



**CV//TECH**

Canadian Valley Technology Center

**CV TECH'S  
RETURN TO LEARN PLAN**  
AUGUST 2020

## Overview

Our mission is to prepare people to succeed through quality career and technical education programs and services. Hands-on learning is a key component to accomplishing this mission. As we plan to reopen in August, Canadian Valley Technology Center is committed to providing a safe and healthy environment, allowing students and staff to return to our campuses this fall.

This plan addresses our response to COVID-19 by providing guidance on how to prepare for arrival on our campuses, what requirements are necessary while here and how to help contain the spread of the coronavirus.

This document follows guidelines recommended by the Centers for Disease Control and Prevention (CDC), the Oklahoma State Department of Health (OSDH) and the health departments in both Canadian and Grady county. It will be continually evaluated and updated as national, state and community mandates change in relation to COVID-19.

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## From the Superintendent

To the Canadian Valley Students, Parents, Staff and Community,

Every year at this time I look forward to welcoming back our employees and students on campus. This year is no different, however excitement is accompanied with apprehension of re-opening during a health crisis. Nothing is more important to me than ensuring a safe learning environment here at Canadian Valley Technology Center. We look forward to our students being on campus and are excited about the opportunity to socially engage. We are ready to get back to hands-on learning.

I am committed to working through the challenges of social distancing, face coverings, handwashing, cleaning and disinfecting. Our board members have been approving new policies and updating existing policies in order to safeguard our students and employees. On July 14, our board members unanimously (5-0) approved this Return to Learn plan ensuring we are creating a safe, flexible learning environment when we reopen on August 13. Our senior leadership team is aware that as conditions change with the pandemic, we will need to make adjustments to our procedures and precautions as necessary. We are prepared to provide an online learning option to students who are absent, ill or quarantined. In the event of a school or program closure, this will allow learning to continue and progress. No matter the situation we are faced with, we will be student-centered and flexible.

As a district, our decisions are driven by the guidelines set by the Centers for Disease Control and Prevention (CDC), Oklahoma State Department of Education (OSDE) and Oklahoma State Department of Health (OSDH) officials. Therefore, this Return to Learn Plan has been created with those guidelines in mind and will be updated based on the public health data trends and as the scientific understanding of how to mitigate the spread evolves. The health department will provide guidance to all area schools regarding individual health and safety protocols, program and school closure.

At Canadian Valley, we are proud of the quality education we provide. Whether it is in person, online, or a hybrid model, we are committed to ensuring learning will continue and we are dedicated to ensuring a safe environment for all employees and students. We appreciate your understanding and support as we start this school year during unprecedented times.



Stay safe and be well.

Respectfully,  
Dr. Gayla Lutts

## Important Dates



**July 6-28:** All 11- and 12-month employees are required to report to campus a minimum of one day per week, unless previous arrangements have been made with a supervisor and HR. The campuses remain closed to the public, except for appointments made ahead of time.

**July 29:** Welcome back instructors! All employees, except Instructional Assistants (IAs) and Teaching Assistants (TAs), are now reporting to campus daily.

**August 5:** IAs and TAs begin reporting to campus daily.

**August 13:** First day for CV Tech. Students from sending schools can begin and are encouraged to do so on this day.

## Communications



**In these unprecedented times, two-way communication is more important than ever.**

### Calling In Sick

Due to the current health crisis, please do not come to school if you are ill or begin developing symptoms similar to those on the self checklist (Page 4) and immediately notify the school:

- \* Employees notify your supervisor. If the illness is COVID-related, your supervisor will notify HR.
- \* Students notify the attendance hotline and/or instructors:

**Chickasha Campus:** (405) 224-7220

**Cowan Campus:** (405) 345-3333

**El Reno Campus:** (405) 422-2231

### Staying Up to Date

In the event of any COVID-related updates and/or school closure, you will be notified the following ways:

- \* Text message
- \* Phone call
- \* Website: [cvtech.edu](http://cvtech.edu)
- \* Social media channels  
*Facebook; Instagram; Twitter*
- \* Local TV station message

## Preparing to Arrive on Campus



**HOME** is the first point of screening. Onsite screening is not being conducted at this time, due to safe distancing requirements. A COVID kit will be provided to all staff members. Kits include two reuseable masks, a thermometer, hand sanitizer and the daily self checklist (at right). Staff and students should self-monitor daily using the self checklist and reporting symptoms. If your answers indicate that you might have COVID-19, employees contact your supervisor. Students should contact the attendance clerk, campus director and/or your instructor.

Any employee who tests positive for COVID-19 should notify your supervisor and HR immediately. Any student who tests positive for COVID-19 should contact the attendance clerk, campus director and/or your instructor. This will allow contact tracing to occur in conjunction with the applicable county health department. You will be notified when you can safely return to campus.

Employees with underlying medical conditions or anyone who has household members with underlying health conditions should contact their supervisor and/or HR.

### COVID-19 Daily Self Checklist

**Do you have a fever (temperature of 100.4°F or above) without having taken any fever reducing medications?**

- Yes
- No

**Loss of Smell or Taste?**

- Yes
- No

**Muscle Aches?**

- Yes
- No

**Chills?**

- Yes
- No

**Cough?**

- Yes
- No

**Fatigue?**

- Yes
- No

**Shortness of Breath?**

- Yes
- No

**Sore Throat?**

- Yes
- No

**Headache?**

- Yes
- No

**Congested?**

- Yes
- No

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?**

- Yes
- No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

- Yes
- No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

- Yes
- No

## On-Campus Requirements

### Facial Coverings



Facial coverings have been described by the CDC as the most effective method to prevent COVID from spreading respiratory droplets.

- ❑ **Facial coverings are required by staff and students** upon entering campus and while on campus, especially when social distancing cannot be maintained or controlled (i.e., walking in hallways, at desks, restrooms, etc.).
- ❑ Masks should be school appropriate. No offensive graphics are permitted.
- ❑ A free reuseable cloth mask will be provided to all staff and students.
- ❑ Masks with valves are not permitted, due to valves allowing respiratory droplets to spread.
- ❑ Do not alter face coverings (i.e. do not cut a hole in it for any reason).
- ❑ Ensure face coverings fit properly, covering your nose and mouth. Do not touch your face covering once it is secure.

### Individuals Medically Unable to Mask:

In regards to the CV Tech's masking policy, an individual may decline to wear a mask at school if the following criteria are satisfied:

- ❑ The individual has a pre-existing health condition that would be adversely affected by mask usage and the individual has provided or will provide, within a reasonable period designated by the Superintendent, a health care provider's statement
  - (1) explaining the inability to wear a mask for either a short or extended period;
  - (2) indicating whether the individual can safely wear a face shield or other protective facial covering; and
  - (3) alternative measures recommended by the health care provider for protecting the individual and those who may have contact with an individual determined to be medically unable to wear a mask or other facial covering; **or** The individual is having trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- ❑ The District will require information regarding the individual's inability to wear a mask so that it may consider how to offer a safe working and learning environment. If the individual's health-care provider does not provide the requested information, the District will base its consideration on the information before it. The District's goal is to protect the individual who is unable to wear a facial covering and other individuals with whom he or she may have contact; the District will employ alternative-protection measures that achieve this goal.
- ❑ Under the masking policy, individuals deemed unable, for verified reasons, to wear facial covering will be subject to strict social distancing and other requirements to limit contact with others.

## On-Campus Requirements

### Sanitization & Personal Hygiene



Proper sanitation and hand washing/ disinfection are tools that help kill viruses and remove them from the environment.

- Each employee and student is responsible for disinfecting their own work area and shared items, such as keyboards and tools, to ensure a sanitary environment.
- Each employee will be responsible for sanitizing school vehicles before and after use by wiping down surfaces. Sanitizing wipes and/or spray with paper towels will be provided in each vehicle.
- You should wash your hands for at least 20 seconds with soap and water frequently throughout the day, especially prior to meals and after using the restroom.
- Numerous hand-sanitizer dispensers are available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

### Physical Distance



Maintaining physical distance between persons is another method that may be employed to reduce the spread of coronavirus according to the CDC.

- Numerous changes have been made on campus to ensure social distancing can be enforced:
  - \* Plexiglass partitions have been installed in customer service areas providing a barrier.
  - \* An increased distance between desks and workstations will be implemented when possible.
  - \* Seating is reduced in common areas, such as lunch rooms, to limit group gatherings.
- Various signage will be in place providing social distancing guidance and required traffic flow in the hallways.
- Arrival/departure, break and lunch times have been adjusted to reduce crowd size.

## While on Campus

### Arriving/Leaving Campus

- Have your face covering on prior to entering any CV Tech building.
- Use designated entries and exits only.
- Entry and exit procedures will be staggered.
- Students riding buses will be dismissed earlier than student drivers to reduce number of students in hallways.
- Students must maintain safe distancing from others when waiting for the bell to ring.
- More campus-specific guidelines will be provided to students by the instructor on the first day of class.

### In Classrooms, Shops, Labs & Offices

- Face coverings are required to be worn when social distancing cannot be guaranteed.
- Seating charts will be used in classrooms, and a work area chart will be used in shops and labs. Instructors will take attendance based on these charts, and the charts will be used for COVID-19 contact tracing as needed.
- Accommodations are being made to social distance when possible. When not possible, a schedule will be created by the instructor(s), and face coverings will be required during that time.
- It is the responsibility of instructors/ students to disinfect frequently touched and shared objects before/after use, such as tools, machinery, keyboards and work stations.
- Keep unnecessary movement/travel to a minimum.
- More campus-specific guidelines will be provided to students by the instructor on the first day of class.

### Common Areas: Breaks & Lunches

- Face coverings are required in these areas except when eating/drinking. Social distancing is expected when eating/drinking.
- Break and lunch times have been adjusted and/or increased to accommodate fewer number of students in commons areas.
- Seating has been reduced/eliminated to decrease or limit group gatherings to ensure social distancing.
- Follow traffic directional signage when walking in hallways, and adhere to social distancing floor markers.
- Use designated restrooms for your work area/program.
- More campus-specific guidelines will be provided to students by the instructor on the first day of class.

## COVID Response Plan

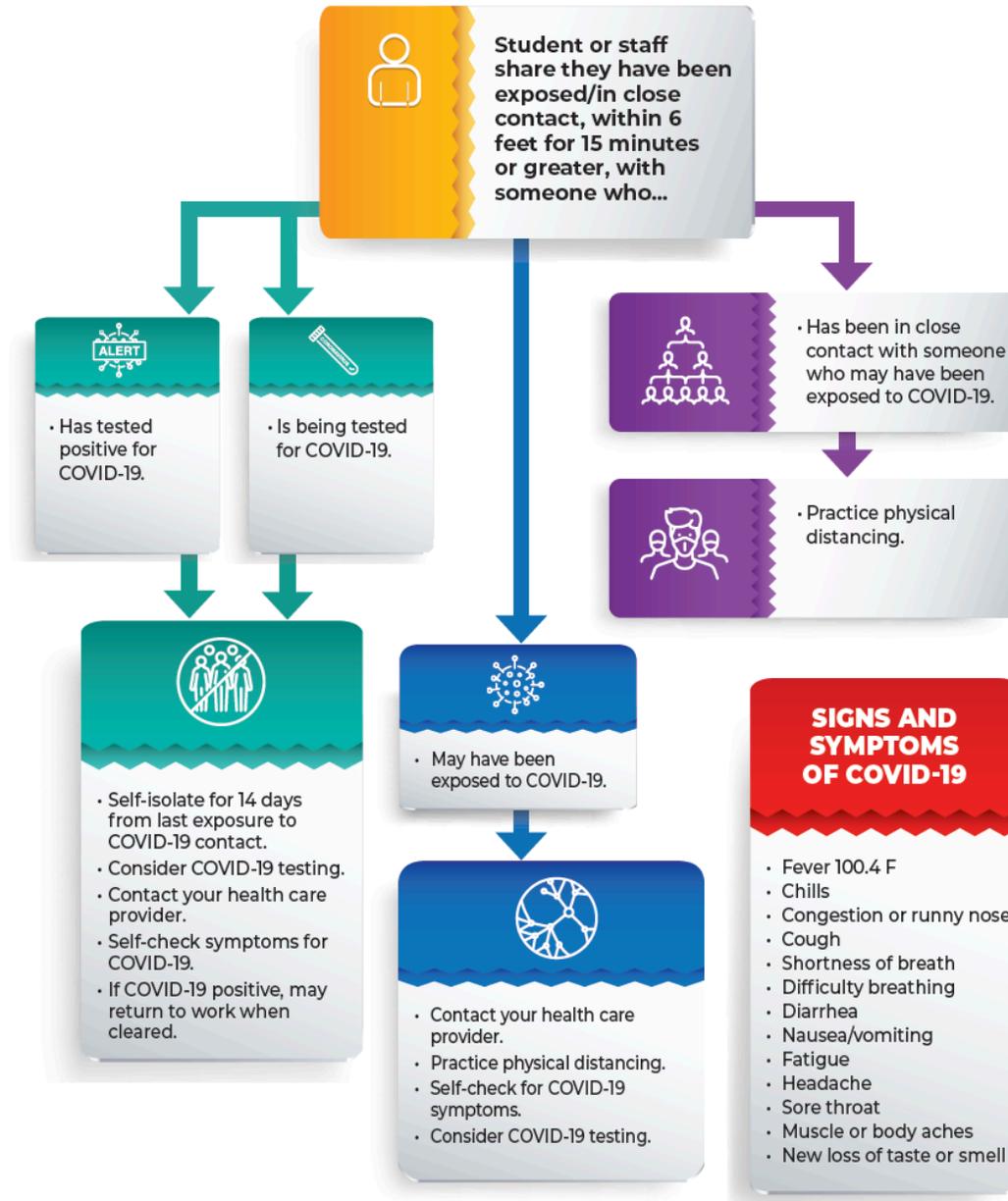
|   |  |
|---|--|
| <p style="text-align: center;"><b>If Symptoms Develop</b></p>     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Students or staff members will be directed by an administrator to leave campus if they have their own vehicle, and parents/guardians will be notified.             <ul style="list-style-type: none"> <li>* In the event transportation is not immediately available, they will be isolated in a designated room with a facial covering.</li> <li>* If a student is too ill to drive, they will be isolated in a designated room with a facial covering. Parents/guardians will be notified and expected to arrange pick-up as soon as possible.</li> </ul> </li> <li><input type="checkbox"/> Once the student/staff member has left the isolation room, the room will be cleaned and disinfected.</li> <li><input type="checkbox"/> The campus director will provide administrative approval if a student/employee has left the premises or is in isolation.</li> <li><input type="checkbox"/> The student/employee should immediately notify a personal physician or healthcare provider.</li> <li><input type="checkbox"/> The surfaces in the student or staff member's workspace will be cleaned and disinfected.</li> <li><input type="checkbox"/> The student/employee should monitor symptoms.</li> <li><input type="checkbox"/> If the student/employee is showing symptoms, they should not return to campus or see "Return to Campus" guidelines below.</li> </ul> |
| <p style="text-align: center;"><b>Positive Case on Campus</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Students notify your instructor or campus director; staff should notify a supervisor, campus director or HR.</li> <li><input type="checkbox"/> The applicable county health department will be notified, and recommendations will be followed.</li> <li><input type="checkbox"/> Areas used by the individuals with COVID-19 will be closed off, and wait as long as practical before cleaning and disinfection begins to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.</li> <li><input type="checkbox"/> We will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.</li> <li><input type="checkbox"/> If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfecting.</li> <li><input type="checkbox"/> Employees and students using the same space will be informed (with respect of HIPAA) by the applicable health department. CDC recommendations and health department guidelines will be followed to determine exposure prior to determining who will be required to quarantine for 14 days.</li> </ul>   |
| <p style="text-align: center;"><b>Return to Campus</b></p>        | <ul style="list-style-type: none"> <li><input type="checkbox"/> In order to be readmitted after testing positive, students or staff must be:             <ul style="list-style-type: none"> <li>* At least 10 days since symptoms first appeared <b>and</b></li> <li>* At least 24 hours with no fever without fever-reducing medication <b>and</b></li> <li>* Symptoms have improved</li> </ul> </li> </ul> <p>Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.</p>   |

# COVID Exposure Chart

### Instructions

This flow chart is courtesy of OSDH. It is intended to be used as a guide in the case of exposure to persons with COVID-19.

Ultimately, CV Tech will follow the recommendations and guidance of the Canadian and Grady county health departments regarding exposure and positive cases.



## Attendance



Due to these uncertain times, it is important if you are ill to stay home, seek medical attention and do your part to help stop the spread of COVID-19.

### Students

Attendance incentives, such as perfect attendance will not be recognized this year. Additionally, attendance will not be used as a punitive measure. As always, inform the school if you plan to be absent by calling the attendance hotline:

**Chickasha Campus:** (405) 224-7220

**Cowan Campus:** (405) 345-3333

**El Reno Campus:** (405) 422-2231

### Employees

Employees unable to report for “on-site” work will be expected to use available leave, unless the employee qualifies for COVID-related leave under either the Emergency Family and Medical Leave Expansion Act (EFMLEA) or the Emergency Paid Sick Leave Act (EPSLA). An employee seeking leave under either of these should contact Human Resources for information on available leave benefits and an application form.

## School Closure



We are prepared for closures of programs, buildings or campuses during this school year, due to an increase in COVID-19. Because we serve multiple school districts, we take our responsibility of protecting area communities very seriously. Therefore, decisions on closures will be made in cooperation with applicable county health departments.

### Program closure

If numerous positive cases occur within a specific program resulting in closure of a program, distance learning will be provided.

### Building closure

If numerous programs have positive cases resulting in closure of a particular building, distance learning will be provided.

### Campus closure

If multiple buildings must be closed resulting in the closure of a campus, distance learning will be provided.

### Sending school closure

If sending school(s) are closed, distance learning will be provided.

## Work Day Requirements



Employees will no longer be remote working and must report daily on campus beginning July 29. Regular schedules will be followed.

In the case of a remote learning environment for students, instructors and all staff will be required to report to campus daily.

COVID-19 exceptions to remote work will be determined on a case-by-case basis. Staff must submit a request to their supervisor, and a review will be conducted in HR.

## Remote Learning



We will use the OSDE recommendations as guidelines for determining the number of people permitted on campus and adjusting remote learning as necessary.

Each week, OSDE and OSDH assigns a color to each of Oklahoma's 77 counties according to the number of COVID-19 cases per 100,000 residents. Each color represents an alert level and course of action.

### ORANGE LEVEL 1

- Begin remote learning
- Reduce onsite learning

### ORANGE LEVEL 2

- Increase remote learning
- Reduce onsite learning to 25%

### RED LEVEL 1

- Maximum remote learning
- Reduce onsite learning to 15%

## Remote Learning | Instructor & Student Expectations

### Instructors

Instructors will work regular on-campus hours.

Instructor will take attendance with students daily; online (face to face) meetings are required daily. Please contact your instructor if accommodations are needed.

Instructors will communicate assignments, time-log, progression and/or feedback weekly or more as needed in the learning management system.

Instructor will monitor each student's progress daily to verify students stay on track. Instructors will be expected to contact parents each week if their high school student is not on track for the week ensuring the parent/student understands the student's grade will be affected by lack of progress in the course. Instructors will meet remotely with adult students each week to verify progression.

Instructors will be expected to log all student progress, grade(s) and parent contact notes in Sonis. Eligibility grade updates will be entered by the instructor into Sonis by the end of the day each Tuesday.

### Students

Attendance is expected daily while virtual. The student may be counted present when the online course provider/instructor provides evidence of course interaction that demonstrates student's progress toward learning objectives and demonstrates regular student engagement in course activity. This may include: online chats, time-log entries, emails and/or posting/submission of lessons.

Grades will be affected if students are not making adequate progress and/or not meeting program progression requirements. (Please reference Continuing Enrollment section of the Student Handbook)

Sign into your classroom learning management system on a daily basis, during normal class hours, at specific times determined by your program instructor.

Complete assignments (as provided by your instructor) and submit coursework and time-log in the learning management system daily. Failure to submit coursework and time-log each day will negatively affect your grade and progression in the program. Late coursework and time-logs will not be accepted.

Participate in group class meetings and/or online discussions as scheduled.

Read course-related news and announcements each day.

Share work and discuss ideas with your instructor and other students.

Regularly review feedback, graded assignments and emails from your instructor.

Do your own work and proofread before you hit ENTER. Cheating and plagiarism will not be tolerated (Please reference student handbook under Student Behavior and Personal Conduct section).

## Operations

### Cleaning, Disinfecting

Each evening, our custodians will sanitize any spaces occupied during the day. In addition, deep cleaning and disinfecting will occur for work surfaces, school vehicles and areas in the work environment, such as restrooms, vending areas, meeting rooms, and drop-off/pick-up locations. Frequent cleaning and disinfecting by our daytime facilities staff will be conducted in high-touch areas. Daytime restroom cleaning and sanitizing frequency will be increased.

### Visitors

Campuses are closed to the general public until further notice.  
Visitors (external groups and vendors) will not be permitted without an appointment.  
All outside group meetings have been canceled through Jan. 1, 2021. This date is subject to change.  
Visitor/Guest tours will be suspended until further notice.  
Parents/Guardians need to make an appointment prior to coming on campus.

### Procedural Training

Each employee is responsible to complete COVID training (found/tracked on GCN) within one week after returning on campus.  
Students will be required to complete COVID training.

## Travel / Transportation



### Travel

If you have traveled recently and believe that you might have come into direct contact with someone infected with COVID or have come into contact with someone that is awaiting COVID test results, please notify your supervisor. A 14-day quarantine is required for anybody who travels internationally. Employees may be required to use available leave during quarantine.

### In-District Travel

Employees are encouraged to social distance when possible by utilizing teleconferencing, such as Zoom. When school cars are necessary, employees must sanitize vehicles before and after use. Disinfecting wipes or sanitizer and paper towels will be provided.

### Transportation

Face coverings will be required while riding a CV Tech bus to/from our campuses. Students riding sending school buses are also encouraged to wear a face covering. Social distancing should be followed when possible on the bus. Drivers will sanitize buses between routes as possible.

## Work-Related Travel Checklist

- Determine if travel is essential.
- Non-essential and out-of-state travel are not permitted until further notice.
- Overnight travel will not be permitted until further notice.
- Essential travel will be permitted with district administration approval. In determining whether travel is essential, please consider the following:
  - \* Is a virtual meeting an option?
  - \* Is there another option other than attending in-person?
  - \* Is your attendance or participation required or voluntary?
  - \* Can the meeting happen without your attendance or participation?
  - \* Can it be rescheduled for a later date?
  - \* PPE protocol
  - \* What are the plans for social distancing, face coverings, cleaning and disinfecting?
  - \* What is the meeting facility policy for a positive case or suspected case?
  - \* What means of travel are you considering? Personal vehicle or school?
  - \* Traveling alone or with colleague(s)?