



# ***NORTHEAST TECH***



## **RETURN TO SCHOOL PLAN**

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(918) 825-7040

NORTHEAST TECH - 511 S. Elliott St., Pryor, OK 74361

NORTHEAST TECH IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION.



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## **ACADEMICS**

### **MODIFIED SCHEDULE**

In order to maintain the recommended social distancing protocols, Northeast Tech students and staff will begin the year on a modified schedule. Students will attend in rotations with half of the students (Group A) attending in person on Mondays and Tuesdays, and the other half (Group B) attending in person on Thursdays and Fridays. When not attending in person, instruction will be delivered online. Wednesdays will be used to disinfect the classroom and shop spaces while students are provided with online curriculum. Instructors may also utilize Wednesdays as online “office hours” for virtual meetings with students

### **ONLINE LEARNING**

Northeast Tech instructors may utilize several types of software including Zoom, Moodle, Google Classroom, Google Meet, etc. These technologies will allow for virtual meetings with students, give instructors a platform for sharing lessons, videos and documents, and provide access during designated “office hours” for questions and support. Students should expect to complete 2-5 hours of virtual instruction each week.

### **TECHNOLOGY**

All Northeast Tech students will be given an email address for use in their coursework. Wi-Fi devices and laptops will be available for students who may need them, however a security deposit of \$20 for Wi-Fi and \$100 for the laptop will be required. The deposit will be refunded when the devices are returned in good working order. The computer labs at each of our Northeast Tech campuses will also be available for use in the evenings Monday through Thursday by appointment. Please contact the campus to make arrangements to use the lab.

### **ACADEMIC RESOURCE CENTERS (ARCS)**

Typically, Northeast Tech students receive job skills training through the on-site ARCs. These sessions equip them with employability skills and necessary tools like resumes. These services WILL still be provided this year; however, all ARC lessons will take place online. Students will NOT physically attend classes in the ARCs while Northeast Tech is observing the modified schedule.

### **MATH**

Many students receive required math credits by attending pull-out math classes at Northeast Tech as part of their normal schedule. These services WILL still be provided this year; however, all math lessons will take place online. Students will NOT physically attend math classes on campus while Northeast Tech is observing the modified schedule.

### **ATTENDANCE & GRADING**

Student attendance WILL be counted. Every assignment given by the instructor—whether in person or online—will be graded. Board Policy 3030 - Attendance will be followed whereby students must maintain 90% attendance in the on-campus/in person days per semester.

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## **OPERATIONS**

### **PERSONAL PROTECTIVE EQUIPMENT**

Students and staff WILL be required to wear a facial covering in situations that prevent a minimum of six feet of physical distancing (ex. Lab partners working closely with the same equipment, clinical visits, riding in a vehicle, etc.) Facial coverings are required when in common areas, corridors, restrooms and other places of public congregation.

### **FOOD SERVICE**

Food services WILL still be available to students during breaks and the lunch hour. Self-service will be restricted to prevent cross-contamination of utensils, and social distancing will be maintained in the food service and seating areas.

### **FACILITY USE BY OUTSIDE ENTITIES**

External groups WILL be allowed to utilize Northeast Tech facilities on Wednesdays only. For the safety of students and staff Northeast Tech will require any entity wishing to host a gathering at Northeast Tech facilities to adhere to a set of guidelines specific to COVID-19 procedures. The "Policies for Outside Groups Hosting Events at Northeast Tech Facilities" will be provided in advance to any individual or organization wishing to utilize Northeast Tech's facilities.

### **TRANSPORTATION**

Students who are legally able WILL still be able to drive themselves to campus on their assigned in-person instruction days. Buses will run from the local sending schools as normal, however, additional safety precautions will be in place. Buses will not run at capacity in order to space out students, and all students WILL be required to wear facial coverings. Students' temperatures will be taken prior to boarding the bus, and students will not be allowed to enter the vehicle if they are running a temperature. Students will be expected to have arrangements in place for transportation off the premises of their high school during those times they are not at Northeast Tech. These safety precautions are based on current recommendations and are subject to change according to new guidance from the Centers for Disease Control.

### **CLEANING PROCEDURES**

All common areas will be disinfected daily by custodial staff. Custodians will focus cleaning efforts on high-contact areas such as door knobs, hand wash stations, restroom stalls, paper towel/toilet paper cabinets, soap dispensers, entry door hardware or any other areas that are frequently touched.

1. Classrooms: Instructors and students will wipe down high-touch areas in classrooms and shops throughout the day. If a student/staff member is suspected of having COVID-19 the nursing staff will notify the site maintenance supervisor. The classroom will need to be vacated for at least 1/2 hour to allow for disinfection.
2. Drinking Fountains: Fountains will be closed; however, students may use touchless water bottle fillers to fill personal water bottles.
3. Buses: Buses will be disinfected each morning. Drivers will focus cleaning efforts on high-contact areas such as hand rails, seat, windows, etc. Hand sanitizer and cleaning wipes will be available to students wishing to wipe down their seating area during the route.

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## SITE SCREENINGS

The following general procedures for **students** will be followed until new guidance is issued by the Centers for Disease Control:

1. Students' temperatures will be taken upon entrance into the buildings.
2. All students and staff will be required to wear a facial covering during the school day when six feet of physical distance is not possible.
3. Teachers will have thermometers available in their classrooms to monitor temperatures throughout the day.
4. Locations will be established to isolate students who may have symptoms or a temperature of 100.4 degrees or greater.
  - a. If a student's temperature registers 100.4 the student will be placed in the designated isolation location. If the student is a bus rider or carpools with other students, the student's designated contact will be called for pick up. Students who drive themselves will be sent home.
5. Parents and sending schools will be notified of any student sent home with symptoms.

The following general procedures for **visitors** will be followed until new guidance is issued by the Centers for Disease Control:

1. Visitors at each site will be limited and by appointment only.
2. Visitors will be screened for temperatures and required to wear a facial covering when six feet of physical distance is not possible.
3. A list of health assessment questions will be posted and asked upon entrance at the site to assure visitors are asymptomatic.

## STEPS FOR NOTIFICATION OF COVID-19 CASE

On their in-person instruction days, students' temperatures will be checked and recorded for monitoring purposes. Any students with a temperature greater than 100.4 will be immediately sent home. Students who develop symptoms or are exposed to COVID-19 should immediately communicate with their instructor to initiate quarantine procedures. If a staff member or student tests positive:

1. The site shall immediately inform Central Office. A representative from Central Office will then notify all appropriate agencies. A designated member of the administration team will contact all known contacts of the patient via the most effective means of communication.
2. The site shall identify and close the area of the building where the individual spent more than 30 minutes. Notify site maintenance supervisor.
3. District administrators, along with health officials, will determine if closure is warranted and what additional measures the campus must take to contain exposure.

## ISOLATION ROOMS

Once on campus, if a student/staff member develops a fever of 100.4 degrees or displays symptoms consistent with COVID-19, the student/staff member will be immediately sent home. If the student needs transportation the parents, legal guardians or emergency contacts will be called to transport the student. In the event an individual cannot leave the campus immediately, each Northeast Tech campus will have predetermined isolation areas to prevent the spread of germs. The student will remain in the supervised isolation area until transportation is available.



## **RETURN TO SCHOOL CRITERIA**

1. If a student/staff exhibits symptoms with a fever:
  - a. Fever free for at least 24 hours without the use of fever-reducing medications; or
  - b. A medical release from a certified physician
2. If a student/staff is feverish with no symptoms:
  - a. Fever free for at least 24 hours without the use of fever-reducing medications
3. If a student/staff has a COVID diagnosis:
  - a. 10 days have passed since the date of the first positive COVID-19 diagnostic test; or
  - b. Symptom-free and wear a protective face covering for an additional 10 days.

## **WELLNESS**

### **SYMPTOMS OF COVID-19**

People with COVID-19 have reported having a wide range of symptoms – from mild symptoms to severe illness. Children have similar symptoms to adults and generally experience mild illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- o Cough
- o Shortness of breath or difficulty breathing
- o Fever (100.4 or higher)
- o Chills
- o Muscle pain
- o Sore throat
- o Loss of taste or smell
- o Headache

### **UNIVERSAL PRECAUTIONS RECOMMENDED BY THE CDC**

#### ***Hand Washing***

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands.





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### ***Physical Distancing***

Avoid close contact by putting an appropriate distance between yourself and others. Some people without symptoms may be able to spread the virus. Keeping an appropriate distance from others is especially important for people who are at higher risk of getting very sick.

### ***Face Coverings***

Cover your mouth and nose with a facial covering when around others. You could spread COVID-19 to others even if you do not feel sick. Everyone should wear a mask or shield when they have to go out in public, for example to the grocery store or to pick up other necessities. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. The cloth face cover or plastic shield is meant to protect other people in case you are infected.

### ***Cover Coughs and Sneezes***

If you are in a private setting and do not have your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer that contains at least 60% alcohol.

### ***Clean and Disinfect***

Clean AND disinfect frequently touched surfaces throughout the day.





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## **APPENDIX**

### **POLICIES FOR OUTSIDE GROUPS HOSTING EVENTS AT NORTHEAST TECH FACILITIES**

For the safety of our students and staff Northeast Tech will require any entity wishing to host a gathering at Northeast Tech facilities to adhere to the following guidelines:

1. When planning events, consider social distancing guidelines. Organizers will work with Northeast Tech staff to agree on a room layout to allow for appropriate social distancing and determine a capacity limit for the event based on this layout. Organizers will not exceed these capacity limits. Organizer will share an attendee list with Northeast Tech staff at least 24 hours before the scheduled event. Northeast Tech staff will monitor event attendance levels on the day of the event and will notify the organization if capacity limits have been reached. Organization personnel will then need to notify any additional arrivals that they will not be permitted to attend the event because capacity limits have been reached.
2. Organizations will be required to provide personnel to facilitate temperature checks and completion of health questionnaires at the entrance to the Northeast Tech facility where the event will be held. All organization staff and event participants are required to complete both the temperature check and the health questionnaire. Northeast Tech will provide an infrared thermometer to use for temperature checks. The organization will provide any required PPE for personnel facilitating temperature checks and completion of health questionnaires. Organization personnel will be required to deny entrance to any participant that answers yes to any of the questions on the health questionnaire and/or whose temperature exceeds 100.4 degrees. Organization staff will turn in all questionnaires to Northeast Tech staff before leaving the Northeast Tech facility upon completion of the event. Northeast Tech will provide copies of the health questionnaires to the organization upon request.
3. Masks must be worn in common areas, hallways and restrooms while on a Northeast Tech campus.
4. Northeast Tech will not provide any food service for events until further notice. Outside organizations will not have access to any Northeast Tech food service areas. Organizations that provide food service must use a catering or food delivery service that agrees to adhere to all guidelines for food service outlined by the CDC, Health Department or other monitoring agency for the size of the group that is being hosted.
5. Northeast Tech will monitor CDC guidelines and make every effort to notify organizations in a timely manner should guidelines be changed in a way that would not allow for the size of the group the organization has requested to host at the Northeast Tech facility.
6. Northeast Tech also reserves the right to cancel any event that the District deems might pose a health risk to students and staff. Northeast Tech will notify the hosting organization as soon as this decision is made.
7. In the event that the organization is notified by a participant or organization personnel that they have tested positive for COVID-19, the organization will immediately notify Northeast Tech personnel.





## **FREQUENTLY ASKED QUESTIONS**

### **STUDENT GUIDE**

COVID-19 has forced us to make several changes in how we operate at Northeast Tech, and to help you quickly navigate this new and ever-changing landscape, we've compiled this list of frequently asked questions.

#### **1. WILL NORTHEAST TECH BE OPEN?**

Yes. Northeast Tech students will be on a modified schedule next year. Students will attend in rotations with half of our students (Group A) attending in person on Mondays and Tuesdays, and the other half (Group B) attending in person on Thursdays and Fridays. When not attending in person, instruction will be delivered online.

#### **2. WILL I HAVE TO WEAR A MASK?**

Students WILL be required to wear a facial covering in situations that prevent social distancing (ex. Lab partners working closely with the same equipment, clinical visits, etc.) Facial coverings will also be required on any Northeast Tech bus or school vehicle used to transport students. Students are encouraged to bring their own masks for daily use.

#### **3. WILL MY ATTENDANCE BE TRACKED?**

Yes. Your attendance will be counted.

#### **4. WILL MY WORK BE GRADED?**

Yes. Every assignment given by your instructor - whether in-person or online - will be graded.

#### **5. WILL MY INSTRUCTOR STILL MAKE ACCOMMODATIONS FOR MY IEP?**

Yes. Make sure your instructor is aware of your IEP before the start of the school year so that Northeast Tech staff can work to provide the accommodations you need.

#### **6. WHAT IF I DON'T HAVE ACCESS TO TECHNOLOGY AT HOME?**

Wi-Fi devices and laptops will be available for students who may need them, however a security deposit of \$20 for Wi-Fi and \$100 for the laptop will be required. The deposit will be returned in full when the devices are returned in good working order. If you need help covering this cost, talk with the Student Advisor at your campus. The computer labs at each of our Northeast Tech campuses will also be available for use in the evenings Monday through Thursday by appointment. Please contact your campus to make arrangements to use the lab.

#### **7. I PLAY SPORTS OR ATTEND EXTRACURRICULAR ACTIVITIES. CAN I STILL ATTEND NORTHEAST TECH?**

Yes, but talk with your student advisor as soon as possible to review your schedule.



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### **8. CAN I STILL GET SNACKS IN THE CAFETERIA?**

Yes. Food services WILL still be available to students during breaks and the lunch hour. Self-service will be restricted to prevent cross-contamination of utensils, and social distancing will be maintained in the food service and seating areas.

### **9. WILL YOU CHECK MY TEMPERATURE EVERY DAY?**

Yes. On your in-person instruction days, your temperatures will be checked. Any students with a temperature greater than 100.4 will be immediately sent home. Students who develop symptoms or are exposed to COVID-19 should immediately communicate with their instructor to initiate quarantine procedures.

### **10. HOW OFTEN WILL THE CLASSROOMS AND SHOPS BE CLEANED?**

Students will be asked to disinfect their work areas and tools at the end of every day. Cleaning supplies will be provided. Common spaces in facilities, buses and school vehicles will be disinfected on a daily basis. Wednesdays and Fridays are the designated “deep clean” days when Northeast Tech custodial staff will disinfect all facilities in preparation for the new group of students in the A/B rotation.

### **11. WHAT DO I DO IF I GET SICK?**

If you develop a temperature greater than 100.4 or display any of the signs of COVID-19, stay home. Communicate with your instructor regarding your situation, and your training may continue online during your absence. If you test positive for COVID-19, please inform your instructor so that the required notification can be sent out to anyone who may have had contact with you during your illness.



## **FREQUENTLY ASKED QUESTIONS**

### **STAFF GUIDE**

COVID-19 has forced us to make several changes in how we operate at Northeast Tech, and to help you quickly navigate this new and ever-changing landscape, we've compiled this list of frequently asked questions.

#### **1. SHOULD MY STUDENTS AND I WEAR A MASK?**

Students and staff WILL be required to wear a facial covering in situations that prevent social distancing (ex. Lab partners working closely with the same equipment, clinical visits, etc.). Students are encouraged to bring their own masks for daily use.

#### **2. SHOULD I HOLD STUDENTS ACCOUNTABLE FOR ATTENDANCE AND GRADES?**

Yes. Student attendance will be counted.

#### **3. DO I NEED TO MAKE ACCOMMODATIONS FOR STUDENTS ON AN IEP?**

Yes. Please work with your student advisor and representatives from the student's sending school in attempting to make reasonable accommodations for their learning.

#### **4. WHAT IF MY STUDENTS OR I DON'T HAVE ACCESS TO TECHNOLOGY AT HOME?**

Wi-Fi devices and laptops will be available for students and staff who may need them, however a security deposit of \$20 for Wi-Fi and \$100 for the laptop will be required. The deposit will be returned in full when the devices are returned in good working order. The computer labs at each of our Northeast Tech campuses will also be available for use in the evenings Monday through Thursday by appointment.

#### **5. WILL WE CHECK EVERYONE'S TEMPERATURE EVERY DAY?**

Yes. Student and staff temperatures will be checked and recorded on a daily basis. Anyone with a temperature greater than 100.4 will be immediately sent home. Students who develop symptoms or are exposed to COVID-19 should immediately communicate with you to initiate quarantine procedures. Temperature check procedures may vary by campus, so communicate with your Campus Director for site specific guidance.

#### **6. HOW OFTEN WILL THE CLASSROOMS AND SHOPS BE CLEANED?**

Students should be asked to disinfect their work areas and tools at the end of every session. Cleaning supplies will be provided, but you will need to provide students with guidance on what areas/tools should be cleaned and how. Common spaces in facilities, buses and school vehicles will be disinfected on a daily basis. Wednesdays and Fridays are the designated "deep clean" days when Northeast Tech custodial staff will disinfect all facilities in preparation for the new group of students in the A/B rotation.

#### **7. IF I GET SICK, WHAT DO I DO?**

If you develop a temperature greater than 100.4 or display any of the signs of COVID-19, stay home. You may use normal sick leave for this absence. If you test positive for COVID-19, or if you are advised by a healthcare provider to self-quarantine, you may be eligible for up to two weeks of paid sick leave which will be coded differently from typical



sick leave. Please communicate with the district’s HR Office to ensure proper coding of leave. Substitutes will be used sparingly, so plan accordingly for online lessons.

## 8. AM I REQUIRED TO GET A COVID-19 TEST?

No. However, if you have been in contact with someone who has tested positive for COVID-19, you could be required to quarantine for 14 days.

## 9. IF A STUDENT GETS SICK, WHAT DO I DO?






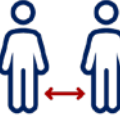

If one of your students develop a temperature greater than 100.4 or displays any of the signs of COVID-19, send them home immediately. Communicate with your Campus Director and Student Advisor to follow the safety protocols established at your site, and be prepared for any follow-up actions that may be necessary. For example, if the student tests positive for COVID-19, you and the other students who were exposed may need to quarantine for 14 days while learning can continue online.

## 10. CAN STUDENTS DO OJT?

Yes. Students can do as much OJT as allowable, and documentation for their hours will be of critical importance.

## COVID-19 DAILY CHECKLIST

Students and staff should assess their daily health before arriving on campus. If you can answer **YES** to any of the COVID-19 symptoms below, then **DO NOT** attend classes until you meet the Return to School Criteria listed on page six. By attending class on campus you agree the answer to each of the statements below is **NO**.

	YES	NO		YES	NO
 <b>FEVER</b> (100.4 OR HIGHER)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 <b>SHORTNESS OF BREATH</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 <b>SORE THROAT</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 <b>MUSCLE OR BODY ACHES</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 <b>DRY COUGH</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 <b>DIRECT EXPOSURE TO COVID-19</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 <b>LOSS OF SMELL OR TASTE</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

