Southern Hills Career and Technical Center

RESTART PLAN for 2020-2021

Prepared, Responsive, Safe

The circumstances resulting from the pandemic have forever changed the way we teach and learn, but we will continue to move forward. SHCTC will implement a three-tier approach for the 20-21 school year to ensure that we are prepared to provide our students the best learning opportunities while focusing on their health and safety. As a hands-on-learning environment, it is essential that SHCTC keep our doors open for as long as it is safe to do so.

The following are general principles that Southern Hills will follow to guide the district as we move forward with re-starting career and technical education in Brown and southern Highland Counties:

1. SHCTC will implement recommended safety protocols to the highest degree possible.
2. SHCTC will work very closely with the Brown County Board of Health to promote safety for all students and staff.
3. SHCTC will be transparent with all stakeholders that some level of risk will always be present when children and school district employees occupy school facilities.
4. SHCTC recognizes the need for consistency in areas of operation while also recognizing that differences in classroom sizes, school facilities and building operations may lead to some inconsistencies.
5. SHCTC intends to keep the previously adopted school calendar with some front-loading of employee professional development.

- Junior students first day of school (operating under TIER 1, until further notice) will be Monday, August 24, 2020, juniors and seniors will report on Tuesday, August 25, 2020.
- Junior Open House nights will be spread across three dates for social distancing. We request that students attending come with as few family members as possible to reduce crowd sizes. Each evening runs from 4:00 to 7:00. The schedule will be:
  - Welding, Culinary, ECE and IT on Tuesday, Aug. 18th
  - Ag, Clinical Healthcare, Cosmo and Visual Design on Wednesday, Aug. 19th
  - Auto, Sports Med, Construction and Criminal Justice on Thursday, Aug. 20th
- Daily transportation will be provided by home schools, students may still drive to school.
- All students will enter through the front doors by Student Services for temperature checks.
- Food Service (breakfast and lunch) will be provided during Tier 1 and 2, under Tier 3 those in need will receive food from the school on a weekly basis, provided it is safe to deliver and/or pick up.
- All IEP and 504 accommodations will be met as they relate to the learning model being utilized.
- One to one devices will be made available to all students to avoid cross contamination.
- All staff must wear masks; exceptions can be made for medical reasons (doctors note required) and for student learning (administration approved) and for safety reasons in lab settings. In these cases face shields must be worn.
- All staff will report each day, for tier 1 and 2 learning models. Staff will cease to report to school upon a State ordered, “Stay-at-Home” order = tier 3 learning model.
• All staff will be required to complete a “self-check” survey each day before reporting to work.
• No field trips will occur until the pandemic subsides.
• Visitors will only be permitted into the building on a specific case-by-case basis, and all visitors MUST enter through Student Services.
• Outside customer work will be temporarily closed (culinary, cosmo, auto, visual design). To help replace the curricular loss of outside customer work, these programs will be permitted, when safe to do so, to utilize SHCTC staff and students as customers.
• Hybrid Learning Model (Tier 2 of SHCTC ‘20-’21 Reopening)
  o Monday/Tuesday
    ▪ Juniors in lab all day
    ▪ Seniors **academic classes occurring online** both in the morning and afternoon
    ▪ A set schedule of online academic class times will be established
    ▪ Juniors will receive a 30 minute lunch, in the classroom/lab
    ▪ Lab instructors will have a 30 minute uninterrupted lunch break – lunch is covered by a rotation of academic staff, affording students time to speak with academic teachers
  o Thursday/Friday
    ▪ Seniors in lab all day
    ▪ Juniors **academic classes occurring online** both in the morning and afternoon
    ▪ A set schedule of online academic class times will be established
    ▪ Seniors will receive a 30 minute lunch, in the classroom/lab
    ▪ Lab instructors will have a 30 minute uninterrupted lunch break – lunch is covered by a rotation of academic staff, affording students time to speak with academic teachers
  o Wednesday
    ▪ Deep cleaning of all labs, classrooms and commons areas
    ▪ Staff professional development activities
    ▪ Teacher and student online conference opportunities
    ▪ Teachers make and post recordings of online classes
• Cleaning and sanitation protocols:
  o Each classroom wiped down between every class, this includes chairs, desks, tables, door handles, pencil sharpeners, etc...
  o Hand sanitizer stations in every part of the building and in every classroom
  o All areas sprayed with a hospital grade, non-toxic cleaning agent every night
  o Bathrooms cleaned throughout the day and deep cleaned every night
• Hallway and common areas protocols:
  o Traffic in the hallways will be one-way, with arrows on the floor to clarify
  o Dismissal’s will be staggered when appropriate to lessen hallway traffic
  o Restrooms will be limited to two students per facility at one time
  o Cafeteria will have assigned seats for both breakfast and lunch times
  o Water fountains will be bottle fill only
  o Hallway lockers will be assigned only to those students who request a locker, they will be distanced from others using lockers, and will be assigned near the individual’s Career Tech lab
• Cafeteria protocols:
  o Assigned seats for both breakfast and lunch
  o The seating opportunities will be expanded to include the cafeteria, the commons area between the cafeteria and Reading Room, the Reading Room and the student drivers entry/exit hallway
  o Students will be seated by program, in the same tables for both breakfast and lunch
  o Breakfast will be made available to student drivers, outside in the student parking lot, students must eat in their parked vehicles
  o Both lunch and breakfast will be ordered online, ahead of time, and delivered to either your assigned table or the student parking lot (breakfast)
  o All trays and silverware will be disposable and pre-wrapped for sanitation purposes
  o All condiments will be individual serving sizes

• Classroom protocols:
  o Social distancing of 6’ will be encouraged whenever possible
  o Class curriculum will be provided through an online component whenever possible, to ease the transition should we be forced to move to the hybrid or remote learning model
  o Cleaning will occur at the end of each class period
  o Interior doors will be left open to reduce contact with the door handles
  o Window will be left open whenever possible to assist with the influx of fresh air

• Social/Emotional support protocols:
  o Students and staff will be supported using a common narrative concerning school safety and to reduce fear within the day to day operations during the pandemic
  o Mrs. Copas will see students on an as needed basis to support their needs, she will then determine additional supports on a case by case basis

• Student Services protocols:
  o To avoid overcrowding, students being sent to Student Services must be approved by Ms. Young first – a process will be in place for staff to notify Ms. Young prior to sending any student to the office area
  o If a visitor must come to the school, they are to be directed to Student Services, and Ms. Young should be given notice prior to their arrival
  o With the need to ensure the many social distancing requirements in all common areas, Mrs. Gray, Mr. Stephens and other Student Services personnel will often not be in the office, but rather will be in the cafeteria, and in and around student restrooms to help ensure the required social distancing – thus it is important that you contact the office before sending a student

• COVID 19 exposure protocols:
  o All positive cases and those exposed to positive cases will follow the Brown County Board of Health guidelines
  o These guidelines are found in the Brown County Schools “Common Agreement” document or on the Brown County Board of Health website
  o In the case of a positive test within the school, communication will come from the Brown County Board of Health
  o Student and staff temperatures will be taken daily upon entry into the building
  o In the event an individual has a high temperature, they will be isolated, checked again and if it continues to be high, they will be sent home
  o If a student presents symptoms during the school day they will immediately be sent to Student Services and isolated with all protocols followed, including communication as appropriate
<table>
<thead>
<tr>
<th><strong>Tier 1:</strong> Face-to-Face Learning</th>
<th><strong>Tier 2:</strong> Hybrid Learning</th>
<th><strong>Tier 3:</strong> Remote Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students, All staff, regular hours</td>
<td>Student enrollment reduced by 50%</td>
<td>Students and staff working from home</td>
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<tr>
<td>Instruction occurs in the traditional campus setting</td>
<td>All staff report everyday</td>
<td>All curriculum follows the Board adopted “Remote Learning” plan: Microsoft Teams as well as paper/pencil packets</td>
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<tr>
<td>Will include all of the recommended safety guidelines including specific protocols for all commons areas</td>
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<td>This learning plan is enacted when the State has issued a “Stay-at-Home” order, likely corresponding to county alert level “Purple”</td>
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<tr>
<td>Would likely correspond to county alert levels “Yellow” and Orange” with other local conditions considered</td>
<td>Academic classes will be conducted per our “Remote Learning” plan: online using Microsoft Teams and paper/pencil packets</td>
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<td>Labs will be on campus: Mon/Tue juniors all day and Thu/Fri seniors all day</td>
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<td>Academics will be online: Mon/Tue seniors all day and Thu/Fri juniors all day</td>
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<td>Wednesdays will be used for deep cleaning and staff professional development</td>
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<td>The hybrid tier would likely correspond to the county alert level “Red”, with other local conditions considered</td>
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