

Back to School Plan

**Auburn
Career Center**



2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
- ❖ Auburn Vocational Board of Education Approved Revisions 8/4/2020
- ❖ Auburn Vocational Board of Education Approved Revisions 9/1/2020
- ❖ Auburn Vocational Board of Education Approved Revisions 10/6/2020
- ❖ Auburn Vocational Board of Education Approved Revisions 11/5/2020
- ❖ Auburn Vocational Board of Education Approved Revisions 1/12/2021
- ❖ Auburn Vocational Board of Education Approved Revisions 3/2/2021
- ❖ Auburn Vocational Board of Education Approved Revisions 4/6/2021

This plan provides the basis for a systematic resumption of classes at the Auburn Career Center in response to the nationwide COVID-19 pandemic. It identifies the responsibilities, functions, operational guidelines and working relationships of staff, governmental entities, private support groups and individual citizens involved in its creation and implementation.

The plan closely adheres to the Health and Safety Guidance for Ohio K-12 Schools that was released by the State of Ohio on July 2, 2020 and, where applicable, follows guiding principles set forth in the National Incident Management System (NIMS). It is based on the knowledge that incidents are best handled at the lowest jurisdictional level while utilizing a “Whole Community” approach in plan development and implementation.

PURPOSE AND SCOPE

A. Purpose

To provide a framework for Auburn Career Center to reopen school buildings while also helping its students and staff reduce the risk of exposure and prevent the spread of COVID-19 in their communities.

Included are guidance and best practices for:

- Assessing symptoms
- Increased sanitation
- Social distancing
- Face coverings
- Risk assessment and mitigation

It should be noted that Prevention strategies detailed in the plan should be layered on one another and used at the same time. No single strategy is sufficient. Any signs of a cluster of new cases in the school or the local community should result in a re-evaluation of mitigation strategies.

B. Scope

This plan identifies the essential functions required to safely resume classes at the Auburn Career Center and applies to all students, staff and visitors entering the facility.

SITUATION AND ASSUMPTIONS

A. Situation

1. Auburn Career Center is a Public High School Career Center and Ohio Technical College located in Concord Township, Ohio that serves 6 school districts in Lake County, 4 school districts in Geauga County and other students.

2. Approximately 25% of Ohio's secondary students participate in career-technical education programs.
3. On March 13, 2020, President Trump declared a national emergency related to the worldwide COVID-19 pandemic.
4. Epidemic was identified as a potential hazard vulnerability to Lake County in its 2016 Multi-Jurisdictional Hazard Mitigation Plan.
5. Active cases of COVID-19, some resulting in death, have occurred in Lake County.
6. The Department of Health and Human Services (HHS) has been designated as the federal lead agency involved in the nation's COVID-19 response. The Ohio Department of Health and Lake County General Health District have been designated as the lead agencies for local direction and planning guidance.

B. Assumptions

1. As schools start to reopen, the health and safety of students, staff, and volunteers is paramount.
2. We are now at the highest level of community spread since the COVID-19 pandemic began. It transmits quickly and having students gather in classrooms again involves inherent risk for students and staff.
3. While the science about COVID-19 is evolving, it will be important to remain vigilant and nimble to respond to new developments.
4. Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior according to recent studies and the American Academy of Pediatrics.
5. Students in career-technical education programs are given real-world examples to help them make connections to what they learn in academic classes and are provided the opportunity to work in a team which is a crucial element of any career. Our plan requires traditional attendance and students present in the building when school is in session.
6. There will be changes to how children will be transported to and from school and what the typical school day will look like. These adaptations are critically important to ensuring that children are able to return to school safely.

PLAN IMPLEMENTATION

- A. In order to ensure the health and safety of students, staff and visitors returning to the Auburn Career Center in the Fall, mitigation strategies that cross-cut various operational areas will be developed, implemented, and updated as needed. These strategies will closely adhere to the Health and Safety Guidance for Ohio K-12 Schools released by the State of Ohio on July 2, 2020.
- B. All strategies employed will be distributed and made available based on the input of stakeholders and the application and guidance from the Ohio Department of Health and Lake County General Health District.
- C. COVID-19 cases that are identified during the 2020-2021 school year will be quickly addressed and properly managed to limit exposure.
- D. The Auburn Career Center Administrators listed below are responsible for answering questions and providing information to school staff and families regarding COVID-19. Please refer to the Auburn Career Center website COVID-19 page for updates.

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|-----------------------|---|--------------------|
| Dr. Brian Bontempo | Superintendent | 440.358.8011 |
| Ms. Sherry Williamson | Treasurer | 440.358.8006 |
| Mr. Jeff Slavkovsky | Executive Director of CTE | 440.358.8033 |
| Mr. Chris Mitchell | Director of High School | 440.357.7542 x8060 |
| Ms. Dee Stark | Director of Curriculum & Instruction | 440.358.8030 |
| Ms. Michelle Rodewald | Director of Adult Ed. & Business Partnerships | 440.357.7542 x8159 |
| Mr. David Cowen | Coordinator of Internships & Adult Programs | 440.358.8028 |

The Auburn Career Center (ACC) has spent significant time leveraging intellectual resources and local, state, and national talent to build a program to meet the response to the requirements of a safe restart to the 2020-2021 school year. We continue to focus on the safety, social emotional as well as academic plans for all staff and students. This initial document is intended to respond to the safety requirements of the Lake County General Health District (LCGHD) as an extension of the Ohio Department of Health. Additional guidance has been considered from the Reset and Restart for Career & Technical Education and the COVID-19 Health & Prevention provided for Ohio K-12 Schools.

The Auburn Career Center in May 2020 established sub committees comprised of teachers, school counselors, a school board member, support staff and administrators to provide input to Back to School plans for Auburn Career Center. The sub committees comprised of facilities, wellness, instruction, communications, equity & service, non-instructional and human resources. Following the creation of the initial plan and walk through of the building in June 2020 with the Lake County General Health District, the Auburn Career Center Board provided input and support for the Back to School plan. Focus groups of administrators, teachers and staff, parents and students will provide input to the plan over several meetings throughout July and August 2020.

The Auburn Career Center will review these practices and hold review sessions with the Lake County General Health District. The intention of the reviews is to improve the protocols based on previous experiences and changes to the guidance from the Lake County General Health District. This document serves as the working document for both the High School and Adult programming of the Auburn Career Center.

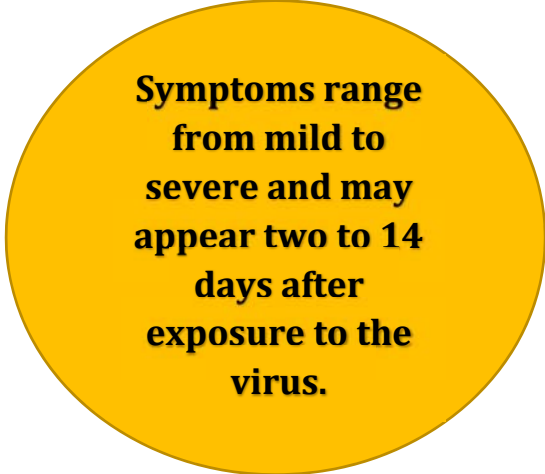
The Superintendent has authority to modify from time to time to respond to new mandates or unique situations not addressed in the current plan and will seek Board approval and Lake County General Health District approval at the next regularly scheduled meeting.

1. Vigilantly Assess for Symptoms

- a. Staff and students conduct personal daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.
- b. COVID-19 Symptoms -Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills
- Cough
- Shaking or exaggerated shivering
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

- c. If a student, staff, or volunteer begins to show symptoms or has a temperature above 100.4°F while at school, they must immediately be separated from other students, staff, or volunteers, given a face covering, and monitored by a staff member wearing appropriate personal protective equipment (PPE) and maintaining physical distance when possible. A specific and private location has been identified for temporary quarantine for the separated individual until arrangements are secured for the pick-up of the individual.
- d. School personnel will refer those displaying symptoms of COVID-19 to the Lake County General Health District. The Lake County General Health District will be contacted in the case of the positive or suspected COVID-19 cases in a school building. The Lake County General Health District will help to identify potentially infected or exposed individuals and assist with appropriate notifications and guidance to the Auburn Career Center.
- e. We will monitor daily absences of students and staff for trends. Staff and students who have suspected or confirmed COVID-19 cannot return to school until they are released by the Lake County General Health District.
- f. We will communicate to parents/guardian with written notification of a positive test or case of a student, teacher, staff member, or coach who may have shared a classroom space and/or participated in a school activity with your child during the COVID-19 infectious period. In addition, we will also notify the Auburn School Community of a positive test or case.

Example of a communication to school community in the event of a positive test by student or staff:

A student (or staff member) at the Auburn Career Center tested positive for COVID-19 and the Lake County General Health District (LCGHD) has been made aware, as is required, and is advising us during this process. If anyone is thought to be exposed, their name, address and phone number has been shared with the LCGHD, and they will be in direct contact with you. If you have any specific questions, please contact the LCGHD at 440.350.2188.

Example of a Communication to parent/guardian of a positive test or case of school classroom space:

The Auburn Career Center is providing you as the parent/guardian, with written notification of a positive test or case of a student, teacher, staff member, or coach who may have share a classroom space and/or participated in a school activity with your child during COVID-19 infectious period.

2. Wash and Sanitize Hands to Prevent Spread

a. Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. (See 2B) Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

b. **STOP GERMS WASH YOUR HANDS**

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.



c. All employees, students, and staff are required to wash their hands, using the 20 second washing protocol, upon entering their work or learning space. Sanitizing stations (at least 60% to 95% alcohol based) will be available in any work or learning area that does not have a sink.

d. Sanitizing stations will be available (at least 60% to 95% alcohol based) in every hallway and in multiple locations.

e. We will have industry specific gloves for all staff and students in order to create a barrier from potential hazards.

f. Students, teachers, staff and visitors are encouraged to cover coughs and sneezes with a tissue and, if not available covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

3. Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- a. We will clean surfaces as frequently as possible, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants available in each room and common space.
- b. High touch areas throughout the school will be cleaned each day taking into consideration student transition times.
- c. Students will be asked to clean their personal learning space before leaving each day.
- d. A sanitizing schedule will be documented and will include cleaning each night in each building that the building is in use.
- e. Doors, where possible, will be left open and only closed to allow for required privacy or quiet environment.
- f. Regular review of the school building ventilation system will be conducted.
- g. Students will use their own tools whenever possible, when working in the lab.
- h. When using district owned tools or equipment, gloves (barriers) and cleaning requirements that are specified by your instructor and meet the industry specific standards, will be required.
- i. When the industry specific hands-on learning is to take place, the specific mandates for each industry sector in the Reset and Restart for Career & Technical Education will be followed.
- j. We will follow Lake County General Health District Guidelines for cleaning and sanitizing should an exposure take place.
- k. To maintain water system safety, recommended CDC guidance will be followed in portions of the facility that could remain unused for extended periods.
- l. A health committee comprised of employees will meet regularly to share observations and offer suggestions for health and safety in the school.

4. Practice Social Distancing

- a. Staff and students will, when possible, maintain 6-foot social distance, in all school environments, including classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations, and anytime outdoors on school property.
- b. All offices, work areas, learning spaces, and other rooms will follow the 6 ft. social distancing guidelines and will use a minimum of 36 sq. foot of space per person for the purpose of calculating social distancing capacity.
- c. All offices, work areas, learning spaces, and other rooms will have signage by the entranceway identifying social distancing capacity as well as responsible person(s) for maintaining social distance protocols for the room.
- d. Barriers such as plexi glass walls will be located at secretary work stations or other work locations as needed.
- e. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- f. We will reinforce distancing with visual cues such as floor markings and signs.
- g. We will coordinate drop off time with affiliate districts to ensure that congregation time is minimized.
- h. Specific drop off and entrance locations will be established for students dropped off by bus in proximity to their classrooms for morning classes. During mid-day runs that pick up morning students and drop off afternoon students, a different system will be implemented. Morning students will exit specific doors and afternoon students will enter other specifically assigned doors. The location of these specifically assigned doors will ensure one-way traffic with the intention of eliminating congregating. Afternoon students will be assigned specific exit doors.
- i. Students that are driving to school will be assigned a specific entrance/exit door.
- j. Students are assigned classroom seats and, wherever possible, they are assigned for the first students in the classroom to be furthest from the classroom door.
- k. All learning spaces will have seating charts and maintained by the responsible person for the room.
- l. Back-up locations for classrooms have been identified.

- m. Restrooms will be used in the classroom or to the closest in proximity and assigned accordingly. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- n. Waiting in the restroom is not permitted.
- o. No in school visitors, customer service, and field trips will be scheduled. Any exception requires permission of administration and will require temperature checks for any non-employee and must follow current Ohio Law.
- p. A secured and monitored unique location has been identified for any sick person to wait until arrangements have been made for the person to be picked up.
- q. Every classroom/lab/and lunch period will have assigned seats. This aids in contact tracing if necessary and may significantly reduce quarantines as a result of the ability to confirm student seating.
- r. Lunches will be structured and assigned seats will be mandatory. All lunch periods will follow the room limitations for social distancing and seating will be clearly marked to show available seating. Students will sit in assigned seats with their program classmates. Pick up for lunches and alternative lunch locations and times have been established to ensure adequate time for lunches as well as required social distancing. Breakfast distribution and classroom delivery will be coordinated in conjunction with the drop off schedule for each morning.
- s. Lunch will be offered in a prepackaged “to-go” type container. Any special breakfast or lunch arrangements will be coordinated to meet a specific student need.
- t. Back-up and additional locations have been identified for lunch.
- u. Every classroom/lab will be assigned a specific entrance and exit to the building to ensure social distancing and reduce congregations.
- v. Students and staff are encouraged to bring their own water bottles as all traditional water fountains are shut down.
- w. Students that arrive late are required to enter the main front doors, maintain social distancing, have temperature taken, and use the attendance kiosk to sign in.
- x. If an employee is required to attend a face-to-face meeting off campus as a function of their job, written permission must be granted by an administrator.
- y. Upon approval of Superintendent or designee, programs may begin specified and approved contactless customer service effective approximately March 1, 2021.

z. Effective April 1, 2021:

1. Authorize the Superintendent to allow recruiting events for potential students and families to enter Auburn Career Center buildings, all related programming must adhere to room capacity guidelines and any other guidelines per the Back to School plan. Plans must be approved by Superintendent or designee.
2. Authorize Auburn Career Center employees to enter affiliate district buildings for recruiting purposes. Visits must be approved by Superintendent or designee and affiliate district.
3. Authorize the Superintendent to allow student(s) and staff of student organizations (CSTO's) the ability to travel off site for competitions. All travel plans must be approved by Superintendent or designee.
4. Authorize the Superintendent to allow staff to attend out of district professional development. All travel plans must be approved by the Superintendent or designee.

aa. Effective April 7, 2021:

1. Upon approval of the Superintendent or designee program advisory committees are permitted to meet at the Auburn Career Center. Meetings must adhere to room capacity guidelines and all other guidelines per the Back to School plan.
2. Authorize the Superintendent to modify quarantine guidelines at his discretion for employees and students per Lake County General Health District recommendation.
3. Authorize the Superintendent to conduct completion ceremonies in the Presentation Center following guidelines as approved by the Lake County General Health District.

5. Face Coverings Policy

This face covering policy is established because of the importance of face masks in slowing the spread of COVID-19 and after considering all the available science. Recognizing that available scientific information, local needs, and laws may change at any moment, the Board authorizes the Superintendent to unilaterally review and adjust the instant face covering policy in consultation with the appropriate officials. At no time, shall this policy require a standard that is less than required by law.

FACE MASKS

Face masks should cover both the mouth and nose to maximize effectiveness.

Additional Ohio Department of Health guidance on face coverings in general and on face coverings for children and can be found on coronavirus.ohio.gov.

FACE SHIELDS

Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process. Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted;
- When interacting with English-language learners or when teaching a foreign language;
- Settings where cloth masks might present a safety hazard (i.e. science labs); and
- For individuals who have difficulty wearing a cloth face covering.

SCHOOL STAFF, STUDENTS, VOLUNTEERS, AND GUESTS MUST WEAR MASKS

All school staff, students, volunteers, and guests must wear face coverings unless exempted by law. Such exemptions may include:

- Facial coverings in the school setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the school's documented safety policies;
- Facial coverings are not required when the staff works alone in an assigned work area; and/or
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

Individuals who are not required to wear face coverings must provide written justification to the Board explaining why the individual is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment, provided by the school, in accordance with Occupational Safety and Health Administration standards.

Nothing in this policy shall supersede the minimum requirements set forth by law.

6. Educational Consideration Plans

- a. Every program will be prepared for a virtual classroom in the event that a shutdown is required. Each teacher is prepared for that event and will review those requirements in the event of virtual classroom situation with all students on the first day of school. In the event of virtual class time students will be required to be in “attendance” each day at the regularly scheduled time of day. This is critical for the coordination of scheduling with the student home district as well as our IT department planning and for the scheduling of teacher time.
- b. We will maintain a communication system for staff and students to reach out for any social, emotional need as well as a referral system should they recognize anyone in need of assistance.
- c. We are working to identify the training needs for staff and students and will utilize the additional time for staff during our professional development days as well as training for students on the first days of school and orientation night on any protocol for daily school operations, virtual classroom options and PPE usage.
- d. The Auburn Career Center will follow the Reset and Restart for Career & Technical Education document that makes industry recommendations for safety, licensure, credentials and other Career & Technical Education specific items. Please refer to that document for details.
- e. Teachers have been equipped with various instructional tools including video type cameras (tripods, monitors and other like equipment) that will be supported with live streaming or similar content. The video can also be uploaded to our learning management system, Schoology, for student review. This enhancement offers a great option for any student that is absent from school.
- f. Teachers also have requested unique supplies/equipment for student home use if necessary. The IT department is working toward a virtual personal network VPN that will allow teachers and students access to their computer remotely and utilize the high power software and hardware we have available. If the VPN is not available, staff and students will be equipped with a best available option with consideration of cost should a virtual environment be necessary and as needed.
- g. Each program teacher will review their face to face plans and their virtual plans with an administrator to ensure a process is in place for deploying equipment and supplies if necessary.
- h. Virtual Plans as per HB164, will also serve as a remote learning plan in the event that shut downs are mandated. The Board approved virtual plan has been submitted to the Ohio Department of Education and is available on their website as well as Auburn Career Center’s COVID-19 page. The plans consider two main options:
 1. Teachers will teach virtually from their classroom/lab using equipment.
 2. Teachers will teach virtually from home using the best resources available.

We recognize that as with any plan we cannot consider every scenario, therefore the Superintendent has the authority to modify this plan in order to respond to new mandates or unique situations. We will remain flexible and supportive at all times. We encourage all staff and students to contact the school for any academic, IT, or social emotional needs at any time.