

CONTINUOUS LEARNING GUIDELINES

2020-2021

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WES WATKINS TECHNOLOGY CENTER

VIC WOODS, DEPUTY SUPT | WWTECH.EDU | WADE WALLING, SUPERINTENDENT

WWTC CONTINUOUS LEARNING GUIDELINES



OVERVIEW AND PURPOSE

- Wes Watkins Technology Center is committed to maintaining a safe environment for staff, students, and the community. The WWTC campus is following WWTC Policy on Contagious Health Conditions, WWTC Self-Check Guidelines, CDC Guidelines for COVID-19 and County Health Department recommendations. WWTC will utilize the Continuous Learning Guidelines as a return to school plan.
- Effective 2020-2021 school year, the delivery of programs in all theory and skills components can change from that of a traditional classroom to being presented and facilitated in a distance education format or a blend of both in-class and distance education.
- The purpose of this guide is to provide guidance and expectations for instructional and educational purposes during this time of traditional, traditional w/ social distancing, blended and distance education.
- The goal is to provide continuous learning opportunities in a safe environment and sense of stability for students and families.

EXPECTATIONS

- The expectation is that career technical and academic engagement and enrichment occurs. The instructional platform may be modified depending on the assignment, project or skills lab and delivery method. Program expectations will not change.
- Students will complete assignments given by their instructors by in-class and/or distance education through software or in paper form depending on the format necessary to complete assignments and skills labs.
- Student participation is expected and will be recorded in accordance with the WWTC attendance policy and instructional platform.
- Students should expect to spend the normal class time scheduled for classes per day to complete coursework. Students may need additional time depending on the class and assignment timelines.

ASSIGNMENTS / LAB PROJECTS

- Assignments and projects will be provided by the instructor and submitted by the student according to the type of instruction, instructional platform and as indicated by the program instructor. Work done online will be submitted online, by methods utilized in program. Students completing paper assignments, projects or skills lab will return their work by methods established by instructor.
- Additional information and assistance will be available as needed on an individual, classroom and program basis.
- Students will be provided with materials according to instructional platform and operational hours of the program and school.
 - Full-time High School program hours 8:00-11:05 AM and 12:05-3:10 PM Monday through Friday.
 - Full-time Adult and Short-term program hours vary depending on the program.
- Additional materials, if needed, will be provided by appointment as indicated by the program instructor.
- Additional materials will be picked up at the main entrance in Building 100. Call (405)452-5500 and schedule the pick-up time.
- Pick-up time—no more than 5 people are allowed at the pick-up area at a time.

HOW TO COMMUNICATE WITH INSTRUCTORS

- Instructors are available to assist students with issues or concerns during normal operational hours.
 - Full-time Instructors are available 8:00-11:05 AM and 12:05-3:10 PM Monday through Friday and by appointment.
 - Full-time Adult and Short-term instructors are available on an individual basis according to course offerings.
- Communication may include: text message, email, phone calls or program specific software communication methods.

TYPES OF INSTRUCTION

- Traditional, Traditional w/Social Distancing, Blended, and Distance Education.
- Classes may be split in half with half in classroom and half in lab, A/B schedule, or by first year and second year students.
- Class size will be adjusted as needed to maintain social distancing (6 ft. spacing).
- In the event social distancing can't be followed due to the setting or a training procedure face mask will be required.
- Potential for full distance ed. may require instructor to work from office and schedule students for lab/skills training.
- Campus operations and levels of instruction are subject to change according to local health conditions.

TRANSPORTATION FOR FULL-TIME PROGRAMS

- Bus routes will be provided in accordance with traditional full-time program schedules for pick-up and drop-off times.
- Students who have other ways to get to school are encouraged to use those options.
- High school students are allowed to drive with parent and partner school permission.
- Students and Bus Drivers will wear masks. WWTC will provide one mask per student.
- Students must put mask on before boarding bus. Students that fail to wear mask will not be transported.
- Seat directly behind driver will remain empty of passengers.
- To increase air flow buses will be operated with a few windows open to increase airflow regardless of the outside temperature.
- Buses will be disinfected after each route.
- Student drivers will park in proximity of their program area.

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CAMPUS ACCESS AND MAJOR EVENTS

- WWTC Operational Status will remain in Controlled Access for at least the first semester.
- Building doors will be locked with a posted phone number to call to discuss entry into a WWTC building. This includes classroom guest speakers, industry partners, vendors and any other person(s) that are not current students and staff.
- If an individual's presence on campus is determined as essential, meaning directly associated with completing the program plan of study and delivery can't be accomplished in another method (such as email or Zoom), **campus screening guidelines** will be followed.
- The Superintendent, Deputy Superintendent, or direct supervisor will determine if access to WWTC campus is warranted.
- On campus and off campus student activities, events and associated travel will be limited based on CDC Guidelines for COVID-19, County Health Department recommendations and the approval of the Superintendent or Deputy Superintendent.
- Facility usage for outside groups will be limited and based on WWTC Policy on Contagious Health Conditions, WWTC Self-Check Guidelines, CDC Guidelines for COVID-19 and County Health Department recommendations.
- Administration has the authority to approve or deny on-site training/activities in order to maintain campus safety and security.

ROOM CAPACITY

- Room capacity is established and posted at each classroom and meeting room entrance.
- Room capacity is calculated by dividing the square feet of the room by thirty-six (36) to allow six (6) feet between each individual.
- Room doors will remain open when possible to reduce use of common touch areas.
- Restroom doors will remain open (when privacy can be maintained) with limited capacity.
- Common gathering areas such as breakrooms will be closed.
- Meetings may be held virtually when possible.

CAMPUS SCREENING AND ISOLATION

- Campus Screening for students/staff/approved visitors on the WWTC Campus.
 - Students/staff/visitors will have temperature checked when they arrive at school and prior to entering buildings.
 - Students/staff with a temperature of 100.4 °F or higher will have second check to confirm elevated temperature.
 - Students/staff with 100.4 °F or higher will complete Campus Screening Guidelines process and be provided with guidance.
 - Students/staff/visitors with a confirmed temperature of 100.4 °F or higher will be required to leave campus.
 - Parents and partner schools of student bus rider will be contacted to arrange transportation plan.
 - Students will wait for transport in isolation area
 - To return must be symptom free 72 hours or provide professional medical release indicating illness is not COVID-19.

ENVIRONMENTAL WELL BEING AND SOCIAL DISTANCING

- Interior hallway doors may remain open to limit unnecessary touching of door latches and push bars.
- When practical, classroom doors will remain closed or partially closed while class is in progress.
- Classroom activities will require students / staff to practice social distancing and maintain at least 6 feet between individuals.
- In-person communication should occur with a distance of at least 6 feet between individuals and using social distancing practices.
- There will be no more than 10 people gathered and social distancing practices (6 ft. spacing) will be followed on WWTC campus.
- When social distancing practices (6 ft. spacing) can't be followed due to the setting or a training procedure face mask will be required.
- Face masks are recommended at all times, but optional depending on the setting.
- Students / staff will refrain from gathering together in small spaces and there will be no unscheduled group gatherings.
- Personal study spaces will be cleaned with a disinfectant at the end of the class. (desktops, tables, chairs, computers, etc.).
- Classroom utensils should not be shared (work desks, phones, computers, pens/pencils, etc.)
- Turn in assignments in area designated by instructor or outside instructors' door rather than entering office while instructor is at desk.
- Wash hands frequently (before/after class and during breaks) during the day for a minimum of 20 seconds using soap and water.
- Refrain from touching nose, mouth, face without washing hands immediately before and after.
- Proper sneeze/cough etiquette should be followed.
- Breakrooms and conference centers will be closed to students.
- Breaks will be scheduled by class to get snacks and students / staff will return to class / office for consumption.
- Restrooms breaks will be scheduled as needed.
- Classrooms will be disinfected after each class.
- Be familiar with the basic COVID-19 facts.

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WELLNESS EDUCATION

- Prevention posters will be placed around buildings, bathrooms, and classrooms.
- The district will conduct training for teachers and students on common preventative measures for COVID-19 prevention including:
 - Washing hands with soap for at least 20 seconds
 - Avoiding touching eyes, nose, and mouth
 - Covering coughs and sneezes with tissues and throwing away tissues
 - Avoiding contact with others when sick

ENVIRONMENTAL CLEANING AND DISINFECTION

- District has a process for cleaning surfaces at least once a day, including classrooms, doorknobs, desks, tables, and bathrooms.
- District has disinfectant products throughout the school to use, including in classrooms, computer labs, and bathrooms.
- District has adequately equipped maintenance and cleaning staff with equipment that is appropriate for cleaning.
- Common touch areas will be disinfected as often as possible.
- If a person suspected/confirmed to have COVID-19 has been in facility, District will close off areas used by persons and wait at least 24 hours before cleaning and disinfection process.

EXPOSURE/POSITIVE CASE PREPARATION

- WWTC will follow WWTC Policy on Contagious Health Conditions, WWTC Self-Check Guidelines and On Campus Screening and Hughes County Health Department recommendations.
- WWTC will follow CDC Guidelines for COVID-19 and Hughes County Health Department recommendations as feasible.
- If district receives a report of a positive case, district will immediately notify county health department.
- It is important school officials have confirmation from county or state health authorities regarding a positive case.
- If a positive case is confirmed, the superintendent or designee will determine the number of days the site (program area, area of building, building or campus) will be closed in the district. State and local health authorities will be consulted in making this decision.
- Health officials (county or state) will make notifications, including whether any contacts need to be made to quarantine, isolate, or in the case of a school, to close.

ENROLLMENT

- If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling, please contact the school counselor below:
 - Merida Tomb at mtomb@wwtech.edu or (405)-452-1218

QUESTIONS

- If you have any questions or concerns, please contact WWTC at: (405) 452-5500
- Linda Sanford, Instructional Leader at lsanford@wwtech.edu or (405) 452-1219 work or (405) 712-3767 cell
- J.R. Polzien, Post-Sec. Health Coordinator, PN Director, jpolzien@wwtech.edu or (405) 452-1241
- Mike Lindley, STEM Leader, BIS Director, mlindley@wwtech.edu or (405) 452-1216
- Tina Harjo, Financial Aid Officer at tharjo@wwtech.edu or (405) 452-1222

*This guide is subject to change based on the progression/regression of COVID-19 and local, state, and federal guidance.

