

# PARENT/STUDENT GUIDE

RETURN TO LEARNING GUIDE

2020-21 SCHOOL YEAR



JEREMY EATON, ASST. SUPT - ALVA | [NWTECH.EDU](http://NWTECH.EDU) | COLT SHAW, ASST. SUPT - FAIRVIEW

DAREN SLATER, SUPERINTENDENT

### COVID-19 STUDENT AND STAFF PROTOCOLS

#### OVERVIEW AND PURPOSE

- Northwest Technology Center is committed to a safe reopening process that includes the recommendations of local, state and national health officials. Please know that while we cannot predict what the semester may hold, we will do our best to adapt as needed while keeping the safety of our students and staff at the forefront of our decision-making. We depend on a strong partnership with you to accomplish this. We are all in this together and are grateful for your support. This guide is meant to serve as a plan for your safe return to NWTC. We expect this document to evolve as new information becomes available.

#### 2020-21 SCHOOL SCHEDULE

- Because of the technical learning environment we provide, we understand the importance of the student on-campus experience. We know that for students to be able to achieve their career objective, access to hands-on equipment and technology are key. These were strong factors in our decision-making.
- Northwest Technology Center will operate on our normal school schedule and calendar unless otherwise advised from local, state or federal healthcare officials. Please consult our website [www.nwtech.edu](http://www.nwtech.edu) for this information, including detailed calendars and class times for your local campus.

#### FACILITY ACCESS/ENTRANCES

- All campus access will be directed through the main front entrance. These entrances are located on the South side of our Fairview campus and the East side of our Alva campus. We ask that every person sanitize his or her hands at the provided stations immediately after entering our facility. All visitors must check in at the front office. Biosecurity entrance requirements will vary, but may include touchless temperature scanning, application of masks or other mitigation steps.
- In addition to the main front entrances, students may enter directly into their program area from other designated entry points as directed by their instructor. Please note for biosecurity these will only be accessible just prior to and just after class starting and ending times.

#### STUDENT SAFETY

- In addition to all normal Personal Protective Equipment (PPE) required for instruction, appropriate health-related PPE will be provided to students as warranted. All of our staff will be receiving intensive mandatory training prior to school reopening in August. This training will include COVID-19 awareness, sanitation, student safety procedures, the proper use of PPE, and protocols for reporting on the mental and physical health of students. NWTC will conduct daily temperature checks for all students and staff immediately after entrance to the facility.

#### DISTANCE LEARNING

- Instructors will provide distance-learning options for students with COVID-19 related issues. All other instruction will be in-person on campus unless otherwise required.
- Students will be prepared for distance learning early in the school year to be ready in case we need to move to an all-online format for a temporary time. The student will be held accountable for completing their assigned distance learning lessons.

## COVID-19 STUDENT AND STAFF PROTOCOLS

### MASKS AND FACE COVERINGS

- The District is providing washable cloth face coverings for every staff member and Day Program student. Disposable masks will be available at the main front entrance of the campus for everyone else.
- Students and staff are allowed to provide their own mask, as long as it:
  - Is a solid color
  - Has no printed logos or sayings other than those of Northwest Tech or our partner schools



- In situations that require students, staff or guests to wear a mask or face covering the term “wear” shall mean to put the mask over the nose and mouth and secure it under the chin.

### SOCIAL DISTANCING

- **Instructional areas**

The size of and layout of our instructional programs, which contain a shop/laboratory and classroom, allows NWTC to serve all enrolled students without necessitating a limited student rotational schedule. Students will be expected to maintain appropriate physical space between others. NWTC will keep students and staff in small cohort groups that stay together as much as possible.

- **Commons, break areas, and parking lots**

Student breaks will be staggered in order to maintain the smallest number of students in the break areas at any time. No loitering will be allowed in the hallways, common areas or parking lot of the campus.

### DISINFECTION, SANITATION & CLEANING

- NWTC custodial staff has put in place additional protocols to include deep cleaning and sterilization. This in-depth process will occur prior to and after the instructional day, with periodical spot cleaning ongoing throughout the school day. All students will sanitize and disinfect their workstations prior to class dismissal or when rotating to another work area. This includes all work surfaces, computer keyboards and other commonly used materials.

## COVID-19 STUDENT AND STAFF PROTOCOLS

### RISK FACTORS/AT-RISK POPULATIONS

- If you or your child is a member of an “at risk” population for communicable illness, please inform your NWTC counselor prior to attending for proper mitigation planning. You can find out more about risk factors at: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

Karen Koehn [kkoehn@nwtech.edu](mailto:kkoehn@nwtech.edu)  
Alva campus counselor  
(580) 327-0344 ext. 2018

Jennifer Shaw [jshaw@nwtech.edu](mailto:jshaw@nwtech.edu)  
Fairview campus counselor  
(580) 227-3708 ext. 1011

### CONTACT TRACING PROTOCOLS

- NWTC will cooperate with local public health officials for contact tracing students and staff who may have been exposed to COVID-19. This information shall be shared pursuant to established agreements and protocols to encompass HIPAA and FERPA guidelines.
- When a positive test is confirmed, state or county health officials will interview the person who tested positive for "contact tracing" to determine if anyone was exposed or needs to take precautions.
- Health officials (county or state) will then make notifications, including whether any contacts need to quarantine, isolate, or in the case of a business or organization, to close.
- Transparency is important. However, so is accuracy and confidentiality. The district will confirm any reports regarding a positive case or suspected positive case with county health officials before issuing any communication.

#### ***FAQ: Will there be an option to attend NWTC virtually instead of in-person for the fall 2020 semester?***

- No. There will not be a 100% virtual option available. The delivery of career and technology education requires both classroom and skill-performance/laboratory/shop instruction. Please see the section on “2020-21 school schedule” for more information.

#### ***FAQ: Will I be informed if someone tests positive for COVID-19 at NWTC?***

- Yes. We are working diligently to remain transparent in our reporting of all health issues on campus while still working within the guidelines of FERPA and HIPAA. In the case we are notified by healthcare officials that a student, staff member or other visitor to our facility has tested positive for COVID-19, we will immediately institute procedures outlined in our “Contact Tracing Protocol” section. Instructors will be providing distance-learning options in the case of students or staff with mitigating COVID-19 related issues. All other instruction will be in-person on campus.

## COVID-19 STUDENT AND STAFF PROTOCOLS

### **FAQ: What is the plan if you have to move to distance learning?**

- Students will be utilizing an online learning management system during both on-site and off-site instruction so they should be able to transition easily to online learning if required. During the first few weeks of school, instructors will have students download the Zoom or Google app and host a short meeting with them so they are familiar with the technology should the need to use the platform arise.

### **FAQ: How will attendance be tracked? Will there be exemptions to the attendance policy if I need to quarantine because I test positive or come into contact with someone who has?**

- If a student needs to be absent due to exposure or they are awaiting COVID-19 testing results, the student will be transitioned to distance learning and attendance will be taken. The attendance policy in the student handbook will be followed. Students will need to provide documentation of absences if they miss more than 10 days in the semester.
- Time the student spends at home for distance learning will not count against their attendance.
- Adjustments in school attendance policies will allow for students to complete assignments without fear of reprisal if they are unable to attend due to COVID-19 related issues.

### **FAQ: What do I do if I believe I have contracted COVID-19?**

- Please contact your health care provider or the COVID-19 hotline @ 1-833-528-0063
- If you have a temperature of over 100.4 degrees and/or exhibit other symptoms of COVID-19, please notify NWTC immediately (Alva campus 580-327-0344 or Fairview campus 580-227-3708). If you are on campus, NWTC staff will isolate you and take steps for your exit from the facility into appropriate care. Parents and/or guardians may be asked to pick up high school students.
- If you are at home, please contact the NWTC student services office at the campus you attend (either Alva or Fairview) as soon as possible. We ask that high school students have a parent or guardian make this contact and verification.

### **Additional Questions?**

- If you have any questions or concerns please contact your appropriate campus site.

(580) 327-0344 – Alva campus      (580) 227-3708 - Fairview campus

or email [info@nwtech.edu](mailto:info@nwtech.edu)

- You may also email:

Jeremy Eaton, Assistant Superintendent – Alva campus [jeaton@nwtech.edu](mailto:jeaton@nwtech.edu)

Colt Shaw, Assistant Superintendent – Fairview campus [cshaw@nwtech.edu](mailto:cshaw@nwtech.edu)





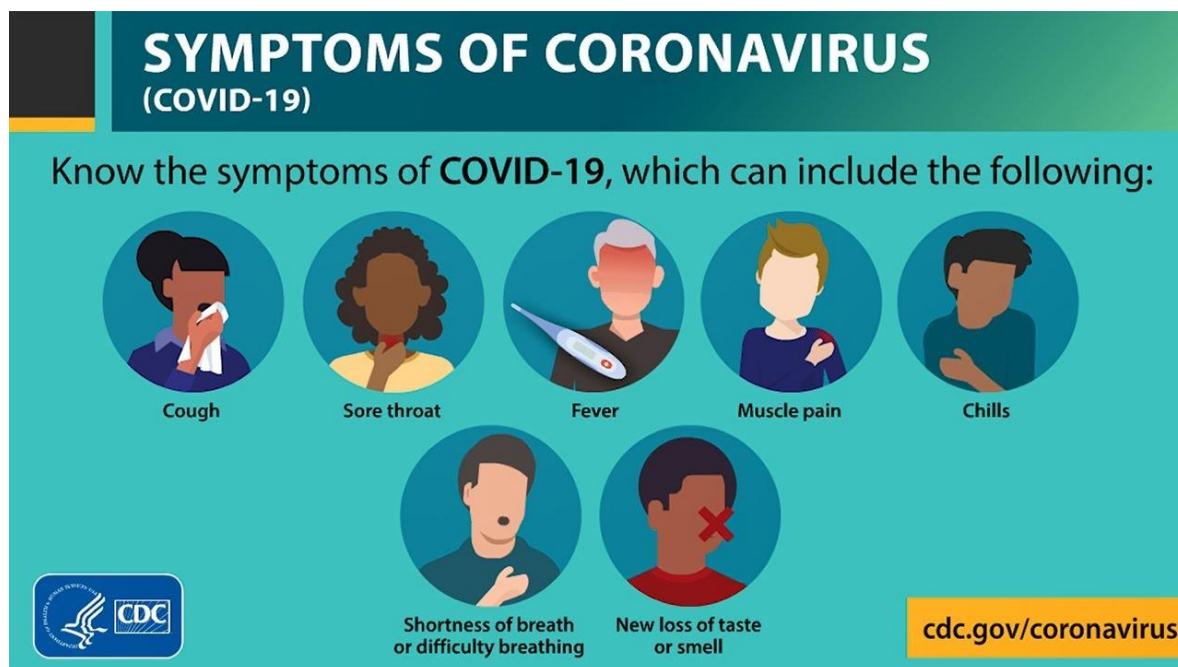
### COVID-19 STUDENT AND STAFF PROTOCOLS

In alignment with Oklahoma school safety protocols as well as federal, state and local guidelines, NWTC has established phased levels of COVID risk assessment. Local infectious disease specialists and public health experts will have the latest information on appropriate risk level application. Following are the indicators and considerations that will help determine the correct level of current COVID risk.

#### Protocols for Students or Staff Members Having a Fever of 100.4 or greater or Other COVID-19 Symptoms or becoming ill while at school

- The student will be isolated in a predetermined room. The staff member will be sent home.
- The student’s parents will be called and will need to pick the student up if needed.
- School staff will disinfect any areas where the student or staff member visited.
- Instructions for return will be given based on the Oklahoma State Department of Health guidelines.
- The school will consult with local health authorities and incorporate their guidance into the decision on when to allow the student or staff member to return to school on a case-by-case basis.
- The student will continue their education via distance learning during the days they are out of school.
- Time the student spends at home for distance learning will not count against their attendance.
- The student will be held accountable for completing their assigned distance learning lessons.
- Adjustments in school attendance policies will allow for students to complete assignments without fear of reprisal if they are unable to attend due to COVID-19 related issues.


#### COVID-19 Symptoms Chart



**SYMPTOMS OF CORONAVIRUS (COVID-19)**

Know the symptoms of COVID-19, which can include the following:

- Cough
- Sore throat
- Fever
- Muscle pain
- Chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell

 [cdc.gov/coronavirus](https://cdc.gov/coronavirus)

**COVID-19 STUDENT AND STAFF PROTOCOLS**

**COVID-19 Emergency Symptoms**

- Shortness of breath or difficulty breathing
- Persistent pain or pressure in the chest
- New confusion



- Inability to wake or stay awake
- Bluish lips or face

***\*If your child shows any of the emergency warning signs listed above, seek emergency medical care immediately***

**Protocols for Students or Staff Members That Test Positive for COVID-19**

- The student or staff member will stay home for 14 days from the time symptoms first appeared or 14 days since the positive test if they do not show any symptoms.
- The student or staff member cannot return to school until released to return by health care officials.
- The school will keep close contact with health officials in reporting and managing cases and will seek guidance with quarantine requirements.

**Protocols for Students or Staff Members Determined to have been in “Close Contact With a Person Who Has Tested Positive for COVID-19.”** *(Those having close contact will be determined by the local health department)*

- The student or staff member may need to quarantine until the local health department completes contact tracing and determines if additional quarantining is required.
- The student will continue their schoolwork via distance learning, and their time away will not count against their attendance if they complete their distance lessons in the allotted timeframe.
- The student or staff member may return to school upon approval from the local health department.



**“Close Contact” definition**

**“Close contact” is defined, but not limited to any of the following:**

- Living in the same household as a sick person who has tested positive for COVID-19
- Caring for a sick person who has tested positive for COVID-19
- Having contact of less than 6 feet for greater than 15 minutes with a person who tests positive for COVID-19.



**RETURN TO LEARN OKLAHOMA**  
A Framework for Reopening Schools

# COVID-19 Alert levels and related NWTC impact

## Explaining the Levels



- The following pages provide an overview of scenarios for the 2020-2021 school year.
- Moving from one level to the next will occur through consultation with state, county, and local medical officials. The district will also use the metrics from the [Oklahoma COVID-19 Alert System](#) to make a determination moving between levels.
  - **Green** (Fewer than 1.43 cases per 100,000)
  - **Yellow** (More than 1.43 but fewer than 14.39 cases per 100,000)
  - **Orange 1** (More than 14.39 but fewer than 25 cases per 100,000)
  - **\*Orange 2** (More than 25 but fewer than 50 cases per 100,000)
  - **Red** (50 or more cases per 100,000)
- The Oklahoma COVID-19 Alert System will be updated each Friday. We will do our best to make an informed projection for the following week in the event that counties in our district service area experience level changes. If possible, we will make that decision by 1:00 p.m. on Friday to prepare for the following week.
- Information will be provided regarding the districts’ current COVID-19 alert level by one or more of the following communication methods:
  - Northwest Technology Center website
  - Northwest Technology Center Facebook page
  - Northwest Technology Center Twitter account
  - Phone and/or text via remote call system



## COVID-19 STUDENT AND STAFF PROTOCOLS

# GREEN

**GREEN LEVEL** (Fewer than 1.43 cases per 100,000)

**Instruction:** Northwest Technology Center will offer in-person, on-site instruction.

**Health Protocol:** Follow all applicable health orders and required protocols, and adhere to district procedures relating to:

- Screenings of staff, students and visitors prior to entry
- Procedures for social distancing and gatherings on and off campus
- Additional mitigation techniques, including hygiene practices, proper ventilation and school cleaning practices

**Masks:**

- Masks are **strongly recommended** for all staff and students.
- *See Mask Exemptions and Accommodations.*

**Visitors and Service Providers:** It is **strongly recommended** that all visitors on the NWTC premises wear masks. Visitors are expected to follow all applicable health orders and required protocols.

**Facility Usage and Group Assemblies:** Northwest Technology Center will remain vigilant and plan with caution. Group gatherings, assemblies and other indoor and outdoor events without PPE or social distancing will be monitored closely to mitigate community transmission and a loss of **GREEN LEVEL** status.

## COVID-19 STUDENT AND STAFF PROTOCOLS

# YELLOW

## YELLOW LEVEL (More than 1.43 but fewer than 14.39 cases per 100,000)

**Instruction:** Northwest Technology Center will offer in-person, on-site instruction.

**Health Protocol:** Follow all applicable health orders and required protocols, and adhere to district procedures relating to:

- Screenings of staff, students and visitors prior to entry
- Procedures for social distancing and gatherings on and off campus
- Additional mitigation techniques, including hygiene practices, proper ventilation and school cleaning practices

**Masks:**

- Masks are **required** for all staff and students, with exemptions for those who are physically unable to wear them.
- Masks are **required** for students in hallways, common areas and during times of school transportation. Masks may be removed while inside classrooms, laboratory and shop areas **if** social distancing can be maintained. During such time, teachers are still **required** to wear masks while delivering instruction except in situations where appropriate social distancing can be maintained.
- Exceptions are allowed for the following: Consumption of food, beverages and medication and at approved breaks.
- Staff are **required** to wear masks around other staff members if social distancing cannot be maintained.
- *See Mask Exemptions and Accommodations.*

**Visitors and Service Providers:** It is **required** that all visitors on the NWTC premises must wear masks at all times and follow all applicable health orders and required protocols.

**Facility Usage and Group Assemblies:** Campus facilities may be used for external individual or group activities such as meetings, seminars, assemblies and performances upon approval by district.

# ORANGE 1

## **ORANGE LEVEL 1** (More than 14.39 but fewer than 25 cases per 100,000)

**Instruction:** Northwest Technology Center will consider transitioning to distance learning in consultation with partner school districts and local and state health officials. Teachers and staff may be on campus as assigned.

**Health Protocol:** Follow all applicable health orders and required protocols, and adhere to district procedures relating to:

- Screenings of staff, students and visitors prior to entry
- Policies for social distancing and gatherings
- Additional mitigation techniques, including hygiene practices, proper ventilation and school cleaning practices

### **Masks:**

- Masks are **required** for all staff and students, with exemptions for those who are physically unable to wear them.
- Exceptions are allowed for the following: Consumption of food, beverages and medication and at approved breaks.
- Staff are **required** to wear masks around other staff members if social distancing cannot be maintained.
- *See Mask Exemptions and Accommodations.*

**Visitors and Service Providers:** It is **required** that all visitors on the NWTC premises must wear masks at all times and follow all applicable health orders and required protocols.

**Facility Usage and Group Assemblies:** Buildings and campuses may not be used for external individual or group activities such as meetings, seminars, assemblies and performances. Special circumstances will be considered on a case-by-case basis by district administration.

## COVID-19 STUDENT AND STAFF PROTOCOLS

# \*ORANGE 2

## \*ORANGE LEVEL 2 (More than 25 but fewer than 50 cases per 100,000)

**Instruction:** Northwest Technology Center will transition to distance learning until community transmission declines to **ORANGE LEVEL 1** on the COVID-19 Alert System or as advised by local and state health officials. Teachers and staff may be on campus as assigned.

**Health Protocol:** Follow all applicable health orders and required protocols, and adhere to district procedures relating to:

- Screenings of staff, students and visitors prior to entry
- Policies for social distancing and gatherings
- Additional mitigation techniques, including hygiene practices, proper ventilation and school cleaning practices

**Masks:**

- Masks are **required** for all staff and students, with exemptions for those who are physically unable to wear them.
- Exceptions are allowed for the following: when eating meals and at approved breaks while maintaining appropriate social distancing.
- Staff are **required** to wear masks around other staff members if social distancing cannot be maintained.
- *See Mask Exemptions and Accommodations.*

**Visitors and Service Providers:** It is **required** that all visitors on the NWTC premises must wear masks at all times and follow all applicable health orders and required protocols.

**Facility Usage and Group Assemblies:** Buildings and campuses may not be used for external individual or group activities such as meetings, seminars, assemblies and performances. Special circumstances will be considered on a case-by-case basis by district administration.

COVID-19 STUDENT AND STAFF PROTOCOLS

# RED

## **RED LEVEL** (50 or more cases per 100,000)

**Instruction:** All instruction will be provided via distance learning until community transmission declines to **ORANGE LEVEL 1** on the COVID-19 Alert System or as advised by local and state health officials. Teachers and staff may be on campus as assigned.

**Health Protocol:** Follow all applicable health orders, protocols and guidelines, including those relating to:

- Screenings of staff, students and visitors prior to entry
- Policies for social distancing and gatherings
- Additional mitigation techniques, to include hygiene practices, proper ventilation and school cleaning practices

**Masks:**

- Masks are **required** for all staff and students with exemptions for adults and children who are physically unable to wear them.
- Exceptions are allowed for the following: when eating meals and at approved breaks while maintaining appropriate social distancing.
- Staff are **required** to wear masks around other staff members if social distancing cannot be maintained.
- *See Mask Exemptions and Accommodations.*

**Visitors and Service Providers:** It is **required** that all visitors on the NWTC premises must wear masks at all times and follow all applicable health orders and required protocols.

**Facility Usage and Group Assemblies:** Buildings and campuses may not be used for external individual or group activities such as meetings, seminars, assemblies and performances. Special circumstances will be considered on a case-by-case basis by district administration.



# MASK EXEMPTIONS AND ACCOMMODATIONS

- Individuals may decline to wear a mask under the following circumstances:
  - 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; (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.
  - An individual otherwise required to wear a mask is engaged in a school-approved activity in which the location and/or nature of the activity makes it highly impractical and even unsafe to wear a mask.
  - The individual is unable to remove the mask without assistance.
- Individuals may temporarily remove masks when engaging in the following activities:
  - Consumption of food, beverages, and medication
  - Approved breaks
- These activities should be conducted in a manner that maintains appropriate social distance.
- When a mask is temporarily removed, it should be promptly returned to the face upon the cessation of the activity for which removal was permitted.
- 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.