

RETURN TO SCHOOL GUIDE

FOR PARENTS & STUDENTS | FALL 2020



TYPES OF INSTRUCTION

LEVEL 1

Traditional (Normal)

LEVEL 2

Traditional with Safety Protocols

LEVEL 3

Split Classes

- 1st year students in the classroom. 2nd year students in the lab/shop; then alternate.

LEVEL 4

Split Classes Blended (Traditional/Virtual)

- 1st year students attend M/W/F week 1 and T/Th week 2. 2nd year students attend opposite days.
- Students not on campus work on virtual assignments.
- Full-time adult students: you'll be on campus for ½ the day and virtual for the other half, as assigned by your campus director.

LEVEL 5

Virtual with Scheduled Lab/Shop

- Students attend virtual classes 4 days a week.
- Instructors schedule lab/shop time once a week.
- Lab/shop capacity limited to 5 students at a time.
- Buses will run to take students to and from lab/shop time. If needed, adult students may use bus transportation.

Campuses and/or individual programs may be at different levels based on varying conditions. Level changes will be made in consultation with administration, local health conditions and/or public health professionals.

Campuses will use press releases, social media, the district website (www.ictctech.com) and SchoolMessenger to keep students and their parents updated as conditions and requirements change.

This guidance will be updated as recommended by public health professionals and as needed to ensure quality instruction.

SAFETY PROTOCOLS

Screening for COVID-19 Symptoms

When entering ICTC buildings, classrooms and/or buses, staff will conduct temperature checks and ask questions to screen for symptoms.

Have you had any of the following in the last 24 hours?

- Temperature of 100+
- A cough
- Shortness of breath/tight chest
- Lost sense of taste or smell
- Headache
- Fatigue
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Have you or anyone in your house currently been diagnosed with COVID19, or have you or anyone in your house been required to quarantine by the health department or healthcare provider?

What happens if I have a temperature of 100+ and/or answer yes to any of the screening questions?

If you're preparing to board the bus:

- You will stay at your sending school. The bus driver will notify the sending school administrator.

If you're on campus:

- You will be moved to an Isolation room. There will be no more than one infected student in an isolation room at a time.
- ICTC will contact your parents to pick you up or give you permission to drive home. Adult students may leave immediately.

- If your parents aren't available to pick you up and you don't drive, ICTC will use a bus or van to take you back to your sending school or home with parental permission. You must sit in the back seat of the van/bus and wear a mask. The van/bus will be disinfected and not used again for 8 hours.
- You may return with a medical release or after you go 24 hours without a temperature without the use of fever reducers, other symptoms have improved and you have received a negative COVID-19 test result since the onset of symptoms.

Safety Requirements to Help Prevent Exposure/Spread of COVID-19

On Campus:

- Maintain a social distance of at least 6 feet apart from another person.
- Wash your hands frequently for at least 20 seconds every time.
- Use hand sanitizer that contains 60% alcohol. Disinfectant bottles or hand sanitizing dispensers will be near drinking fountains, vending machines, and other high-touch points.
- Masks: For Level 2 and above, masks are required in classrooms, offices, meeting rooms, on the bus or when others are present. Masks may not be required in a lab/shop when another type of face shield is in place, i.e. welding hood, paint respirator or similar. All healthcare programs will follow guidance from the Oklahoma State Health Department and clinical/testing settings, which may be extended into the classroom at earlier stages than outlined above. If the state, county, city, or health department officials require masks in the county/city where the campus is located, ICTC students and staff will comply. An instructor may require students wear masks in earlier levels, due to personal health issues or safety concerns. Masks must cover your nose and mouth during use.

- Breakrooms/conference centers will be closed to students.
- Breaks will be scheduled by class and contained within the classroom.
- Restroom breaks will be taken as needed and will be scheduled.
- If in Level 2 or above, field trips will occur virtually.
- Where possible, campus restroom entry doors will be propped open.

On the Bus

- Buses will be operated with a few open windows to increase airflow.
- If the campus is at Level 2 or above, masks must be worn, and no passengers will ride in the seat directly behind the driver.
- Maximize spacing between students.
- If the campus is at Level 4, 1 student per seat when possible.
- If the campus is at Level 5, only students with scheduled lab/shop time may ride the bus. See Level 5.

What happens if I test positive or I'm directly exposed to COVID-19?

- If you or someone in your house tests positive for COVID-19, please contact your campus director at your earliest convenience.
 - Muskogee: 918-687-6383 (Greg Phares)
 - Sallisaw: 918-775-9119 (Dart Drummonds)
 - Stilwell: 918-696-3111 (Nick Carter)
 - Tahlequah: 918-456-2594 (Robin Roberts)
- You will quarantine up to 14 days from the date of exposure or positive test.
- All learning occurs virtually during those 14 days.
- If you become symptomatic and can't continue virtual learning, absences will be excused, or you'll receive attendance appeal flexibility.
- After 14 days, you may return with a medical release (preferred) or a negative test result.

What happens if my instructor tests positive or is directly exposed to COVID-19?

- If the instructor is non-symptomatic, they will teach virtually. They will not conduct lab/shop rotations.
- If the instructor develops symptoms and can't teach virtually, students may continue with online software and/or pre-recorded lessons. No lab/shop rotations will occur during this time.

What happens if someone in my class tests positive or is directly exposed to COVID-19?

- ICTC will remove the student from the classroom and assess the risk of exposure to you and your classmates.
- Depending on that assessment, class may continue on campus or may be conducted virtually for 14 days.
- Similar protocols will be followed if a positive test or direct exposure occurs at a sending school.

What happens if my sending school closes?

- ICTC will determine why the sending school closed and make decisions accordingly. Possibilities include: No change at ICTC, exposed students will be quarantined and switched to virtual learning, the program or campus will be moved to Level 3 or 4, or the program or campus will be moved to Level 5 and all learning will occur virtually for up to 14 days.

VIRTUAL INSTRUCTION EXPECTATIONS – LEVEL 5

- Students will participate in 4 days of online instruction and one day of shop/lab instruction weekly.
- Zoom or conference calls will occur daily with all students.
- All students will receive at least one daily grade.
- Students should use Google Classroom/Hangout or Canvas daily to contact their Instructor(s).
- Instructors will contact students who don't log in to Google Classroom/Canvas, miss lessons or Zoom/conference calls.
- Cosmetology instructors and students will follow state-mandated guidelines on the amount of virtual learning allowed versus on-campus contact. Lab time will occur on a rotating basis.

ON-THE-JOB TRAINING (OJT)

- OJT will continue during Levels 1-4.
- OJT can occur up to 5 days a week.
- OJT students must check in with their instructors via Zoom/conference call weekly. Failure to do so may terminate OJT.

GRADES AND DROPS

If an ICTC student drops because the campus and/or program switches to virtual learning (Levels 4-5), a grade of "I" will be issued unless the drop occurs within 10 days of the semester break. In that situation, the grade earned up to that point will be issued.

CALENDAR ITEMS

- During inclement weather days, instructors will conduct classes virtually.
- Each campus will schedule practice "virtual days" while in Levels 1-4 so students can experience the virtual setting in case it's necessary at some point during the school year.

For Staff/Instructor Plan details, visit www.ictctech.com. This guidance will be updated as recommended by public health professionals and as needed to ensure quality instruction.

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