

... We believe that the future of the company is bright and we are excited to see the company continue to grow and succeed in the future. We are committed to providing the best possible service to our customers and to ensuring that our employees are happy and healthy. We are also committed to being a responsible corporate citizen and to contributing to the community. We are looking forward to a bright future for the company and for our customers.



# PIONEER TECH

CONTINUATION OF OPERATION PLAN  
2020-2021



# 2020-2021 Pioneer Technology Center Continuation of Operation Plan

## Overview and Purpose

- In response to the current situation in our state related to COVID-19, PTC has developed this guide to help students and parents understand the school's approach to continuation of learning and provide an alternate schedule to promote a safe learning environment for the 2020-2021 School Year.
- PTC will open Full Time Program courses in person to all students on August 13th, 2020.
- The purpose of this guide is to provide answers and expectations if alternate schedules or distance learning are warranted due to local spread of COVID-19.
- Our goal this school year is to limit exposure to COVID-19, while providing quality educational opportunities and maintaining our high standard of academic rigor.

## Disruption of Instruction

In the event of a school disruption to instruction, PTC may adopt an adjusted schedule and/or calendar according to Oklahoma State Department of Education and/or the Oklahoma State Department of Career and Technology Education guidelines in an effort to adhere to public health guidance. Students will be accountable to meet online/remote curriculum, attendance, participation, and academic requirements for their program.

## A/B Schedule, Blended, and Distance Schedule

Pioneer Technology Center will begin the school year with traditional, in person classes starting August 13th. PTC may implement an alternate A/B schedule (blended learning) or distance learning schedule depending upon a resurgence of COVID-19 or any other unforeseen emergency. During more severe disruption of instruction, Pioneer Technology Center may elect to incorporate additional learning strategies which deviates from the traditional CareerTech delivery model.

- A/B Schedule – Half of the student population reports to school each day, while the remaining half participates in distance learning at home. In this approach, the student population alternates days of in person attendance. With blended learning, students must attend during their in-person instruction days and will participate in online/remote learning on the remaining days. In Person days will be dedicated to skills focus. Online/Remote learning activities will focus primarily on knowledge of the industry and theory associated with the skills being taught.
- Alternate schedule may be implemented on a program by program basis.

Group	Monday	Tuesday	Wednesday	Thursday	Friday
A	class	online	class	online	makeup
B	online	class	online	class	or online

- Distance Learning (done remotely but as a continuation of learning that normally would take place on-site) This delivery method plan may be deployed in an emergency, such as a resurgence of COVID-19 or another circumstance in which students cannot attend in person. With distance learning students may schedule access to campus for lab/skill development on a rotational basis.
- Distance learning may be implemented on a program by program basis.

## Instruction

- Instruction during traditional delivery methods will focus on the knowledge, skills and abilities associated with trade/instructional areas.
- Teachers will be responsible for the education of all students regardless of instructional delivery method.
- In an alternate schedule instructional (A/B Schedule) environment, teachers will continue with a normal routine while recording important concepts during the day to upload to the Learning Management System (LMS). Skills attainment is the focus during on campus instructional time.
- In a distance learning environment, teachers will provide instruction through online curriculum and resources. Students will have the opportunity to schedule access to campus for skill development on a rotational basis.
- Teachers will post at least one assignment/activity to their LMS daily regardless of instructional delivery method.
- Seating chart will be developed for students during on campus classroom activities.

- Social distancing will be observed where applicable and protective equipment required in proximity to others.

## Student Expectations

- Students must maintain attendance and meet all regulations of Pioneer Technology Center.
- During blended instruction, students must attend on scheduled in person days and complete assignments on virtual/remote days of instruction. (See student handbook for the attendance policy.)
- In all learning environments, students will be required to complete all assignments given by their teachers, whether by Google Classroom/Google Meet, Moodle, or Zoom using their specific program software or in packet/worksheet form.
- Students are expected to log into the appropriate LMS and check for assigned coursework and complete assignments daily.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- Paper packets, if determined to be needed by the instructor, will be available through a drop-off/pick-up schedule. The program instructor will provide drop-off/pick-up details. (Distance Learning)
- Students should communicate with their instructor as the primary point of contact.

## Grades for Student Work

- Academic expectations and integrity have not changed. Student work will be graded during any disruption to instruction, alternate schedule, or distance learning that occurs during the 2020-2021 school year.

## Points of Entry

Students may enter the school through any of the entrances listed below.

- Busses will unload and load at the PTC Cafeteria near the south parking lot.
- North Doors (Main Entrance) - Students must park personal vehicles in the north parking lot.
- Health Wing - Health students only
- Cosmetology - Cosmetology students only

## Temperature/Health Screening COVID-19

- Parents, please assist in ensuring your child does not attend PTC if they have been exposed to COVID-19, exhibit a fever, or are experiencing symptoms consistent with COVID-19 infection.
- Students, guests, and clients who are exhibiting symptoms of COVID-19 should not enter the facility.
- Assurance Statement: By accessing a PTC facility, you assure that you are symptom free, have not had close contact with a person with COVID-19 or contact with a sick person exposed to COVID-19 and do not have a temperature of 100.4 degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- Bus riders will have their temperature taken before accessing bus transportation.
- Students entering PTC will have their temperature checked in each classroom.
- Guests, clients, and stakeholders will have their temperature checked at the reception desk, or upon entering their meeting location.
- Individuals who have a temperature of 100.4 degrees or greater will not be allowed access to any PTC facility.

## Bus Transportation

- Face coverings are required for the bus driver and anyone riding the bus.
- Students will observe social distancing requirements while on the bus if possible.
  - Every other seat will be marked to observe social distancing.
  - Family members will be encouraged to sit together to maximize space for other students.
- Windows open, weather permitting.
- Bus drivers will take each students' temperature before entering the bus.
- A student with a temperature of 100.4 degrees or greater will not be permitted access to the bus.
- Assurance: By accessing PTC bus transportation, you assure that you are symptom free, have not had close contact with a person with COVID-19 or contact with a sick person exposed to COVID-19, and do not have a temperature of 100.4

degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

- Upon arrival, PTC students will proceed directly to their classroom.
- After each bus route is complete, the bus will be sanitized.
- Hand sanitizer is available for students touching common surfaces.

## Classroom Protocols

- Face coverings are required on campus.
  - Face coverings may be excluded in specific industrial/shop areas where safety may be a concern.
  - Students must provide their own face coverings.
- Students exhibiting a temperature of 100.4 or higher will be sent home.
- If a student has a temperature of 100.4 degrees or greater, PTC will notify the high school, and parents/guardians.
- Students entering PTC will have their temperature checked upon entry to each classroom.
- All work stations and high touch areas will be disinfected after each class.
- Seating chart will be developed for students during on campus classroom activities.
- During more severe disruption of instruction Pioneer Technology Center may elect to incorporate additional learning strategies which deviate from the traditional CareerTech delivery model.
- Program specific protocols will be addressed by the classroom instructor.
- Additional protocols may be added as necessary.

## Full Time Protocols

- Assurance Statement: By accessing a PTC classroom, you assure that you are symptom free, have not had any exposure in the last 14 days, and do not have a temperature of 100 degrees or greater. For a list of up to date symptoms, please visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- If a staff member or student begins exhibiting symptoms of COVID-19 during the school day, they will be isolated, sent home immediately and encouraged to be tested.
- An isolation room will be used to house any students that display symptoms of illness, until arrangements for pick-up can be made.
- A quarantine may be required of students who have been exposed to COVID-19.
- If a student or employee has a temperature of 100.4 degrees Fahrenheit or higher, the student or employee should remain at home until the individual has been free of fever for twenty-four (24) hours without fever reducing medication.
- Visitors to the classroom will be limited to subject matter experts and guest speakers. Online presentations are encouraged.
- Guests will not be allowed access to individual classrooms.

*Existing law provides that anyone with a communicable disease is prohibited from attending a private or public school, and Oklahoma State Department of Health rules acknowledge that an important part of a school health program is the prevention and control of communicable diseases. It is the duty of the parent or guardian, and the school, to exclude such person until the period of isolation or quarantine ordered for the case expires, or until permission has been given by local health officers. See 63 O.S. § 1-507.*

## Isolation Procedures

- A student who exhibits a fever of 100.4 degrees or displays symptoms consistent with COVID-19, will be immediately isolated in a predetermined room. A parent/guardian will be contacted, and the student will be sent home.
- Students or staff who have been sent home due to temperature must remain out of school until fever free with no fever reducing medication for at least 24 hours.

## Quarantine Protocol

- Who Needs to Quarantine?

- Anyone who has been in close contact with someone who has COVID-19 or contact with a sick person expose to a person with COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.
- What counts as close contact?
  - Within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - Provided care at home to someone who is sick with COVID-19.
  - Had direct physical contact with the person. (touched, hugged, or kissed them)
  - Shared eating or drinking utensils.
  - Somehow got respiratory droplets on you by sneezing or coughing.
- Student Exposure
  - Students who have been in close contact with any individual who tested positive for COVID-19 will be quarantined.
  - Students are expected to notify PTC if they have been exposed to COVID-19. The student must not attend class at PTC until the following conditions have been met:
    - Quarantine for 14 days after the last day in close contact with the person positive for COVID-19.
    - Should not attend work or school.
    - Should avoid public places for 14 days.
    - Monitor health for fever, cough, and shortness of breath.
    - Seek COVID-19 testing if experiencing symptoms.
  - The impacted student will be placed on distance learning for the duration of their quarantine.
- Student Positive for COVID-19
  - Students diagnosed with COVID-19 may not visit a school facility until the following criteria are met:
    - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
    - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
    - At least 10 days have passed since symptoms first appeared.
    - If 10 days have passed since the first positive test and no symptoms have developed, the student can discontinue isolation and return to school.
    - Students displaying symptoms may return to school after two negative test results in a row, at least 24 hours apart. (To return to PTC, documentation of test results must be provided)
  - The impacted student will be placed on distance learning for the duration of their quarantine.
- Documentation must be provided for absences due to quarantine. The documentation will be evaluated by an Instructional Director concerning PTC's attendance policy. All online instructional requirements must still be completed during any quarantine.
- Letters, texts, or school communication that a positive COVID-19 case has been identified will be sent to staff and parents/guardians of the impacted students.
- A student who has tested positive for COVID-19 will be part of contact tracing procedures developed by the Kay County Health Department. Such tracing will require PTC to communicate the student's on-campus whereabouts/activities to the appropriate agency.

## **Culture of Safety and Hygiene**

- Face coverings are required on campus.
  - Face coverings may be excluded in specific industrial/shop areas where safety may be a concern.
  - Students must provide their own face coverings.
- PTC promotes a culture of good hygiene practices. Schools are essential for establishing good hygiene practices among students. Students will be reminded of coughing/sneezing etiquette, keeping hands away from the face and effectively washing their hands.
- Signage is placed around the campus to promote proper hygiene and highlight strategies to reduce exposure to COVID-19.

## School Cleaning Practices

- The PTC faculty, staff, and administration ensure high-touch services such as doorknobs, bathrooms, countertops, light switches, desks, drinking fountains and handrails are disinfected at least once daily and between use as much as possible to control the spread of viruses.
- Student computers and workstations will be disinfected after each class session.
- Other high-touch classroom areas will be disinfected after each class session.
- Hand sanitizer will be available to all students throughout the campus.

## Group Activities

Students and staff will limit participation in on campus large group activities through the duration of the 2020-2021 school year. Alternatives to school wide group activities such as video presentations and or online discussions will be considered before scheduling the event.

- No large in person activities will be conducted (i.e. Fun Friday, compliance training sessions, assemblies)
- The PTC Cafeteria is closed due to the Westward Expansion construction project. Food service options will be determined on an as needed basis.
- Student and staff groupings should remain as stable as possible by ensuring the same group of students remain together with the same staff.
- Graduations and awards ceremonies will be determined based upon current community health concerns.
- Visitors to the classroom will be limited to subject matter experts and guest speakers. Online presentations are encouraged.
- Guests will not be allowed access to individual classrooms.

## How to Communicate with Teachers

- Teachers will be available from 8:00 a.m. to 4:00 p.m. M-F to assist students with issues or concerns.
- PTC staff contact information can be found on the PTC website <https://pioneertech.edu/our-team>.

## Worksite Learning/Clinicals

- The Cosmetology program will be open and will provide services to clients. Clients seeking services must use an appropriate face covering, receive a temperature check, and/or follow the safety protocols of the Cosmetology Instructor. PTC will follow guidelines established by the Oklahoma State Board of Cosmetology and Barbering.
- Clinical rotations are available on a limited basis to post secondary students with the appropriate protective equipment.
- Off campus work site learning opportunities and clinical rotations are not currently available to high school students. The Oklahoma Department of Career and Technology Education is working to identify opportunities for high school students.

## Student Travel

- Student travel will be considered on a case by case basis.

## Computer Access

- During a disruption to instruction, if a computer is needed to complete PTC coursework, please communicate with the instructor of the program enrolled. PTC is working to make computer technology available for students needing a device.

## Student Services

- Guidance and Counseling requests can be made through PTC Counselor, Lori Evans, [Lorie@pioneertech.edu](mailto:Lorie@pioneertech.edu), 580-718-4313
- Students with special needs can request accommodations or modifications to curriculum by contacting Carol Lynes, [Caroll@pioneertech.edu](mailto:Caroll@pioneertech.edu) or 580-718-4298

## Questions

If you have any questions or concerns please contact the PTC Full-Time Programs Administrative Team.

- Kahle Goff – Executive Director, Full Time Programs [Kahleg@pioneertech.edu](mailto:Kahleg@pioneertech.edu) or 580-718-4297
- Kendra Keelin – Instructional Director [Kendrak@pioneertech.edu](mailto:Kendrak@pioneertech.edu) or 580-718-4359
- Dr. Ryan Burkett – Instructional Director [Ryanb@pioneertech.edu](mailto:Ryanb@pioneertech.edu) or 580-718-4227

**These guidelines are subject to change as new information is available.**

*Pioneer Technology Center offers career and technical education training opportunities without regard to race, color, national origin, sex/gender, age, religion, disability or veteran status. Training is available in the areas of Architecture & Construction; Business, Management & Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Manufacturing; Science, Technology, Engineering & Mathematics; and Transportation, Distribution & Logistics. All individuals wishing to enroll in a full-time training program must provide evidence satisfying the program minimum academic requirements or undergo a free assessment to evaluate his/her skill level in the areas of reading, mathematics, and writing. The assessment process also includes an interest inventory. Inquiries concerning application of this policy should be made to Karl Lynes or Pam Dickerson, Co – Compliance Officers/Title IX Coordinators at (866) 612-4782 or at 2101 N. Ash, Ponca City, Oklahoma.*