level, students generally will be with their same cohort of classmates during the day, while at the secondary level, students will be limited to six in-person classes during the day.

For students receiving in-person instruction in Caverna schools, staff will follow local health and safety guidelines. More specifically, students will be served with their assigned cohort of peers following social distancing precautions. Personal protection equipment (PPE), such as face coverings and plexiglas partitions, also will be in place.

- **Progress Monitoring and Reporting**

Special Education teams will have in place consistent data collection and service log procedures for use across learning environments. Collecting data and tracking the provision of services will assist educators and families in determining the effectiveness of instruction provided, student performance on IEP goals/objectives, and assist IEP teams in making any necessary adjustments to instruction. Periodic reports on the progress the child is making toward meeting the annual goals will continue to be provided.

- **Accommodations and Modifications**

Accommodations and modifications will be provided regardless of a student's learning environment. General and special education teachers will continue to collaborate in determining the appropriateness and success of a student's accommodations and/or modifications. The IEP team (general education teachers, special education, related services providers, and families) will work collaboratively to identify alternate solutions if it believes an accommodation and/or modification is not appropriate or successful in a particular setting.

In addition, Caverna understands that some students with disabilities may not be able to wear a mask or face covering for medical, physical, or disability-related reasons. Those with trouble breathing, or those unable to remove a mask or face covering without assistance, should not wear a mask or face covering. In such cases, IEP teams will work together to determine an alternate accommodation. Similarly, we know that some students with disabilities are at high risk of medical complications or have medical conditions that may preclude in-person learning. For such students, IEP teams will meet to consider individual needs and, as appropriate, alternate placement options.

- **Confidentiality and Student Privacy**

Special Education and Related Service Providers use digital platforms approved by the district for secure access. Families may provide consent to participate in teletherapy sessions with providers when remote services are required. Families or other household members may observe or otherwise participate in distance learning opportunities. As with an in-person observation in a classroom, educators may set ground rules regarding non-students' presence during virtual instruction.

## **504 Support and Compliance**

- We understand that any change to the learning environment has the potential to be a barrier for our learners. Consequently, we are training staff to identify and accommodate those students that would benefit from a 504 plan in the remote environment.
- All 504 support and meeting protocols have been developed for both in-person and remote options. Decisions around meeting participation and communication will be made on an individual basis. 504 teams are encouraged to discuss accommodation needs for students in both learning environments—in person and remote.
- We understand that some students with disabilities may not be able to wear face coverings for disability-related reasons. For these students, 504 teams will work together to determine reasonable accommodations. Additionally, we know that some students with disabilities are at higher risk of medical complications. On a case-by-case basis, 504 teams will convene to consider individual needs. As always, a parent may request a review meeting at any time.

## **Mental Health**

### **Crisis Response and Suicide Prevention**

- For students who express concerning language or behaviors while in school, a mental health professional will administer an in-person suicide risk assessment and follow protocols established for in-person interactions.
- For students who express concerning language or behaviors while remote, staff will follow remote suicide risk assessment protocols (provided to all school administrators and mental health professionals).
- All crisis event responses will be made in collaboration with the Department of School Safety and building level administration using in-person or remote protocols as needed.
- An emphasis will be placed on training all staff on recognizing signs of depression and anxiety across all learning environments.
- Staff have always received training in mandatory reporting and recognizing signs of distress in students. Student Services will add sections specific to remote learning in order to make sure staff are trained to respond appropriately across all learning environments.
- Student Services will resume Question, Persuade, Refer trainings for staff and community members, all in a remote environment.



## **Social-Emotional Learning and Counseling**

Caverna Schools is developing a comprehensive plan for supporting in-person and remote learning that includes: providing training to staff on Youth Mental Health First Aid, Trauma-informed classroom management, Positive Behavior Intervention and Supports (PBIS), and supporting family-school partnerships that emphasize relationship building and engagement to enhance building climate and culture.

- Mental health counselors and guidance counselors will support both in-person and remote learners by coaching teachers, directly delivering social-emotional learning curriculum, and individually supporting students as determined by building level team decision making.
- Schools will utilize their mental health resources as we return to school.
- Screeners will be established and utilized to inform levels of support for students.

## **Gifted and Talented**

Gifted and Talented services will continue to be provided to students during both models of instruction. The GT department will continue to support schools, gifted learners, and their families in either an in-person or remote environment. The GT Resource Teacher will be available to support families, staff, and students, both in-person and remote environments.

- To maximize students' face-to-face time with teachers, GT Services will continue to be provided remotely to the greatest extent possible in either an in-person or remote/online environment.
- We will continue to accept GT identification referrals and will review them as per the guidelines, though we may not be able to make determinations until we have a complete body of evidence. Universal screening and the gathering of this body of evidence may be delayed if we are in an in-person or remote learning environment.
- Gifted Student Service Plans will continue to be implemented by the classroom teacher with support from the GT resource teacher.

## **English Language Learners**

English Language services will continue to be provided to students during both models of instruction. The EL department will continue to support schools, EL learners, and their families in either in-person or virtual learning.

Caverna is committed to equity and will continue to provide high-quality services and programs for English language learners (ELL).

- Communication with families will continue during this time period. Communication will occur in the parents' preferred language
- The EL resource teacher will continue to provide direct services to students in collaboration with the classroom teacher.
- We will continue EL referrals and will review them per the guidelines.
- EL service plans will be implemented in both models for instruction.

# Operations

Caverna Independent Schools will operate schools following the Healthy at Work/School guidelines as outlined by the Kentucky Department of Education and the Department for Public Health. Operations will need to be flexible and respond to the changing status of the COVID-19 pandemic. Operations will promote health and safety of our students, employees, families, and community and maximize educational opportunities to the fullest extent possible.

1. Athletics and Activities
2. Facilities Cleaning and Sanitation
3. Food Services
4. Transportation
5. School Management

## **Athletics/Activities:**

Caverna Independent Schools will follow all guidelines recommended by the [Kentucky High School Athletic Association](#) for sports and activities.

## **Facilities Cleaning and Sanitation:**

Caverna Independent Schools will follow all guidelines recommended by the Department of Public Health and the Centers for Disease Control for cleanliness and sanitation of school facilities and vehicles. Caverna Schools is dedicated to providing a safe, sanitized environment that promotes educational activities. Protocols will be focused on cleaning for health by disinfecting high traffic and sensitive areas that transmit germs.

- Before and after school, increase the circulation of outdoor air as much as possible by opening windows and doors.
- Limit all sharing of devices, school supplies, materials, and learning aids.
- Decrease the areas of common use, such as: pencil sharpeners, crayon bins, book shelves, etc...
- Areas to be thoroughly cleaned and sanitized a minimum of daily: restrooms, cafeteria, locker rooms, weight rooms, etc...
- Areas to be sanitized after student use: desk tops, table tops, countertops, etc...
- Areas to be sanitized throughout the day: handrails, hallways, door knobs, countertops in common areas, and other high touch areas in the buildings.
- Janitorial staff will use the custodial products recommended by the district including the germs sprayers, sanitizing spray, and disinfecting light.
- Classrooms will be thoroughly cleaned and sanitized at the end of each school day.
- Buses will be thoroughly cleaned and sanitized at the end of each route.
- All common areas will be thoroughly cleaned and sanitized throughout the day.

## **Food and Nutrition Services:**

Caverna Independent Schools will continue to provide meal service to students for in-person and virtual/online learners.

- Food service staff will follow all food preparation, cleaning and disinfecting protocols recommended by the Centers for Disease Control.



- Face coverings, gloves, and additional PPE will be worn for protection.
- Lunch schedules will be staggered to decrease the number of students in the cafeteria. Cohorts will eat together either in the cafeteria or the classroom.
- Face covering can be removed while eating.
- Students participating in virtual/online learning can pick up their “grab and go” meals each Monday morning between the hours of 9:00-10:00.

### **Transportation:**

Caverna Independent Schools will continue to provide transportation to students for in-person instruction. We encourage parents to transport students via car if possible to decrease the risk of exposure to COVID-19.

- All students will be required to wear face coverings.
- Parents will be expected to take their child’s temperature before leaving the house and to withhold an ill student from riding the bus.
- Each child must have on a mask before entering the bus.
- Bus monitors will check each child’s temperature as they enter the bus.
- If a child has a temperature over 100.4 and parent is present, the student will remain with the parent. If parent is not present, the child will ride in the front two seats of the bus to be isolated upon arrival at school. Parent will be contacted to pick up the student.
- Students will load the bus from the rear to the front of the bus and will unload from the front to the back.
- Students will have assigned seats to help with contact tracing. Daily bus logs will be kept to document seating.
- Students in the same family will sit together.
- Students must stay in their seats and not change seats.
- All buses will be sanitized after each route.

### **School Management:**

District and School administration is working to secure a safe learning environment for all of Caverna students. Procedures and protocols have been established to aid in the safety of our learners.

### **Student Screening, Arrival, Departure, and Transitions**

- Building administrators will develop a plan for pick up/drop off, building entry, transitions throughout the school day, bus loading, symptom screening, lunch/recess schedules, etc.
- Staff roles and responsibilities may need to shift to provide additional monitoring during transitions, symptom screening participation, and additional cleaning.
- Visitors will be stopped at the front entrance and will be required to wear a mask.
- All staff and students entering the building must be screened.
- Students with a fever over 100.4 will be kept in isolation until a parent can pick up the student.
- Directional arrows will be used to help with transitional flow.
- Face coverings will be worn during each transition time.

### **Confirmed positive COVID-19 Cases**

- Symptomatic staff and students in the building will need to go to a designated isolation area until they can safely leave the building.
- If a student or staff member is confirmed to have positively contracted COVID-19, school personnel will work with the local health department to contact trace possible exposure.
- Students testing positive will be quarantined for 14 calendar days and transition to virtual instruction.
- Staff members testing positive will be quarantined for 14 calendar days.



- Students or staff members that may have been exposed to a positive COVID-19 case will transition to virtual instruction for 14 days.

### **Student Cohort Grouping**

- Student classroom cohort groupings are consistent and limited to the same classmates to the extent possible.
- Elementary students will be with their same cohort group of during the day.
- Middle school students will remain with their same cohort group during the day except when transitioning to the intervention skills and elective classes.
- High School students will continue in their core academic classes and elective courses with scheduling trying to maintain cohort groups when possible
- Class changes will be limited with teachers rotating when possible instead of students and modified schedules to reduce interactions.

### **Classroom Setup & Procedures**

- Classrooms may not have shared seating options: couches, bean bag chairs, book nooks, or other flexible seating.
- Desks or tables will be arranged facing the same direction.
- Classroom pencil sharpeners, supplies, materials, manipulatives, stations or centers will not be shared or communal. Each student needs their own set of supplies and manipulatives.
- Each student shall have his/her own devices assigned to be used throughout the year.
- Classrooms will be cleared of non-essential furniture and items to maximize space in classrooms

### **Lunch and Recess**

- A single cohort of students may eat meals together.
- Students will wash their hands before and after eating.
- All meals & snacks will be consumed in classrooms, outside, or in reorganized, assigned seating area in the cafeteria.
- A single cohort of students may go to recess together but must maintain a social distance of 6 feet.
- Students must wash their hands before and after recess.
- Face coverings do not need to be worn outside.
- Use of water fountains is not permitted. Students should bring water bottles from home.

### **Before and After School Programs**

- Before and after school programs will follow the same guidelines and protocols as during school.

### **Student Enrollment**

- Student enrollment will continue to follow current district policies for registration, enrollment, and transfers. All enrollments will take place at central office.

### **Attendance**

- Student attendance will continue to follow current district and SBDM policies and procedures.
- Reporting will include students who are absent to COVID-19 symptoms or quarantine.
- Students will transition to virtual learning during quarantine time at home.
- Attendance will be reported for in-person and virtual learning.
- Students must be signed in for live instruction during virtual learning and/or must complete digital



assignments to be counted present.

## Communication

Caverna Independent schools will communicate with all stakeholders regarding COVID-19 and the changing status of school relations.

Internal Communication: The district and school administrators will utilize internal communication methods to inform staff of school functions, support

- Email
- OneCall
- District Webpage
- District leadership meetings
- Faculty meetings

External Communication: The district and school administrators will utilize

- District Webpage (a special COVID page has been created)
- Social media
- OneCall
- Remind
- Class DoJo
- Newsletters

## Employees

Caverna Schools will keep employees informed of changes and transitions due to COVID-19. All employees will be expected to fulfill their contract days July 1- June 30 2020. Our plan is for all employees to report to in-person work unless a request is considered due to underlying health conditions.

- Staff will be expected to fulfill contract days unless they apply for FMLA, request unpaid leave, or submit a resignation
- Requests for an alternative work environment will be reviewed by the Superintendent and based on medical documentation
- Health and safety protocols will be followed by all staff in all buildings.
- All staff will be working in individual classrooms or socially distanced when working in groups
- Job responsibilities may shift in order for schools to complete services to students and maintain a healthy environment
- Evaluations will be completed and observations and meetings may be conducted digitally

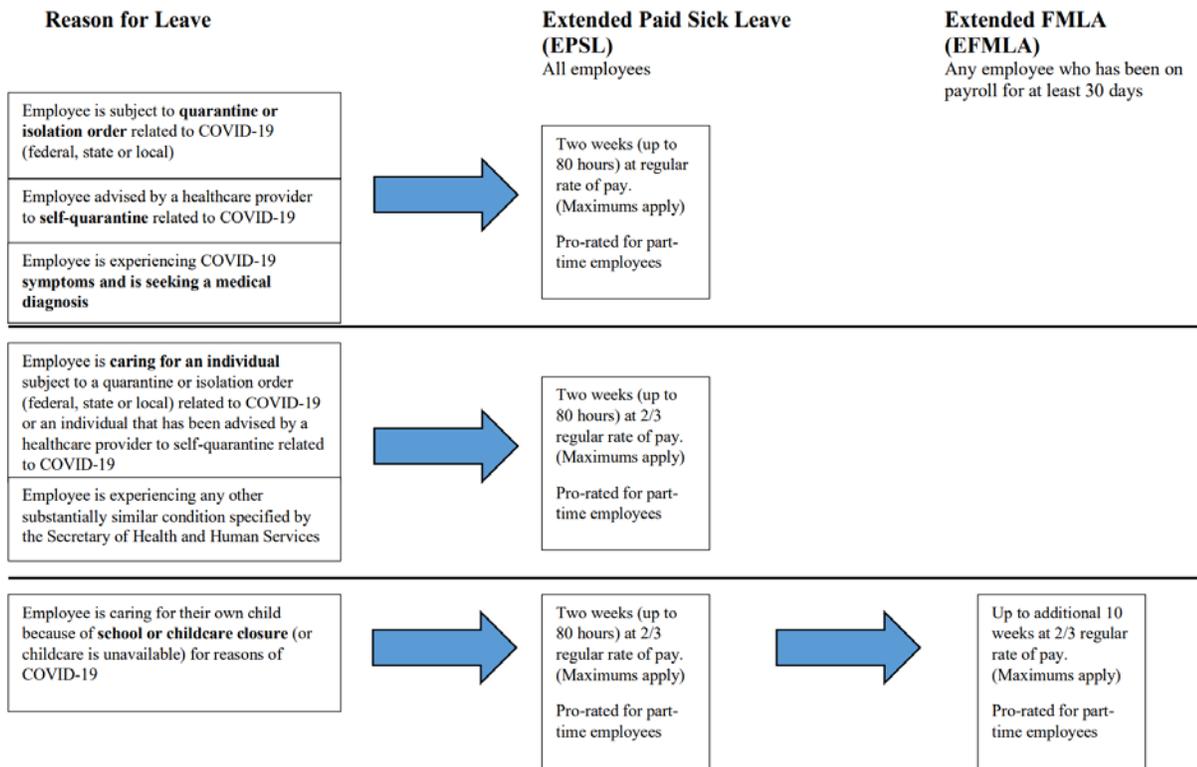
Employee Leave due to COVID-19 Options:

- Staff members that test positive for COVID-19 will be required to quarantine for 14 calendar days
- According to KDE and the CARES ACT, staff members will be eligible for 10 days at full pay of Emergency Sick Leave that can be used for personal COVID illness or if they are quarantined by a healthcare provider until December 31, 2020.



- According to KDE and the CARES ACT, staff members will be eligible for 10 days at 2/3 pay Emergency Sick Leave if they are caring for an individual that is quarantined/isolation or their childcare center has closed due to COVID until December 31, 2020.
- According to KDE and the CARES ACT, staff members can apply for extended FMLA for 12 weeks if childcare or public school has closed and no other childcare is available at 2/3 pay until December 31, 2020. The first 10 days are not paid under the CARES ACT.
- Please call the Human Resource Department at Central Office if there are additional questions.

**Federal Emergency Paid Sick Leave and Federal Emergency FMLA Expansion  
Under the Families First Coronavirus Response Act (FFCRA)  
(Effective until Dec. 31, 2020)**



|   | Federal Emergency Paid Sick Leave Act   |  | Federal Emergency FMLA Expansion Act   |  |
|---|---|--|--|--|
| Effective Date  | April 1, 2020   |  | April 1, 2020  |  |
| End Date  | Dec. 31, 2020   |  | Dec. 31, 2020  |  |
| Rollover  | No  |  | No   |  |
| Mandatory or Discretionary  | Mandatory   |  | Mandatory  |  |
| Classified  | Yes   |  | Yes  |  |
| Certified   | Yes   |  | Yes  |  |
| Full-Time   | Yes   |  | Yes  |  |
| Part-Time   | Yes   |  | Yes  |  |
| Eligible Immediately  | Yes   |  | No, must be employed for 30 days prior to leave request.   |  |
| Maximum Limits  | Up to 80 hours for full time; number of hours during a 2- week period for part time |  | 10 weeks of paid FMLA; first 10 days may be unpaid or employee may use other types of paid leave |  |
| Unable to Work or Telework Because:   | Allowed   | Amount of Pay  | Allowed  | Amount of Pay  |
| Subject to a federal, state or local quarantine or isolation order                                | Yes   | 100% of greater of regular payrate or minimum wage; \$511/day max; \$5,110 aggregate | No   | \$0  |
| Advised by a health care provider to self-quarantine  | Yes   | 100% of greater of regular payrate or minimum wage; \$511/day max; \$5,110 aggregate | No   | \$0  |
| Experiencing symptoms AND seeking a diagnosis   | Yes   | 100% of greater of regular payrate or minimum wage; \$511/day max; \$5,110 aggregate | No   | \$0  |
| Caring for another who is subject to quarantine or isolation order, or advised to self-quarantine | Yes   | 2/3 of greater of regular payrate or minimum wage; \$200/day max; \$2,000 aggregate  | No   | \$0  |
| Caring for child under 18 if school or daycare is closed  | Yes   | 2/3 of greater of regular payrate or minimum wage; \$200/day max; \$2,000 aggregate  | Yes  | First 10 days may be unpaid. 10 weeks of pay at 2/3 of regular rate of pay to a maximum of \$200/day and aggregate of \$10,000 |
| Experiencing any other similar conditions specified by HHS  | Yes (Currently Not Applicable)  | 2/3 of greater of regular payrate or minimum wage; \$200/day max; \$2,000 aggregate  | N/A  | \$0  |
| Restoration to position after leave   | Yes   |  | Yes  |  |



