



**Adult Education
Covid-19 Restart Plan
2020**

Vantage Career Center Adult Education Program Covid-19 Restart Plan

Introduction

The Adult Education Division of Vantage Career Center trains essential workers such as nurses, EMTs, Police cadets, Commercial Truck Drivers, and STNA's. These are demanding and needed jobs in our local community.

At the time of the closing of K-12 schools in Ohio due to the Covid-19 Pandemic, Vantage had a number of students enrolled in these programs who were close to completing their courses and preparing to sit for their credential certifications to be able to enter the workforce.

While on-line options were pursued when possible, the nature of the programs require the learning and practicing of skills that cannot be done virtually.

Many of these students must maintain enrollment and attendance in order to continue to receive their financial aid and other funding resources, to sustain housing and assistance that supports their families. Therefore, it is important that we establish safe practices and processes that allow us to preserve the health of our students and staff as we allow them back to return to their programs. These practices will permit them to keep moving successfully through their programs and to enter the workforce in essential careers keeping them, their families, and our community strong.

Fortunately, for our planning purposes and the health and safety of our students, our programs are relatively small, which will allow us to maintain social distancing and make the acquisition of needed PPE more manageable.

We have received guidance from a number of the oversight agencies as to how to proceed, including the Board of Health, The Ohio Police Officers Training Association, the Board of Nursing, and the Driver and Traffic Safety Association (ADTSEA) as to processes that they have identified as promoting safe delivery of training.

Additionally, the Ohio Technical Centers across the state have issued a report to the Governor's office regarding the safe re-opening of our training programs. The plan for the opening of Vantage Center Adult Education incorporates all of these guidelines.

Our goals are the following:

- Ensure the health and safety of students.
- Ensure the health and safety of faculty, staff, and visitors to the campus.
- Allow students in essential workforce programs to complete their programs and enter the workforce.
- Allow students who are preparing to enter full time adult programs in the fall, to proceed through the enrollment process and complete assessments, pre-requisites and orientation processes.

We are submitting this plan for local approval and hope to receive permission from the Van Wert County Health Department to begin operation June 1, 2020.

The following plan provides specific guidelines for each of our areas of operation and programs.

Overall Recommendations

- Please take your body temperature before coming to Vantage. Any reading at or above 100.4 degrees F do not come to Vantage.
- If you are not feeling well or have been ill in the past 14 days, do not come to Vantage.
- Face masks are optional as long as you are working alone in your assigned area. Please let your supervisor know if you need or want a mask and one will be provided to you.
- Hand sanitizer will be available to all staff and students
- No more than 10 individuals at one time in a single lab (this includes students and instructors)
- All individuals must maintain 6 feet of personal space for physical distancing at all times
- All space accessed by students/staff will be cleaned/sanitized by custodial staff after every use.
- Cleaning products will be provided to ensure individual work stations, high contact areas, and equipment items can be cleaned and disinfected before and after use by faculty, staff, and students
- Individuals will not be allowed to congregate, this includes common spaces, parking lots, vending areas, etc.
- If any suspected or confirmed COVID-19 illness occurs, that area will be shut down until it can be thoroughly disinfected and individuals who came in contact with the person will be asked to stay home
- Students, staff and visitors will be asked to wear masks during interpersonal situations where the 6' distancing cannot be maintained, such as lab activities, student/teacher and/or student/staff member conversations, practical skills experiences, etc.
- Faculty, staff, visitors and students will have access to handwashing stations and sanitizer, and will be encouraged to use them frequently

Main Office Operations

- No more than 8 people may be in the Adult Education Office at any given time to allow for outside customers. Work schedules and class start times will be staggered to maintain this number.
- All visitors who enter the office area will be required to wear a mask.
- The floor in front of the reception desk will be marked to maintain social distancing.
- Only one secretary will be scheduled at a time with no shift overlap to maintain social distancing.
- A see-through barrier will be positioned at the reception desk to prevent contamination.
- Only one visitor can be allowed to enter the reception area at a time. No groups of students may enter together. Each student will be buzzed in individually
- Employees are not required to wear masks in their offices unless meeting with a student or other staff member.

- Face to face meetings with students will be limited to one student at a time and will be held either in the conference room or in the open area outside of the offices to preserve the six-foot recommended distance.
- All employees will be required to monitor their temperature daily and must stay home if their temperature is higher than 100.4
- Employees and students will be asked to stay home if they are exhibiting any symptoms of illness.

Assessment Center Operations

- Reduce number of testers per session to four, which will allow for six feet distancing
- Sanitize workstations before and after each testing sessions
- All testers and the proctor will be required to wear masks. Proctor will have access to face shield.
- Each person entering the building for assessment will be required to have temperature taken and will be asked to complete a survey on symptoms and possibility of contagion.

Commercial Driving Training

- Take Temperatures and assess the health of students entering the truck. Require those feeling ill to stay home.
- Break current CDL students into groups of 3. Each student will be assigned a specific truck to use with no sharing. Students will be assigned up to eight hours per day until their training is complete and they are ready to test. Once the students have tested, the instructor will move to the next group of 3.
- Increased sanitation will be implemented for the trucks and building. Restrooms will be cleaned on a daily basis and hand sanitizer and wipes will be made available. Trucks will need to be wiped down daily with sanitation wipes. Masks and gloves could be required for students and the instructor will be provided with a face shield during road training only.
- Open the window during road training.
- Explore the ability of adding a transparent barrier between the instructor and the driver.

EMT

- No more than 10 people in the classroom at any given time.
- 6' distancing maintained.
- Students and instructors will use gloves and masks during the practice of skills.
- Mannequins will be used whenever possible for skills practice.
- Students will not be released to complete ride time in the squads until the individual departments and/or ODPS approve.
- Skills checks will be moved from the classroom to a more open lab area to allow for maintenance of 6' foot distancing and preceptors and students will be kept below 10 persons per lab space.
- Assessment protocols will be followed for administration of National Registry tests.
- No students in Van Wert are permitted to go on runs with squads
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Firefighter

- Limit class size to max. of 9
- Maintain 6' distance in classroom
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- No individual firefighting PPE (turnout gear, helmets, SCBAs) to be brought inside the school
- Hands-on classes/check-offs will be conducted in Bus Barn (inclement weather), outside, at Van Wert FD as permitted by the Fire Chief, and at an arranged location(s) for live burns
- Shared SCBAs/face pieces MUST be disinfected between uses
- Evolutions will be conducted while wearing firefighting gloves
- Every effort will be made to keep students/instructors separate and limit direct contact (some evolutions are not able to be completed 6 feet apart)

Police Academy

- For subject control practical skill, use additional mats and provide a layout that will allow for distancing of mats. Masks and gloves will be worn during exercises.
- Continue to use two instructors to have smaller groups. Sanitize the mats and exercise area at every hour break.
- Defensive driving will be reduced to two students and one instructor per vehicle. All occupants of the vehicle will wear masks or face shields
- During remaining classes and practicals, the 6' distance will be maintained.
- Ongoing sanitation of surfaces and hands will be practiced during all classes

Practical Nursing

- Classes will resume in the large Community Room This room has a capacity of 150. A maximum of twenty-five students will occupy the room at any time, with students assigned to the same seat each day and spaced to sit at least 6 feet apart.
- Maintenance will clean the classroom after each day of use.
- Staff and Students will complete temperature and symptom check prior to coming to class and will not attend if temperature is greater than 99 F or any respiratory symptoms are present (cough, fever, sore throat or shortness of breath).
- Staff and students will wear masks at all times while in the classroom or facility. Instructors will have access to face shields for their use as needed.
- Staff and students will enter and leave the building and classroom maintaining a 6 foot distance between each other.
- Students will enter through the exterior door closest to their classroom during the summer hours to allow numbers of persons in the office to be maintained at fewer than 10.
- Classroom will have sanitizers available at entry and exits.
- Students using the restroom facilities will do so, one at a time using proper handwashing before exiting. Sinks and Toilets are no touch.
- Lunch will be obtained outside of Vantage and students will exit and return maintaining a 6 foot distance between each other.
- If a student chooses to bring lunch, it will be kept in a personal cooler and consumed at the individual's desk.

- Clinicals will resume when clinical facilities have adequate PPE and conference areas available. Virtual clinicals will be utilized until clinical facilities are able to accommodate students safely.

STNA

- Enroll no more than 8 students per class
- Students and the instructor will wear masks. Instructors will have access to face shields
- Distancing will be maintained with only one student per table.
- Only one lab unit on each side of the room will be used at a time
- Lab clinicals, (currently allowed under ODH) will be accomplished by a review of all 40 skills, using mannequins and assigned lab partner.
- Written test will be administered following new guidelines for the assessment center.

Welding

- Students will maintain 6 foot distance at any time they are not in a welding booth.
- Instructor will have access to a face shield.
- Students will be assigned to a welding booth and will use the same booth throughout the class, unless there is a need to access a different booth with different equipment. Instructor will determine the need for this move.
- Only one student in a booth at a time.
- Welding helmets will be in place when students are working together on a project or masks must be worn