



COVID-19 Plan for Reopening Secondary Career and Technical Education (CTE) Facilities for Completion of Industry Certifications and Lab-Based Dual Credit Coursework

June 29, 2020

The following guidelines establish a reopening plan for school districts and area technology centers (ATCs) when districts choose to have CTE students return to campus during the summer to complete industry certifications and lab-based dual credit coursework from the 2019-2020 academic year. These general and area-specific guidelines have been approved by the governor's office.

General Requirements

1. Seek guidance from local health department officials when planning to reopen for industry certification testing and/or lab-based dual credit coursework completion.
2. Work closely with their designated [Healthy at Work](#) officer when preparing school settings for summer industry certification testing and/or dual credit lab-based coursework completion, which includes the development of a plan for addressing students who test positive for COVID-19. This plan should be established prior to reopening with input from the local health department.
3. Prepare a plan to determine which students will have the opportunity to test or complete dual credit, prioritizing graduating seniors first.
4. Prepare a communications plan to reach those students who will have the opportunity to test or complete dual credit. Please include parents or guardians on the communications.
5. Confirm student willingness and parent/guardian approval to participate in in-person completion of industry certifications, assessments and lab-based dual credit coursework. If the student is 18 or older, it is requested the student give notice to parent/guardian. If the student is under 18 years of age, parent/guardian permission is required.
6. Require that scheduling of students is conducted in compliance with Kentucky's [Healthy at Work](#) minimum requirements.
7. Anyone entering the school must complete daily temperature/health checks as part of [Healthy at Work](#) minimum requirements.
8. Require that all applicable staff and students be trained on the [Healthy at Work](#) minimum requirements and adhere to [Healthy at Work](#) daily temperature/health checks.
9. Maintain a daily record of all students and staff in the building.
10. Plan for staff and student illnesses by working with the school nurse or health staff, identifying an isolation room and preparing procedures to safely send staff members or students home if ill.
11. Prohibit access to water fountains. Staff and students should be made aware of this prior to being scheduled to work or test/complete lab-based dual credit coursework.
12. Bathroom use must be limited to the number of people that would allow proper social distancing per [Healthy at Work](#) minimum requirements.
13. Require proper handwashing and hygiene. Hand sanitizing must be required for students prior to starting any work within the facility.



COVID-19 Plan for Reopening Secondary Career and Technical Education (CTE) Facilities for Completion of Industry Certifications and Lab-Based Dual Credit Coursework

June 29, 2020

14. High-touch surfaces must be cleaned on a recurring basis. Guidance can be found on the [Team Kentucky COVID-19 webpage](#). Designate who will be responsible for each area (i.e., teachers in classrooms; custodian in bathrooms; others for areas such as handrails in hallways, door handles).
15. All staff and students must wear a cloth mask or face covering in accordance with CTE program safety guidelines, unless total isolation can be maintained. If cloth masks do not comply with CTE program safety guidelines and social distancing cannot be maintained, completion of the industry certification and/or lab-based dual credit coursework is not authorized. The concept of “when you move, you mask” shall be implemented for all students and staff during transitions between classrooms, labs and all other areas of the building.
16. Adherence to additional requirements by the assessment vendor for industry certifications could be required as well. The vendor, as referenced here, refers to the owner and principal manager of an industry certification assessment and related materials.
17. Always adhere to social distancing requirements.
18. To the greatest extent possible, keep the same groups of students together as much as feasible in order to minimize contacts and support contact tracing efforts, should a positive case occur within the school.

Arrival and Dismissal

1. Staff and students shall remain in their vehicle or away from the entrance of the school until their designated arrival time. Queuing, waiting areas and waiting lines should be avoided unless proper separation can be maintained. Arrangements shall be made to allow students time to check in and enter class/lab at the appropriate time.
2. No more than the maximum number of people per the [Healthy at Work](#) requirements should be allowed in each area at any given time. If the area to be accessed will not allow 6 feet of separation, the area should be avoided or used in rotation only (i.e., lab tool rooms, storage areas, welding booths).

Transition Between Classrooms and Labs

1. Students will be released in smaller groups, with instructions to maintain social distancing. Preparation will be required to ensure orderly transition. Teachers will set out materials/tools/prints, etc., prior to work.
2. Students moving between labs will make every effort to maintain reasonable distances from one another and instructors.
3. Students will be asked to inform teachers/assistants should they need to move between labs or be excused from labs (as is typical).



COVID-19 Plan for Reopening Secondary Career and Technical Education (CTE) Facilities for Completion of Industry Certifications and Lab-Based Dual Credit Coursework

June 29, 2020

Area-Specific Guidance

1. Classrooms

- a. Seating should be separated by at least 6 feet, with designated seating labeled.
- b. Seating should be away from the classroom entrance to minimize traffic.
- c. For sanitation purposes, students may be asked to provide their own materials needed for industry certifications and lab-based dual credit coursework, if possible (i.e., pencils, notebooks, calculators). Schools should be prepared to provide such sanitized materials if the student is not able to provide their own.

2. Computer Labs

- a. Seats should be separated by at least 6 feet with designated seating labeled.
- b. Seating should be set up away from the entrance to minimize traffic flowing past those seated.
- c. Computer workstations, desks, materials and seating should be disinfected after each use.

3. CTE Lab Areas

- a. Instruction must be given regarding the use of healthcare personal protective equipment (PPE) when used in conjunction with program-specific PPE.
- b. Work or testing stations must be arranged at least 6 feet apart.
- c. Equipment, hand tools, desks, materials and seating must be disinfected after each use.

(tt/lms; COMMS: tm_jg)