



COVID-19 District Operational Preparedness Plan – FALL 22

Publication date: 07/26/22

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Introduction

Tulsa Technology Center is committed to providing a safe and healthy environment for all employees, students, clients and visitors. To ensure the safest environment possible, we have developed the following COVID-19 District Operational Preparedness Plan in response to the current phase of the pandemic.

Our goal is to minimize the potential for transmission of COVID-19 within Tulsa Technology Center. This requires the full cooperation of our employees, students, clients and visitors. Only through this cooperative effort can we establish and maintain the safety of our campuses and work areas.

The COVID-19 District Operational Preparedness Plan follows Centers for Disease Control and Prevention (CDC) guidelines, Tulsa Health Department (THD) guidelines, state legislation, and federal OSHA standards related to COVID-19.

This plan document will evolve and be updated as needed.

Instructional Framework for Fall 2022 Academic Term

Our standard instructional framework will be in place for Fall 2022 in all instructional areas. In the event of COVID-19 outbreaks, new governmental restrictions, etc., the alternative frameworks that were utilized during the peak of the COVID-19 pandemic may be redeployed, if needed.

Tulsa Technology Center is committed to providing a safe and healthy environment for all employees, students, clients and visitors while advancing our mission. Tulsa Tech is a premier workforce training partner, and we fully intend to uphold that standard while our community, state, and country work through the public health crisis. Following Oklahoma Department of Career & Technical Education's (ODCTE) guidance as well as CDC guidelines, the following instructional approach has been adopted with safety and security at the forefront of consideration.

Career Training Programs

Primary mode of instruction:

Maintaining alignment with state guidance, it is our intent for Tulsa Tech to operate utilizing our normal onsite delivery method Fall 2022 Academic term. This entails supporting full enrollment capacities onsite utilizing face-to-face instructional delivery where all students and faculty will be together in campus classrooms and labs utilizing safety protocols such as extra cleaning of high-touch areas in classrooms and commons areas, encouragement of hand sanitation, facility cleaning/disinfecting, and quarantining (as needed) based on local health department guidelines, state legislation, as well as CDC guidelines.

Alternative methods of instruction, if needed:

Should the COVID-19 conditions in our community warrant reduced on-campus interaction, the following alternative instructional delivery models will be utilized based on situational needs:

Alternative 1: Class schedules will be modified, as needed, in order to continue with face-to-face instruction by implementing various scheduling techniques, such as staggered hours, alternating days, etc. in order to reduce classroom and lab occupancy counts.

Alternative 2: Distance learning for theory/didactic instruction and customized schedule for onsite lab access to reduce building occupancy counts and ensure safe practices.

Alternative 3: Distance education for theory and application, with lab provided in a simulated environment providing no physical access to on-campus facilities.

****Note**** High school extension programs will continue to follow the schedules adopted by their assigned High school location.

In the event that it is required for us to utilize any of the alternative delivery models, decisions and approval on which option(s) programs may utilize will be made based on the following criteria:

- Flexibility due to local, state, and national guidance
- Accreditation or other regulatory guidelines
- Student type (secondary or post-secondary)
- Ability to deliver content via distance learning

In all modes of delivery, Instructional staff and faculty will work to ensure that content is meaningful, relevant, and maintains the rigor expected to ensure delivery of learning objectives for the program outcomes. Faculty and staff will:

- Proactively engage with students to determine accessibility to technology devices and internet service and will refer students to technology resources such as devices, Wi-Fi, etc.
- Refer and support student academic, financial, social, or emotional needs
- Clearly communicate expectations to students for full participation in all instructional activities
- Maintain constant engagement with students through a variety of lessons and assessments using numerous tools and resources
- Provide and allow for flexibility through both synchronous and asynchronous learning and support opportunities
- Utilize methods to ensure that instructional content and support resources are accessible for all learners
- Monitor student attendance, behavior, and performance in all activities and ensure authentic accountability and assessment measures are utilized while being flexible to individual needs
- Utilize district resources and security measures to protect student and staff confidentiality

Adult & Continuing Development (ACD) courses

Maintaining alignment with state guidance, it is our intent for Tulsa Tech to operate utilizing a normal onsite delivery method for the Fall 2022 Academic term. This entails supporting full enrollment capacities onsite utilizing face-to-face instructional delivery where all students and faculty will be together in campus classrooms and labs utilizing safety protocols such as extra cleaning of high-touch areas in classrooms and commons areas, encouragement of hand sanitation, facility cleaning/disinfecting, and quarantining (as needed) based on local health department guidelines, state legislation, as well as CDC guidelines.

Alternative methods of instruction, if needed:

Alternatives will be determined on a class-by-class basis, as needed. Certification prep courses will follow similar alternative delivery models as those described under “Career Training Programs”. In some instances, short-term courses requiring face-to-face delivery may be rescheduled as needed.

Business and Industry Services (BIS) custom courses

Maintaining alignment with state guidance, it is our intent for Tulsa Tech to operate utilizing a normal onsite delivery method for the Fall 2022 Academic term. This entails supporting full enrollment capacities onsite utilizing face-to-face instructional delivery where all students and faculty will be together in campus classrooms and labs utilizing safety protocols such as extra cleaning of high-touch areas in classrooms and commons areas, encouragement of hand sanitation, facility cleaning/disinfecting, and quarantining (as needed) based on local health department guidelines, state legislation, as well as CDC guidelines.

Alternative methods of instruction, if needed:

Varying solutions to continue customized training will be pursued on a case-by-case basis including relocating training to client locations, online, etc.

We will continue to monitor the evolving CDC, ODCTE, State, and Tulsa Health Department guidance to determine how and when to transition to alternative methods of instruction, if warranted.

Facility Readiness

The District will maintain overnight janitorial cleaning protocols. Extra cleaning will be performed when needed to address areas with confirmed COVID-19 cases.

Acrylic Barriers/Partitions

Partitions and barriers will be utilized in customer service areas where warranted.

Signage

Various signage will remain in place providing hand washing reminders, symptom check reminders, invitation to wear masks if desired, etc.

Break rooms

Employee break areas and staff lounges will be fully available. These areas will be cleaned and sanitized daily.

Common areas

Seating in commons areas has been restored to normal configurations.

Hand sanitizing stations

Numerous hand sanitizing stations have been installed throughout the District.

Hand sanitizer and disinfecting wipes/sprays are available in all classrooms.

Water fountains

Bubble-type water fountains have been restored to normal operation.

Students and staff are encouraged to bring non-breakable water containers to school, if desired, to utilize the water bottle filling stations that are available in all buildings.

Screening procedures for employees and students

Prior to entering any Tulsa Tech facility, students and employees should self-monitor for symptoms. These protocols and practices help ensure that we continue to be aware and diligent in order to protect those around us.

Employee self-screening

Employees should self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employee health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

On a daily basis, prior to reporting to work, the employee should utilize the following list of symptoms as a self-assessment. If the answers indicate that the employee might have COVID-19, the employee should contact their supervisor.

If the employee has any of the following symptoms that are not typical or normal for them, they should stay home:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If the employee becomes sick or if they start to experience symptoms while at work, they should notify their supervisor and leave work.

Additionally, the employee should stay home if they:

- Have a COVID-19 test pending (due to symptoms or potential exposure)
- Have tested positive for COVID-19

Any employee who tests positive for COVID-19 should contact Kent Boatright (918-828-5181) with the Safety & Security Department immediately so that “Workforce Contact Tracing” can be performed. A copy of the COVID-positive test results, or a photo of at-home test results should be sent to Kent Boatright. The employee will be advised when they can safely return to work.

Student and visitor self-screening

Students and visitors should perform the following self-screening assessment prior to coming to Tulsa Tech:

If a student or visitor has any of the following symptoms that are not typical or normal for them, they should stay home:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Additionally, they should stay home if they:

- Have a COVID-19 test pending results
- Have tested positive for COVID-19

The following signage will be at building entrances to serve as reminders:



Visitors

Visitors will no longer be screened prior to entry at any location.

Restrictions on outside visitors, guest speakers, industry partners, etc. have been lifted for Fall 2022. COVID positive individuals, however, are not permitted at any district location.

Contact Tracing/Quarantine Management

COVID positive students and/or employees must quarantine for 5 days. Contact tracing will be performed and those identified to have had possible extended, direct contact will be notified of the potential exposure so that they can self-monitor for symptoms.

Exposure & Return to School after COVID-19

Any student or staff member who tests positive for COVID-19, may return after:

- No fever for 24 hours AND
- Respiratory symptoms have improved AND
- 5 days have passed since the first symptoms appeared or for asymptomatic individuals 5 days have passed since the test date

Handwashing

Basic infection prevention measures should be followed at all times. Employees and students should wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially prior to mealtimes and after using the restroom.

Although not as effective as hand washing, numerous hand-sanitizer dispensers are available and can be used for hand hygiene in place of soap and water as long as hands are not visibly soiled.

Respiratory Etiquette: Cover your cough or sneeze

Employees and students should cover their mouths and noses with their sleeve or with a tissue when coughing or sneezing and should avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterwards.

Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in numerous areas.

Face Coverings

Students and staff are welcome to wear a face covering/mask in buildings and on school buses if they choose to do so. In compliance with Oklahoma Senate Bill 658, face coverings/masks will not be required unless recommended by the Tulsa Health Department AND an emergency declaration by the Governor for Tulsa County.

Student Breaks/Lunches

Food service locations will be open for breakfast, breaks and lunch.

No food items will be self-serve, except those which are fully packaged or sealed and are single-use. All hot and cold food on plates or in open containers will be served from behind the counter. No refills or outside containers will be permitted on fountain drinks.

Apple Pay and Google Pay are in place at all locations in order to provide for fast and touch-free payment options.

Field Trips and Mass Gatherings

Field trips are permissible utilizing pre-COVID practices for scheduling, approval, etc.

Transportation

Cleaning and sanitizing practices will be maintained for district-owned busses and vehicles. Vehicles are available for scheduling utilizing pre-COVID practices. Masks are not required in busses and vehicles.

SRP Guidelines/Emergency Drill Guidance

Normal pre-COVID Emergency drills and Standard Response Protocols will be in effect for Fall 2022.

Sanitation, Cleaning and Disinfection Protocols

Buildings will be cleaned and disinfected daily, focusing on major touch entry points in common areas such as doorknobs, handles, elevator buttons, stairwell railings, light switches and soap dispensers.

Frequent cleaning and disinfecting by our daytime facilities staff will be conducted in high-touch areas, such as door handles, elevator panels, railings, etc.

Overnight janitorial personnel will clean all areas on a daily basis. Additional disinfecting will be performed in high-traffic areas.

Each classroom will be provided with cleaning supplies. Each classroom will be stocked with disinfectant spray and disinfectant wipes. Students and instructors should spray and/or wipe down shared and high-touch areas after each class to reduce exposure for the next class.

Each classroom will be equipped with a refillable dispenser of hand sanitizer.

Increased levels of daytime restroom cleaning and sanitizing frequency will be maintained.

Work-related Travel

In-state travel is permitted. Out-of-state travel will be considered on a case-by-case basis via the out-of-state travel request process.

Use of Conference Facilities

The use of conferencing facilities by internal as well as outside groups is available utilizing pre-COVID procedures by contacting Conference Services.

COVID-19 Procedural Training

Future training will be provided, as needed, in the event that procedural changes need to be made to address future outbreaks, new governmental restrictions, etc.

Conclusion

Tulsa Tech will continue to monitor the COVID-19 situation closely with the support of the mayor's office, Tulsa and state health officials as well as our state agency. Safety measures will be implemented, as necessary, to ensure the well-being of our faculty, staff and students.

If you have any questions or concerns about topics covered within this District Operational Preparedness Plan, please contact your supervisor, the Safety & Security department, Human Resources or any Executive Team Member.