

March 13, 2020

Dear Harlan Co Families:

We are committed to keeping you up-to-date on any developments related to COVID-19 in our community. We remain in close collaboration with the Harlan County Health Department and our local government to ensure a unified response to this public health issue. Officials with the local health department have assured us that there is not a public health risk to our schools at this time.

The following steps are being taken to support the health of students, staff and families:

- Cleaning high traffic touch items several times daily. (including, but not limited to door knobs, water fountains, desk tops, table tops, restrooms, chrome books, printers, copiers, telephones, hand rails, chair arms and backs, entry way push bars/plates, office counter tops, pencil sharpeners, and breakroom appliances.)
- Disinfecting all school buses daily.
- Ensuring schools are fully stocked with cleaning supplies, soap, hand sanitizer and paper products.
- Increasing on-hand inventory of custodial supplies.
- Encouraging students to use water bottles rather than drink directly from water fountains.
- Reviewing in-state field trips and staff travel daily and cancelling trips to areas of increased risk.

As we have done previously with health concerns, and as directed by Governor Brashears a program has been established to continue your student's education. The days will be called CDL days (Covid Learning Days).

Now as school closure has become an appropriate mitigation measure, we have prepared action plans to provide grade-appropriate educational activities and learning experiences for students. We have summarized our action plan on the attached action sheet. We also have a coordinated plan to deliver meals to students, as well as provide a meal pickup option at our local schools.

In the short term, the most important thing we can do is to help one another stay calm and take measured steps to keep our community healthy. We cannot stress often enough the importance of good handwashing and staying home when you are sick.

Thank you for your continued support as we face this evolving situation. We will continue to keep you posted.

Your Partner,

Harlan County Public Schools

COVID DISTANCE LEARNING DAY INFORMATION SHEET



- **Covid Distance Learning:**
 - In response to the Covid 19 pandemic, the Governor and Education Commissioner have requested school districts to develop an emergency plan to continue instruction to our students, much like our NTI days that we have implemented in the past. This emergency plan outlines how instruction will be delivered for all students during a day(s) when school is not in session due to the Covid 19 Pandemic. The plan gives teachers the opportunity to refine their online presence for content delivery and provides the students with online/paper content (for those who do not have technology/network resources). As the situation progresses the plans for CDL days may have to be modified and adjusted. The CDL program will operate similar to the existing NTI program, but due to the urgency of the pandemic warning this program's procedures are more **simplistic** due to time and situational constraints. For that reason we have named these days Covid Distance Learning Days (CDL days).
- **Delivery:**
 - Both digital and hard copies will be available for student assignments on Covid Distance Learning days. All lessons can be picked up at the front desk of each school or delivered to the home along regular bus route stops. Copies of some of the lesson can be available on the district's CDL webpage.
- **Preparation:**
 - Teachers have completed lessons for all students in their classes and grade levels. All lessons have been developed to best meet the needs of their classrooms and students.
 - **Lessons are meant to be simplistic**, while covering classroom content.
 - Lessons should require minimal to no assistance from care givers.
- **When:**
 - Harlan County Schools will utilize CDL days upon the Governor's request to close schools.
- **Communications:**
 - An automated call will be sent out to all students/staff announcing that school will be closing and the use of the CDL program. Announcements will also be made on the local radio, TV stations, and the district's Facebook page.
- **Availability:**
 - Teacher will be available at schools via phone/online from 8:00 a.m. until 3:00 p.m. each CDL day. Teachers will keep open lines of communication with students/parents and will be available via online or by phone. All teachers shall submit a communications log at the end of each CDL day to the school's administrator.
- **Accountability:**
 - Students will be required to attempt all tasks assigned during a CDL day. When the students return to a "normal" routine of school, the students will be given ample time

to submit their work. This extended time will insure that all students have adequate time to complete CDL activities.

- **Meals delivered on bus routes/front office of schools:**
 - Meals will be delivered by bus on normal bus routes and stops (Times to be announced)
 - Student assignments may also be turned into personnel on these routes to be returned to school.
- **Questions:**
 - Please call your child's school/teacher at the following numbers:
 - Black Mountain: 606-837-2214
 - Cawood Elementary: 606-573-2502
 - Cumberland Elementary: 606-589-2511
 - Evarts Elementary: 606-837-2386
 - Green Hills Elementary: 606-558-3533
 - Harlan County High School: 606-574-2020
 - James A . Cawood Elementary: 606-573-1950
 - Rosspoint Elementary: 606-573-4600
 - Wallins Elementary: 606-664-3444