



Caddo Kiowa Technology Center

**Return to Learn Plan
2020-2021**

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Caddo Kiowa Technology Center

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CAMPUS

Overview

Caddo Kiowa Technology Center (CKTC) is committed to providing a safe and healthy environment for all employees, students, clients and visitors. To ensure the safest environment possible, we have developed the following COVID plan in response to the pandemic.

Our goal is to minimize the potential for transmission of COVID19 within CKTC. This requires full cooperation of our employees, students, clients, and visitors. Only through this cooperative effort can we establish and maintain the safety of our campus and work areas.

Caddo Kiowa Technology Center's guidelines will follow the recommended guidelines from CDC along with Oklahoma Health Department. CKTC administrators will work closely with the local Health Department located in Anadarko to determine possible action, if any, to take in a situation relating to COVID.

Mission, Vision, Core Values and Philosophy

Our mission at CKTC is to provide a comprehensive educational and training system.

Our vision at CKTC is to create a high quality business and industry learning environment.

Our core values at CKTC consist of student centered, employee ownership, business and industry focused and performance driven.

Our philosophy at CKTC is to provide continuous school improvement to meet the needs of full-time and short-term students, business and industry and any unique or special population within the CKTC district.

CKTC administration will strive to ensure our mission, vision, core values and philosophy remain vital during this uncertain time.

Message from the Superintendent, Mr. Tony Hancock

To Our Caddo Kiowa Tech Students, Parents, Staff and Community

As always, I am excited about the opportunity to begin another school year. The possibilities that await our students drives each of us to strive for excellence at Caddo Kiowa Technology Center. With every new year comes new challenges. This year is certainly no exception. In fact, this year may have more challenges than ever before. At Caddo Kiowa Technology Center, we are committed to continuing to provide the quality training environment for patrons in both our full-time programs and for our business and industry services.

While we all look forward to a new year with excitement, this year is also filled with some trepidation. There are many unknowns with regard to Covid-19 and the impact it will have on our learning environment. I want each of you to know that the staff at Caddo Kiowa Tech is focused on providing a safe environment for students, staff and industry partners who are on our campus. Our "Return to Learn Plan" is designed to provide guidelines for staff, students and patrons as you come on campus.

While challenging, the use of face coverings, social distancing, hand washing, and disinfecting has become the new normal for all of us. The CKTC "Return to Learn Plan" has been designed to follow the guidelines and recommendations of the CDC, the State Department of Health and the Oklahoma State Department of Education to mitigate the risks involved for everyone. I would like everyone to know that the health and safety of students, staff and patrons is our top priority.

I am proud of the education and training that we provide at Caddo Kiowa Technology Center and am committed to continuing to provide the very best in both, while maintaining a safe and productive learning and training environment. As with many things, we cannot accomplish this alone. We depend on each of you to help us by monitoring your own health, following the recommended guidelines and by communicating your needs and concerns.

Again, I look forward to the new year. I am certain, with all of us working together, we will accomplish much. Please be patient, as we work through the new and unique challenges that are before us. Providing a safe and healthy learning and training environment for everyone is our top priority.

God Bless You,

Tony Hancock
Superintendent

Screening Details for Employees, Students, Clients and Visitors

1. Temperature check – temperatures will be taken before entering program area/building/campus or transportation with an infrared thermometer. If temperature is at or above 100.4, an administrator will be notified and determine the next course of action working closely with the local health officials. This person may be asked to leave campus and can return after 24 hours free of symptoms without the use of medication.
2. Four (4) standards questions will be asked before entering a program area/building/campus or transportation. If answer is yes, an administrator will be notified to determine if the person needs to leave campus. The administrator will work with local health officials to determine the next step.
 - a. Have you had a fever in the past 24 hours?
 - b. Have you had a cough?
 - c. Have you had shortness of breath?
 - d. Have you been in close contact with an individual with COVID19?
3. The person will be taken to an area in building 100 until further action can be taken.
4. If a person is sent home, it will be strongly recommended for them to contact their local health officials or COVID19 hotline at 1-833-528-0063.

Signs/Symptoms of COVID on Campus

If an employee, student, client or visitor begins to feel sick on campus, an administrator will be notified immediately. If the symptoms are related to COVID, the person will be taken to an area in building 100 until further action can be taken which could include being sent home.

Symptoms of COVID:

- Fever
- Cough
- Shortness of Breath and/or Difficulty Breathing
- Muscle Pain or Body Aches
- Headache
- New loss or Taste of Smell

- Chills and/or Repeated Shaking with Chills
- Sore Throat
- Nausea/Vomiting/Diarrhea

**Any employee, student, client or visitor that have been in contact with someone who has tested positive for COVID and under isolation should not enter campus.

Confirmed Case of COVID on Campus

1. CKTC administration will coordinate with local health officials (they will assist on determining course of action).
2. If needed, we will have an initial short-term dismissal consisting of 2 – 5 days to allow local health officials to gain a better understanding of the situation.
3. With assistance from local health officials, CKTC administration will determine if closure of campus/program/area is necessary and the length of dismissal (this will be determined case-by-case).
4. Communication will be distributed to students/staff by email, text alerts, social media and web page.
5. If campus or area is closed, it will be cleaned and disinfected thoroughly.
6. Education will be continued for students via distance (distance education will be determined by each program and/or teacher).
7. Student or staff will be required to provide a letter from the health department or physician regarding approval to return to campus.

Visitors on Campus (including Vendors)

All visitors will be required to check in at building 100 and complete the safety protocol check. Vendors will be required to complete the safety protocol check at the area of delivery. All visitors and vendors will be required to wear a face covering while on campus.

Groups requesting room reservations will be asked to complete the safety protocol check at the building of room reservation. Groups will need to maintain social distancing and be placed in appropriately spaced meeting area. Face covering will be required when social distancing is not feasible.

Groups participating in safety training on campus will be asked to complete safety protocol check when arriving at their designated area on campus. Groups will need to maintain social distancing and be placed in appropriately spaced training area. Face covering will be required when social distancing is not feasible.

Daycare Facility

Our daycare facility will remain open for children ages infant to school-aged. The safety protocol check will be completed for all children, staff and students entering the early care program. Parents/guardians will be asked to complete the safety protocol check and to only enter the front of the building for check in purposes. Our building will be cleaned and disinfected daily. Temperature checks will be taken at least twice a day.

All staff will be asked to wear face covering when social distancing is not feasible.

COVID19 Resources

The following website provide COVID19 resources and school recommendations.

www.cdc.gov

<https://coronavirus.health.ok.gov>

www.sde.ok.gov

www.okcareertech.org

Campus Communication

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

Due to the current health crisis, please do not come to campus if you are ill or begin developing symptoms related to COVID19 and immediately notify the attendance clerk, supervisor or teacher of the program area.

In the event of any COVID19 updates or school closure, you will be notified immediately by one or more of the following:

1. Text alert
2. Phone call
3. Website: www.myctc.com
4. Social Media site: Facebook, Instagram or Twitter

EMPLOYEES

Campus Safety Protocol

Caddo Kiowa Technology Center has made numerous changes to the campus to ensure safety measures are taken for employees, students, clients and visitors.

We have provided signage in regards to hand washing, social distancing, safety protocol checks, and advising the use of face covering.

Break areas, lounge areas and common spaces will be no longer be accessible to large crowds which cannot maintain social distancing.

Hand sanitizers will be available at the entry of all buildings/program areas.

Signage will be placed outside of restrooms stating a capacity number at one time.

Drinking fountains will not be available until further notice.

All program/classroom areas will be disinfected at least twice a day.

Student Services area will be closed from 11:30 – 12:00 for disinfecting as well as at the end of each day.

Hand washing is encouraged frequently during the day for a minimum of 20 seconds using soap and water.

All transportation vehicles will be disinfected twice a day.

Attendance for Employees

If an employee has a positive case of COVID19, they will be allowed to take leave relating to COVID19 and following the Families First Coronavirus Response Act.

If an employee has a related positive case of COVID19 such as the following:

1. Family member living in the same household
2. No child care available due to COVID19

3. Caring for a dependent with a positive COVID case

The employee will need to contact their supervisor immediately if COVID19 leave needs to be taken.

If an employee feels uncomfortable being on campus at any time due to COVID19, they will need to contact Mr. Tony Hancock, Superintendent or designee to determine appropriate action to take. This can include moving to a different working space on campus or taking personal leave.

Break Time Areas for Employees

It will be recommended for employees to break in locations that social distancing is feasible.

Cafeteria Safety Protocol

1. Maintain social distancing in dining area and in food line.
2. May sit in designated dining area (tables will be spaced out accordingly).
3. To-go trays will be provided.
4. Condiments will be provided in individually wrapped packages.
5. Utensils will be provided in individually wrapped packages.
6. Salads will be pre-made in individual containers.
7. Tables will be cleaned after dining.

STUDENTS

Start of School

Caddo Kiowa Technology Center will start the 2020-2021 school year on August 12th. This school year will start in a traditional setting with safety protocols. If recommended by administration or state, CKTC will review the traditional setting and make necessary accommodations such as a rotational schedule or distance learning as stated below.

Rotational Schedule:

CKTC will provide education to students on a rotational setting with safety protocols. This will consist of education on campus and via distance learning. Students will follow the rotational schedule given by each program/teacher along with all safety protocols on our campus.

Distance Learning:

Education will be provided via distance for all students which will consist of virtual and/or paper packets. Campus will be closed for students on site.

Students will be provided daily instruction via distance per program's virtual platform utilized in the traditional setting (e.g. Zoom, Google, Canvas, Schoology, CDX, MindTap, or ToolingU).

Attendance will be taken by virtual contact with each teacher daily and documented.

Students will be expected to complete required assignments in program areas per program teacher as grades will be recorded.

Detailed information will be provided by each teacher per program area.

Students will be asked to complete a COVID19 acknowledgment form and the Oklahoma State Department of Health Protected Health Information (PHI) disclosure at the beginning of the school year. If student is under the age of 18, the signature of a parent/guardian will be required.

Classroom/Shop/Lab Safety Protocol

1. Safety checks for any student/faculty entering program area (this includes temperature check and answering four (4) standard safety questions – see screening details).
2. Social distancing will be required when applicable.
3. Areas will be cleaned after each session (am and pm).
4. Students will be asked to wear a face covering when social distancing is not feasible (or if required by specific program/teacher).
5. Students will be assigned seats/areas in the classroom/shop/lab.
6. Students will be encourage to wash their hands frequently during the day for a minimum of 20 seconds using soap and water.

Transportation Safety Protocol

Students will not be allowed on CKTC bus/vehicle if requirements are not followed.

1. Safety checks for each student entering bus/vehicle (this includes temperature check and answering four (4) standard safety questions).
2. Students will be required to wear a face covering and no more than one person per seat area where feasible (immediately family members may sit together).
3. No eating food and only bottled drinks allowed (if high school student brings a to-go lunch tray, it must be ate when he/she arrives on campus not during transportation time).
4. Bus/vehicle will be cleaned after each route.
5. Seats will be assigned for all students.

Cafeteria Safety Protocol

1. Maintain social distancing in dining area and in food line.
2. May sit in designated dining area (tables will be spaced out accordingly).
3. To-go trays will be provided.
4. Condiments will be provided in individually wrapped packages.
5. Utensils will be provided in individually wrapped packages.
6. Salads will be pre-made in individual containers.
7. Tables will be cleaned after dining.

Break Time Areas for Students

It is to the discretion of the program/teacher to incorporate break times for students during each daily session. If breaks are given, students will be asked to maintain social distancing in all areas. The following schedule will be used if program/teacher permits student break time.

(Adult only programs will be determined by program director)

Program	Break Time	Vending machine area
Auto Service Program	10:00 am / 2:00 pm	Building 1000
Bio Medical	10:00 am / 2:00 pm	Building 800
BITE	10:15 am / 2:15 pm	Building 1000
Construction	10:15 am / 2:15 pm	Building 400
Cosmetology	10:00 am / 2:00 pm	Building 200

Criminal Justice	10:15 am / 2:15 pm	Building 100
Culinary	10:00 am / 2:00 pm	Building 400
Diesel	10:30 am / 2:30 pm	Building 1000
DIPT	10:00 am / 2:00 pm	Building 500
Early Care	10:00 am / 2:00 pm	Building 100
Health Careers	10:00 am / 2:00 pm	Building 300
HVAC	10:15 am / 2:15 pm	Building 500
Pre-Engineering	10:15 am / 2:15 pm	Building 800
Welding	10:30 am / 2:30 pm	Building 100

Attendance for Students

1. Student attendance will be reviewed by administration in a case-by-case situation. If students are absent due to positive COVID related case, the days will be coded as excused but student will be required to attend virtually as stated by their program and/or teacher.
2. Students will continue with their required education skills/tasks as assigned by program and/or teacher.
3. Students will be expected to make up any lesson/assignment missed during any absences.

****Each case will be determined by administration in a case-by-case situation****

Live Work on Campus

1. The following programs will allow live work (subject to teacher approval) for CKTC staff and students only until further notice: Auto Service, Diesel, Cosmetology, Culinary, HVAC, Construction and Welding.
2. The following program will allow live work for outside vendors: DIPT (note the vendors must complete safety check before entering program/campus).

Guest Speakers and Field Trips

CKTC administration has determine at this time programs/teachers will not be allowed to have guest speaker on campus. Guest speakers will be allowed in program areas virtually. Student field trips will not be taken until further notice.

Short-Term/Evening Classes

Students enrolled in short-term or evening classes on campus will be asked to complete the campus safety protocol when entering the location of the class. Students will be asked to wear a face covering when social distancing is not feasible.

Students entering our TDT class will be asked to complete the safety protocol check when entering designated place (classroom or driving range). Students will be asked to wear a face covering when social distancing is not feasible.

All areas will be cleaned and disinfected daily. This includes disinfecting TDT trucks between student uses.

General Student Information

1. CTSO activities/events will be limited and determined by CKTC administration.
2. Students with disabilities/special needs will continue to be served appropriately.
3. Clinical opportunities will be provided for students based on clinical site and risk environment.
4. Certifications/testing will be provided for students by appointment only in our testing center.
5. Student assemblies or campus activities will be determined by CKTC administration.

Caddo Kiowa Technology Center will use the OSDE recommendations as guidelines when determining the number of people on campus and adjusting to campus distance learning if necessary.

Each week, OSDE and OSDH assigns a color to each of Oklahoma's 77 counties according to the number of COVID19 cases per 100,000 residents. Each color represents an alert level and course of action.

Green Level	Onsite instruction following safety protocol.
Yellow Level	Onsite instruction following safety protocol and requirement of face coverings.
Orange Level 1	Offer blended learning with rotational schedule minimizing the

	number of students on campus following safety protocol.
Orange Level 2	Increase distance learning and minimizing on-site learning to no more than 25%.
Red Level 1	Distance learning for all students.

Caddo Kiowa Technology Center's safety protocol plan has been based on guidelines from CDC, OSDH, ODCT, and OSDE. These guidelines are subject to change dependent upon the level of COVID cases.