EOC TECH CENTER GUIDE

2021-2022 COVID-19 OPERATIONS

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INTRODUCTION & OVERVIEW

INTRODUCTION

Eastern Oklahoma County Technology Center (EOCTC) has dedicated time and put careful thought into planning for the start of the 2021-22 school year. This beginning brings excitement for new and returning students, re-engagement with our business partners, and continuation of services to the people of Eastern Oklahoma County. With the ongoing effects of the COVID-19 pandemic, it is imperative that EOCTC continue to implement guidelines to assist in the maintenance of public health. EOCTC is committed to creating a safe environment for every individual, while minimizing the disruption of quality training and services.

The EOCTC Operational Guide Document is based on guidance from public health agencies, the Oklahoma Department of Career and Technical Education and Oklahoma State Department of Education. The guidelines reflect the most recent information available from these entities, but are subject to change as the evolving issues surrounding COVID-19 are updated. In addition to the Operational Guide Document, EOCTC has developed internal procedures to address other issues related to challenges resulting from COVID-19.

EOCTC is committed to meeting the educational and training needs of its many constituents in the safest methods available. As result, there are a number of changes to previous methods of operations. As our staff work through the process of implementing the new and/or revised procedures, we ask for your cooperation and patience. Any changes moving forward will be communicated through our normal channels to provide up to date information to assist in the access to our programs and services.

OVERVIEW

All school personnel are to follow applicable state and federal guidance for COVID-19. This includes administrative staff, certified and support personnel and adjunct employees. Applicable guidance includes written guidelines from the Centers for Disease Control (CDC), Occupational Safety and Health Administration (OSHA) of the Department of Labor, the Oklahoma State Department of Health (OSDH), Oklahoma Department of Commerce, that from any other agency, board or commission, state or federal regulations or applicable executive order.

The following mandated and recommended guidelines are in place to assist in reducing the spread of COVID-19 based on above listed entities' practices for the health and welfare of the EOCTC community.

Mandated Guidelines:

- Stay home if tested positive for COVID-19
- Stay home if exhibiting symptoms
- Stay home if close contact with someone testing positive for COVID-19
- Immediately report to immediate supervisor or instructor any positive test, on-set of symptoms or close contact with someone testing positive
- Follow issued guidelines for return to work/school as approved by immediate supervisor/instructor
- Face Coverings: A face covering (mask or shield) is optional in campus buildings. *A face covering is not required in offices, classrooms, or other areas. A face covering is not required while eating in the break area with social distancing recommended.*
- Temperate Checks: Maybe required if symptoms are exhibited.

Oklahoma State Department of Health Guidelines of COVID-19 Symptoms:

- Fever at or above 100.4 degrees Fahrenheit
- Sore throat or tonsillitis
- Any nasal discharge accompanied by fever
- A severe cough producing phlegm
- Any inflammation of the eyes or lids
- Loss of taste and smell

Centers for Disease Control Recommended Guidelines:

- Social distancing (maintain a minimum of 6 feet of distance between persons)
- Adhere to maximum gather size requirements and/or regulations
- Hand hygiene (20 second hand washing with soap and water or hand sanitizer)
- Respiratory etiquette (cover coughs and sneezes followed by hand washing)
- Periodic cleaning of workspaces (equipment, surfaces, other)
- Face coverings for protection of co-workers, students and others
- Minimize sharing of equipment and other items
- Limit after hour and weekend on-campus work (assists maintenance in sanitation)

GENERAL INFORMATION

The general information is intended to provide a basic framework to address many questions staff may have related to the beginning of the 2021-22 school year. The information is based on guidance and recommendations provided by the U.S. Centers for Disease Control and Prevention (CDC), state and local health agencies, and Oklahoma educational agencies to assist in the mitigation of COVID-19. The development and continuation of these practices is an attempt to maintain a healthy and safe environment while continuing the delivery of meaningful career and technical education.

STAFF AND STUDENT TRAVEL

- Staff travel only on approval from immediate supervisor through written request.
- Student travel requires approval of the assistant superintendent or designee.
- Any staff or student travel requires individual to follow designated protocol which may include but not limited to consent, waiver and acknowledgment.
- Staff and students are to follow all mandated guidelines and should follow recommended guidelines while on travel status through the district

STAFF AND STUDENT EXPOSURE PROCEDURE

Positive COVID-19 Test:
Any individual who tests positive for the virus will be required to be isolated and are prohibited from returning to school until meeting the CDC requirements for contact with others.

Individuals diagnosed with COVID-19 may not visit a school facility until the following criteria are met:

- At least 5 days since symptoms first appeared **- and -**
- At least 24 hours with no fever without fever-reducing medication **- and -**
- Other symptoms of COVID-19 are improving **- and -**
- Recommend wearing a face covering for 5 days upon returning to campus.

Calculating quarantine/isolation start date:

- Day your symptom started (day zero)
- Day you tested (day zero)
- Last day of exposure (day zero)

COVID-19 Exposure:
Oklahoma City County Health Department/CDC protocols recommend that non-vaccinated individuals who were exposed to COVID-19:

- Quarantine for 5 days **- and -**
- Recommend wearing a face covering for 5 days upon returning to campus.

Fully-vaccinated individuals do not have to quarantine. It is recommended that fully-vaccinated close contacts test 5 days following the date of exposure and to wear a face covering in public for 10 days.

SCREENING OF STAFF, STUDENTS, AND VISITORS

The CDC does not recommend requiring students, staff, or visitors to be tested for COVID-19 prior to entering a school facility. Students, staff, and visitors may be requested to complete a questionnaire which includes the following COVID-19 symptoms:

- Fever at or above 100.4 degrees Fahrenheit
- Sore throat or tonsillitis
- Any nasal discharge accompanied by fever
- A severe cough producing phlegm
- Any inflammation of the eyes or lids
- Loss of taste and smell
- Knowledge or close contact with a person a laboratory has confirmed to have COVID-19 if the exposure to the active case confirmed within the last 14 days
- Or other symptoms identified by the CDC

Any individual answering positive to any questions on the questionnaire or exhibiting symptoms, without other explanation may be denied entry to the facility, any school vehicle including buses and fleet vehicles, isolated, and may be sent home. These individuals are encouraged to seek testing and will **not** be allowed to return to campus until the OSDH and CDC criteria for re-entry are met for being in contact with others.

PROTOCOL FOR SCHOOL CLOSURE

Should it be necessary to close EOCTC based on local spread of COVID-19, students and staff will be notified immediately through normal school closure methods including news media, digital means, website and social media platforms. Closure could include a few days, mid-term closures of a few weeks, or a longer closure. In the event of a closure, staff will be notified on procedures for continued operation of services for areas including:

- Program and instructional services
- Child Development Center and Adult Day Services
- Maintenance and operation of facilities
- Business and general operations of the District

In the event of a closure, staff should be prepared to perform all necessary tasks and functions to ensure continued student and client services through a variety of methods to include:

- Reporting to campus with no or limited number of students or client contact as designated
- Implement distance learning to maintain the delivery of instruction, client services, student support services and associated operations
- Perform remote work assignments

COMMUNICATIONS

EOCTC is committed to creating a safe environment for every individual, while minimizing the disruption of quality training and services. As such, EOCTC's Community Outreach and Communications division (COC) will follow EOCTC's framework for campus and divisional operations:

General Framework for campus-wide operation

- Designated entry point to building
- Face coverings optional in campus buildings
- Hand sanitation at entry point and throughout an individual's time on campus
- Minimize interactions between groups across campus
- Where feasible, strive to provide social distancing environment for meetings/ classes
- Sign-in of all campus guests at designated entry point (including contact information)

COMMUNICATION CHANNELS

The COC division will continue to utilize the following communication channels to distribute information and update staff, students, parents, guests and patrons with new information as it becomes available:

General Public

- Website: http://www.eoctech.edu
- Social Media
  - Facebook: https://www.facebook.com/eoctech/
  - Instagram: https://www.instagram.com/eoctech/
  - Twitter: https://twitter.com/eoctech
- Community Signs: Choctaw, Harrah, Jones, Luther
- Press Releases: Choctaw Times, Jones Journal, Luther Register, The Journal Record, Daily Oklahoman, Midwest City Beacon

Internal Staff Communications

- EOCTC Weekly Bulletin
- EOCTC email messaging
- REMIND app/text message notification
- Individual text messaging

Parent/Student

- REMIND app/text message notification
- Email messaging

Campus Guests

- REMIND app/text message notification (when contact information collected)

EOCTC COMMUNITY SERVICE CENTERS

CHILD DEVELOPMENT CENTER

The EOCTC Child Development Center is a teaching center that supports the early care and child development industry through the preparation of a quality workforce. As such, the center functions as a licensed day care facility that provides care for children ages two to five. Program students, staff, and families are subject to guidelines issued by Oklahoma Department of Human Services, the licensing agency for child development centers, relating to center operations. Areas affected by the issued guidelines may include but are not limited to:

- Children drop-off and pick-up procedures
- Daily screening
- Cleaning and disinfecting of center and surfaces
- Group size management
- Staff recommendations regarding personal protective equipment
- Limits on shared equipment (toys, books, etc.)
- Limitation on visitors in center
- General operations of center

The purpose of implemented guidelines is intended to maintain a healthy and safe environment for the children and staff. Any changes to procedures will be communicated to families through traditional methods.

ADULT DAY SERVICES

The Adult Day Services program at EOCTC provides care for individuals in a day setting to promote the physical, social, and emotional support of its participants. The safety and health of the participants and care providers is primary in the center's continued operations. The various procedures are to help ensure the well-being of the participants and staff. Should it become necessary to modify or change procedures, families will be provided communication through traditional methods.

Leading Age Oklahoma, the oversight agency, has issued several mandates and recommendations for centers. Areas included but not limited to include:

- Procedures for the delivery, pick-up, and transportation of participants
- Daily screening
- Group size management
- Restrictions on visitors to center
- Cleaning and disinfecting of facilities and surfaces
- Staff use of personal protective equipment
- Limit participant use of shared equipment and supplies
- General center operations

DIVISIONAL OPERATIONS GUIDELINES

In accordance with EOCTC's established guidelines, each division will follow EOCTC's framework for campus operations. These guidelines are based on recommended procedures set forth by State and local jurisdictions as well as guidance from the Centers for Disease Control (CDC). EOCTC will continue to monitor our protocols and make changes as necessary.

INSTRUCTIONAL DELIVERY & STUDENT SERVICES

DAYTIME PROGRAMS:

- Designated Entrances:
  - Students will park in Lot B, with over flow in Lot A, and enter through the main building's East entrance.
  - South entrance is closed.
  - Students who arrive late will check in at Students Services and enter through the main building's East Entrance.
  - Guests will park in Lot B with over flow in Lot A and enter through the main building's East entrance. All Guest will check-in at the Student Services Reception desk area.
- Face coverings are optional in campus buildings.
- Hand Sanitizer is provided throughout the facility. Students and Guests are encouraged to use hand sanitizer frequently.
- Precautions are taken to help minimize crossover with groups and guests while traversing throughout the campus.
- Social distancing guidelines are recommended and encouraged for best practices.

STUDENT SERVICES:

- Designated Entrance: Parking Lot B, with over flow in Lot A, enter through East side, main building doors. All Guest will check-in at the Reception desk.
- Face coverings are optional in campus buildings.
- Hand sanitizer provided and encouraged for use
  - Guests must maintain social distance, and remain at the reception desk.
- Time of guest visits are set to minimize crossover with others in the building/on campus.
- Social distancing guidelines are recommended and encouraged for best practices.

VENDORS & GUEST:

- Designated Entrance: Parking Lot B, with over flow in Lot A, enter through East side, main doors.
- Face coverings are optional in campus buildings.
- Hand sanitizer provided and encouraged for use.
- Time of guest visits are set to minimize crossover with others in the building/on campus.
- Social distancing guidelines are recommended and encouraged for best practices.

ADULT CAREER DEVELOPMENT

- Designated Entrance: Each class will have a designated entrance door to the building, according to classroom assignments throughout campus.
- Face coverings are optional while on campus and in classes.
- Hand sanitizer is provided and encouraged to be used by all class participants.
- Class breaks will be as scheduled as necessary to minimize crossover contact with other students and patrons on campus.
- Social distancing guidelines are recommended and encouraged for best practices.

BUSINESS & INDUSTRY SERVICES

BUSINESS DEVELOPMENT CENTER (BDC):

- Designated Entrance: East doors of the BDC building
- Face coverings are optional in campus buildings.
- Hand sanitizer is provided and highly encouraged to be used.
- Room assignments will be given in advance with instructions on details for directing participants to appropriate parking lots, building, and route to the room to all groups using facilities.
- Social distancing guidelines are recommended and encouraged for best practices.
- Meeting/Training attendance will be taken daily, along with collecting contact information of those attending meetings, etc.

PUBLIC SERVICES - FIRE & EMS TRAINING:

- Designated Entrance: East doors of the Public Services building
- Face coverings are optional in campus buildings.
- Hand Sanitizer is provided and highly encouraged to be used
- Lunch periods and breaks will be scheduled to ensure students have minimal crossover contact with other students on campus.
- Social distancing guidelines are recommended and encouraged for best practices
- Meeting / Training attendance will be taken daily, along with collecting contact information of those attending outside group meeting in classrooms.

TRANSPORTATION & MAINTENANCE:

Bus drivers, maintenance staff, instructional staff, and divisional staff members will be instructed on the most effective procedures for cleaning and sanitizing school vehicles, classroom spaces, office spaces, conference and meeting rooms, and common areas. Appropriate PPE and cleaning/sanitizing supplies will be made readily available for use by staff members. Janitorial and maintenance staff will follow daily cleaning and sanitizing procedures, in addition to the following specific processes:

BUS / FLEET CLEANING:
- Hand sanitizer and sanitizing wipes will always be on hand in each bus/vehicle.
- All buses and fleet vehicles will be sanitized with approved cleaning agent after each route.

TRANSPORTING STUDENTS:
- Due to the limited number of buses, EOCTC will make every attempt possible to provide as much distance between students while being transported.
- Hand sanitizer and sanitizing wipes will always be available on each bus/vehicle.
- Staff and students have the option to wear face coverings while riding in school vehicles.

CLASSROOM / SHOP CLEANING:
- Instructors / Teachers will be responsible for sanitizing their shop/classroom equipment with approved sanitizer as needed.
- Instructors / Teachers will routinely sanitize classroom surfaces, and commonly touched items will be frequently sanitized with approved cleaner (i.e. desktops, door handles, light switches, white boards, textbooks, etc.).

RESTROOM CLEANING:
- Restrooms accessible to students / public will be sanitized after each break and continually monitored for cleaning.
- High use restrooms will be monitored and routinely sanitized.

COMMON AREAS:
- Hand sanitizing stations will be available in all common areas and near building entrances.
- Staff / students are encouraged to practice social distancing and must wear face coverings while utilizing common areas.
- Frequently touched items will not be accessible in common areas. (i.e. condiment dispensers, utensil dispensers, etc.)
- Areas that are used as student break areas will be sanitized after each break.
- Conference and meeting rooms will be sanitized immediately after each usage.

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