



SPECIFIC GUIDELINES for Vantage Career Center

Vantage Career Center High School Restart Plan - 2020-2021 School Year

Introduction

The High School at Vantage Career Center provides authentic, student-focused, career technical training that prepares high school students for employment and further education.

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

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 of study. These practices will permit them to keep moving successfully through their programs and to enter the workforce in essential careers or further their education, keeping them, their families, and our community strong.

We have received guidance from a number of the oversight agencies as to how to proceed, including the Board of Health, CDC and ODE, as to processes that they have identified as promoting safe delivery of training.

Additionally, the Career 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 Career Center High School programs incorporates all of these guidelines.

Our goals are the following:

- Ensure the health and safety of students.
- Ensure the health and safety of faculty and staff.
- Allow seniors returning in essential workforce programs to complete their programs and enter the workforce or pursue further education.
- Allow new students who are preparing to enter high school programs in the fall, to proceed through the enrollment process and complete uniform fittings 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 August 10, 2020.

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

Overall Recommendations

- Hand sanitizer will be available to all staff and students
- All individuals must maintain 6 feet of personal space for physical distancing whenever possible
- **Students and staff will be required to wear face coverings.**
- The face covering requirement may be waived if the employee or student has a documented medical reason that would prohibit them from wearing a face covering.
- Parents will be asked to complete symptoms checks on their students prior to reporting to school each day. This includes taking students' temperatures. If a student has a temperature of 100F or higher *OR* the student is experiencing other symptoms, the student should not report to school. In addition, health assessment monitoring may occur at school if increased risks present themselves within our community.
- Employees will complete symptoms checks prior to reporting to school each day. This includes taking temperatures. If an employee has a temperature of 100F or higher *OR* is experiencing other symptoms, the employee should not report to work; he/she should contact their immediate supervisor.
- Students not feeling well will be sent to the HS office conference room. Emergency contacts will be contacted to pick up the student. The room will be sanitized after each use.
- All space accessed by students/staff will be cleaned/sanitized regularly.
- 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 confirmed COVID-19 illness occurs, that area will be shut down until it can be thoroughly disinfected
- Faculty, staff, and students will have access to handwashing stations and sanitizer, and will be encouraged to use them frequently
- Students using the restroom facilities will do so maintaining social distancing, using proper handwashing before exiting. Sinks and Toilets are no touch.
- Virtual field trips and tours will be utilized until facilities are able to accommodate students safely.
- Student technology use: Students will be assigned devices. Devices will be sanitized regularly.
- Increased sanitation will be implemented for the equipment and building. Restrooms will be cleaned on a daily basis and hand sanitizer and wipes will be made available. Equipment will need to be wiped down daily with sanitation wipes. Masks and gloves could be required for students and the instructor. Instructors will have access to a face shield.
- To minimize contamination, students are encouraged to bring their own water bottles from home and avoid using the drinking fountains.
- Everyone must assume personal responsibility to abide by the implementation of safety protocols to the highest degree possible.

Office Operations

- 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.
- No groups of students may enter together. They must maintain social distancing as marked on the floor.
- Employees are not required to wear masks in their offices unless meeting with a student or other staff member.
- High touch areas, such as copiers will have sanitizing wipes and hand sanitizer available.

Trade & Industrial Programs

- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Welding helmets, face shields or masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

Business and Service Programs

- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Face shields or masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

Academics/Related Classrooms

- Maintain 6' distance in classroom when possible
- All students/instructors will follow Vantage requirements for hand sanitizer, masks, etc.
- Sanitize desks, chairs, and all surfaces at the end of each class
- Every effort will be made to keep students/instructors separate and limit direct contact (some activities are not able to be completed 6 feet apart)
- Masks will be in place when students are working together on a project
- Instructors will have access to a face shield.
- Students will be assigned to an area and equipment when possible and will use the same area and equipment throughout the class, unless there is a need to access a different area with different equipment. Instructor will determine the need for this move.
- Shared equipment MUST be disinfected between uses
- Teachers will maintain seating charts in classrooms or instructional spaces when reasonably practical to assist in contact tracing by the County Health Department.

ISDA

- Reduce number of students in ISDA room to six, which will allow for six feet distancing
- Sanitize workstations before and after each use
- All will be required to wear masks. ISDA coordinator will have access to face shield

Media Center

- Maintain 6' distance in Media Center at all times
- Sanitize workstations before and after each use
- All will be required to wear masks. Media Specialist will have access to face shield

Resource Room

- Reduce number of students in Resource room to 10, which will allow for six feet distancing
- Sanitize workstations before and after each use
- All will be required to wear masks. Aides will have access to face shields

Breakfast/Lunch

- Breakfast & Lunch can be obtained at Vantage and students will maintain a 6 foot distance between each other while waiting to get meals.
- Cafeteria staff will have access to face shields
- Line will utilize a touchless scanner for students to pay for meals
- Students will maintain social distancing at all times while eating
- If a student chooses to bring lunch, it will be kept in a personal cooler and consumed at the individual's seat, maintaining social distance.
- Tables will be sanitized between lunches.
- Cafeteria will maintain seating charts when reasonably practical to assist in contact tracing by the County Health Department.
- Staff break rooms will not be utilized for groups to eat.
- The Cup & Saucer will be available for staff to eat their lunches while providing social distancing.

Employees or Students with Positive COVID 19 Diagnosis

Each school district recognizes that communication and contact tracing regarding a positive COVID 19 diagnosis is the responsibility of the County Health Department, not the school district.

As well, each school district

- *agrees* to develop a common template that can be shared with the County Health Department. The template should include a communication protocol between the school district and the County Health Department as well as contact tracing and quarantine requirements.
- *understands* that the County Health Department will advise a school district employee or a student who has a positive COVID 19 diagnosis of the 10-day quarantine requirement.
- *understands* that any employee or student determined to have experienced a “first generation” exposure to a person with a positive COVID 19 diagnosis will be advised to quarantine for 14 days. The County Health Department, consistent with statewide protocols, will define what is considered an *exposure* to COVID 19.