

# COVID Classroom Return Plan for FY21

## TYPES OF INSTRUCTION

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- Level 1: Traditional (normal)
- Level 2: Traditional w/safety protocols
- Blended
  - Level 3: 1<sup>st</sup> Step Split classes – ½ in classroom (1<sup>st</sup> year) ½ in lab (2<sup>nd</sup> year) then alternate
  - Level 4: 2<sup>nd</sup> Step A/B Schedule – Group A attends MWF then TTh; Group B attends TTh then MWF; Group not on site works on distance learning assignments.
    - a. A/B by 1<sup>st</sup> Year and 2<sup>nd</sup> Year students (1<sup>st</sup> year A group; 2<sup>nd</sup> year B group)
    - b. All-day adult students come ½ day and attend ½ day virtually (adult students used to balance class size as best possible)
  - Class size (FY21 only):  
Reg FT Program: Capacity of 18 for FY21 (use summer attrition to drop down to 18);
  - Adult Health: Capacity reduced by program (varies);
- Level 5: Virtual with scheduled shop/lab rotations
  - Instructor works from office/classroom and isolates from rest of the campus staff (see additional detail under distance learning expectations)
  - Instructor schedules up to 5 students at a time for lab/hands on training throughout the week.
  - Bus routes maintained for the lab/shop training, social distancing and spacing maximized

Campuses or Programs may be at different types/levels of instruction based upon local health conditions.

- Benchmark/Reason for Types of Instruction
  - These 5 instructional formats are designed to provide a well-balanced variety of safe training options while minimizing disruptions and maintaining quality instruction. ICTC will adhere to public health guidelines, SDE stipulations and collaborate with local stakeholders as we determine which of the instructional frameworks is

most appropriate at any given time throughout the school year. Students and the community at-large will be notified in advance of transitioning from one instructional framework to another, allowing for the successful facilitating of schedule changes, technology needs and other specific areas that may be impacted by impending changes in the instructional framework being utilized

## SAFETY PROTOCOLS

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- Thirteen (13) screening questions/checks (of students and guests)
- Have you had any of the following in the last 24 hours?
  - Temperature of 100+ (record daily in the classroom)
  - A cough
  - Shortness of breath/tight chest
  - Loss sense of taste or smell
  - Headache
  - Fatigue
  - Muscle or body aches
  - Sore Throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
  - You or anyone in your household currently diagnosed with COVID19 or been required to isolate by the health department or health care provider
  - Did the student ride the bus (Classroom screening: documented daily for contact tracing purposes, taken up daily and kept in admin)
- Required Restrictions
  - Close breakrooms/conference centers for student use.
  - Breaks – schedule by class (get snack, food, and beverage then return to class for consumption)
  - Restrooms – as needed or scheduled
  - Handbook training or other start of year meetings – done in classes or 1 to 3 classes at a time spread out in conference centers
  - Virtual or no field trips (due to bus social distancing & busing)
  - Temperature check done for all students (AM & PM)
    - a. In classroom or single point entry (as determined by the director)
    - b. Bus – prior to boarding
- CDC/Area Health Officials Recommend:
  - Social Distancing (best protection)
  - Washing hands frequently

- Hand Sanitizer (60% alcohol)
- Masks in the presence of others

- 24 hours without a fever
- Other symptoms improving.
- If an individual is hospitalized
  - May return with a medical release.

## **POSITIVE CASES/Direct Contact - Exposure**

- **“Close Contact” or exposure for quarantine purposes is considered:**

- **Within 6 ft**
- **For 15 minutes or more**
- **No use of masks**

- **A contact of a contact is not considered an exposure or close contact for quarantine purposes**

### **Individuals Guidance:**

- If an individual is a “Close Contact” or COVID is in the home (but has not tested positive):
  - Student
    - 14-day quarantine (from “Close Contact” event)
    - Virtual learning
    - Excused absence or appeal automatically granted (if symptomatic)
    - May return with a medical release (preferred) or negative test result
  - Staff (non-classroom)
    - 14- day quarantine
    - Sick leave used if COVID related after use of federal COVID leave or if negative test result
    - Remote work only approved by the Asst. Superintendent
  - Staff (classroom)
 

The above from non-classroom plus:

    - Non-symptomatic or in-home family member is cause for quarantine (teach from home following Distance Learning Expectations (w/no lab rotations)
    - Instructors illness too severe to teach - instruction ceases, students’ progress through use of software and pre-recorded lessons only until instructor is able to continue instruction or returns from quarantine. No lab rotations during this time period.
    - Students in that class continue instruction from home (exception for those without internet access).
- If an individual has tested positive and is not hospitalized:
  - Quarantine
    - May Return when:
    - At least 10 days have passed since onset of symptoms

### **Class Impact (if concern of Direct Contact - Exposure)**

- If exposure may have occurred in the classroom
  - Questions to Ask
    - Were masks used?
    - Were classes split? (A/B or lab/classroom)
    - Were screening protocols conducted
      - If yes to all the above – remove infected person (positive test) from environment and possibly continue class after consulting with the Asst. Superintendent
      - If any answers to the above were no – class moves virtual for 14 calendar days
        - Meeting w/instructor regarding established guidelines if necessary
- If confirmed positive may have occurred at a sending school
  - Contact school to determine actual exposure at sending school
    - Determine if student drives or rides bus
    - Determine social distancing protocol in use for the ICTC classroom (used for further exposure of other students/staff – see Direct Exposure)
      - Consult with Assistant Superintendent on going virtual or simple removing the student for 14 days (from test date) or negative test result
- Isolation room
  - Establish area for waiting if student doesn’t pass screening questions or becomes sick with COVID related symptoms during the day.
  - No more than one infected student in an Isolation Room at a time.
  - Parent picks up student or student drives home after parent contacted (adult student leaves immediately)
  - If parent cannot pick up – use bus or van to transport to sending school or home with parent permission. Student must sit in the back seat of the vehicle/bus use and must wear a mask. Vehicle shall be disinfected and not used for 24 hours from time of drop off.
  - If isolated for symptoms while at ICTC with symptoms but has a negative test result, student may return after going 24 hours without a temperature and other symptoms are improving.

- If a positive test result, follow guidance above.

## DISTANCE LEARNING INSTRUCTION EXPECTATIONS (VIRTUAL) – Level 5

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- Teacher teaches from classroom unless a positive test (self or household); Teach from home; Follow guidance above for when it would be safe to return school site.
- Zoom or phone conference call daily with all students
- At least one daily grade required (AM/PM)
- Reach out by instructor for any student failing to log in to Google Classroom/Canvas, missed lessons or zoom/conference call (AM/PM) – Required.
- Daily video required (AM/PM)
- Cosmetology will have to follow guidelines on allowable percent of distance learning and contact in addition to ICTC lab time on rotating basis will be required
- Use Google Classroom/Hangout or Canvas daily (New instructors start on Google platforms)
- 4-day of instruction as outlined above (on Wednesday students working online while instructor develops additional lessons – personal contact of students not required)
- Develop rotation for up to 5 students per teacher to practice skills in the lab/shop
- New instructors – utilize Google Classroom versus Canvas

## BUS ROUTES/DRIVERS

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- Drivers
  - Must wear mask (N-95 will be provide up requested)
  - Seat directly behind driver must remain empty of passengers
  - Disinfect bus after each route
- Students
  - Temperature scan and screening questions conducted before boarding bus
  - If student fails temperature scan or “Yes” to screening questions, then student stays at sending school (let sending school administrator know)
  - If route is contracted with sending school, upon arrival do temperature scan and screening questions (sending schools will be asked to conduct before transporting but should not assume was done)
  - 72 passenger bus
    - Operate bus with a few windows open to increase airflow (even if using Heat or Air)
    - If Campus is at Level 2 or above; masks must be worn and no passengers in seat directly behind driver
    - If Campus is at Level 3, additionally maximize spacing between students as possible

- If Campus is at Level 4, additionally no more than 24 per bus, sit on outside (window) or one per seat or one inside
- If Campus is at Level 5, add only lab rotation and students without internet connectivity may ride the bus as scheduled.

## OJT

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- 2<sup>ND</sup> semester or 4<sup>th</sup> quarter
- Allow as long as not in full virtual.
- Move to 5 days a week for OJT
- Check in must be done via zoom/conference call weekly with the instructor (failure to do so terminates OJT).

## WHAT IF SENDING SCHOOL CLOSES

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- Determine why
  - Is it because of a student we share that was ill or not?
  - Was the district using social distancing protocols? If so, what were they?
  - Other students exposed? If so, how where they exposed?
  - Does that exposure meet CDC or Contact Tracing guidelines as actual exposure?
    - Inside of 6 feet
    - For more than 15 minutes
    - Not wearing a mask
  - Was reason for closure large/small school (event for closing in separate building or location; keep in mind small school may all be in one facility, large schools not the case)
  - Consult with Assistant Superintendent on how we handle
    - At best – no change
    - Quarantine exposed student(s) from our programs for distance learning
    - Move a program to virtual for 14 days;
    - Close campus – virtual

## OTHER

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- Strategically place disinfectant bottles or hand sanitizing dispensers near drinking fountains, vending machines, and other high touch points
- Schedule practice virtual days in all classrooms while in traditional/traditional w/social distancing measure
- Restroom entry doors propped upon where possible
- Press releases, parent communication media blast as needed
- Post signs throughout facility reminding students and staff of
  - Protective measures

- Wear a Mask
- Hand Washing

## TECHNOLOGY

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- If full virtual, run bus one or two times a week to bring those few students here for connectivity and use of laptops in our seminar centers or classroom labs/shops
- Reach out to partner schools to determine if and type of one to one device they will be using to limit duplication.

## GRADES AND DROPS

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- If we go fully virtual and they drop out – “I” instead of “F”
- Drops at semester – do not add enrollment if campus is at Level 3 or above on December 1 (may be different by Campus)
- Drops
  - If quarantined do not drop if student is sick and exceeds 10 days
  - If quarantined and not symptomatic drop when after 10 days without the submission of assignments with an “I”
- If not in virtual drop per current attendance policy with an “I”

## CALENDAR ISSUES

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- Stick with our schedule regardless unless all sending schools to campus do the same thing (then possibly virtual during that time)
- Inclement weather days, class will be conducted virtually for students and instructors; unless road conditions prohibit, support and non-instructional staff report to assist with deep cleaning of facilities or other normal job responsibilities (delayed start times are possible)

## Masks

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### Campus Wide

- Level 2 and above – Masks required on the bus and classrooms, meeting rooms, or when others are present. Masks are not required when in office or outside when working by oneself or in shop setting as long as social distancing can be maintained and students/staff are not working together on a project.
- Level 3 – No changes
- Level 4 – Masks additionally required in the lab/shop unless some other type of face shield is in place (welding hood, paint respirator or similar).

- Adult Health Programs will follow guidance from the clinical settings of participation – which may be extended into the classroom at early stages than outlined above.
- If the State, County, City, or Health Department official require masks in the County/City the Campus is located, ICTC students and staff shall comply with those orders.
- Mask requirements may be different at different campuses based upon conditions at that location.

### Classroom

- An individual classroom instructor (for personal health or safety reasons) may request from the Director permission to require masks by all students in earlier levels of instruction than where outlined as required above.
- Masks are required to cover nose and mouth during use.

Revised July 27, 2020 @ 8:43 p.m.