

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 return to a normal onsite delivery method beginning with our fall 2020 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 social distancing and face coverings based on CDC guidelines.

Alternative modes 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

What to Expect from Faculty and Staff:

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, wifi, 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

– continued on next page –

- » 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 CAREER DEVELOPMENT (ACD) COURSES

Maintaining alignment with state guidance, it is our intent for Tulsa Tech to return to a normal onsite delivery method beginning with our fall 2020 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 social distancing and face coverings based on CDC guidelines.

Alternative modes 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 return to a normal onsite delivery method. 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 social distancing and face coverings based on CDC guidelines.

Alternative modes 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.

CAMPUS SAFETY PROTOCOLS

All facilities are being cleaned and sanitized on a nightly basis with extra emphasis on common areas, restrooms, touch points such as handles, knobs, etc.

Spot cleaning is conducted throughout the day to ensure that high touch points are cleaned frequently.

Electrostatic disinfecting utilizing hypochlorous acid (HOCl) is conducted routinely for dining spaces, commons areas and on a rotational and/or as-needed basis for classrooms and lab spaces.

All students are expected to self-monitor temperature and/or symptoms on a daily basis prior to entering Tulsa Tech facilities.

In order to minimize the potential for the spread of COVID-19, all students are required to wear a mask/face covering while in Tulsa Tech facilities.

FOOD SERVICE

Our cafeterias are open during daytime hours. Vending machines are available both during daytime and evening hours.

Tables in our dining areas now contain sectioned Plexiglas panels to increase student safety. These areas are monitored and disinfected following student use.

This document will be regularly reviewed/updated as we continue to monitor local and state guidance.

Publication date: 7/29/20