WHITEWATER CAREER CENTER

SCHOOL REOPENING PLAN 2020-21

Version 8.11.2020

Providing students and staff with a safe and effective school environment is the priority for reopening WCC. The guidelines presented in this plan adhere to state mandates issued by Governor Holcomb and follow recommendations from the Superintendents of the six cooperating school corporations, the Fayette County Health Department, the Indiana Department of Education, and the Governor's Workforce Cabinet Indiana Office of Career and Technical Education. The current plan is available on the website at whitewatercareercenter.org. The plan is subject to change as the status of the COVID-19 pandemic changes.

FIRST DAY OF SCHOOL • Wednesday, August 12, 2020

Whitewater Career Center will start school on a normal, in-person schedule. Students will attend WCC five days each week. Remote or online learning is not an option for parents and students to choose at this time. Students must attend in-person to participate in a career program. A student's ability to attend remote or online classes at their home high school and attend in-person at WCC is dependent upon the home high school policy. Parents should contact the home high school for more information.

Should Fayette County School Corporation and WCC close to support the safety of students and staff and move all students to an online learning format , WCC teachers will provide internet-based learning opportunities in all career programs at that time. To participate, students will need a computer and internet access.

TRANSPORTATION

Students will follow the home high school safety policies when riding buses to and from WCC each day. This will include wearing masks and may include adhering to seating charts. Contact the home high school for more information on transportation policies.

Once buses arrive at WCC, they will be unloaded one at a time to minimize student interaction. Students will remain on the buses until instructed to unload and enter the buildings. In addition, students will be dropped off at the WCC building where their program is located instead of dropping all students off at the main building. This procedure will utilize three drop locations on the WCC campus and further minimize student interaction. Students will be picked up at the three locations at the end of their class session.

After drop off, bus drivers will enter the building and go directly to the bus driver lounge to minimize interaction with staff. The bus drivers will remain in the lounge until dismissal time. Bus drivers are to use the restroom located next to the lounge.

CLEANING PROCEDURES

Enhanced cleaning procedures will be implemented throughout the facilities. High touch areas in the classrooms and common traffic areas will be cleaned between AM and PM sessions and after the PM session each day. Shared equipment will also be cleaned between student uses.

HEALTH AND SAFETY PROCEDURES

Parents are asked to self-check students for any COVID-19 symptoms before sending them to school each day. Symptoms include:

- The appearance of fever, including the following symptoms observed: more tired than normal or without energy; complaints of muscle pain, headache; exhibiting chills or repeated shaking
- Cough (usually non-productive and dry)
- Shortness of breath or difficulty breathing
- Sore throat
- Loss of taste or smell
- Fever of 100.4 degrees or greater (without usage of any fever-reducing medication)

If students are experiencing the above symptoms and/or feeling ill, students should not attend school.

Teachers are also encouraged to observe students as they enter their classroom. Per the Indiana State Department of Health guidance, a person will typically have multiple symptoms during screening with COVID-19. All staff will receive training on COVID-19 symptoms and transmission prior to the first student day of school.

Students who are feeling ill and exhibiting symptoms of COVID-19 while at WCC will be isolated in a **dedicated clinic location**. Students will be assessed by a school nurse or health assistant and parents will be contacted immediately to arrange for pick up. The home high school will also be notified. See the COVID-19 POSITIVE PROCEDURES section for more information.

While at WCC, **social distancing will be maintained** among students and staff when possible. In addition to staggered bus unloading and multiple drop off locations, students will go directly to their program area and will not interact with students in other programs whenever possible.

Students and staff will be discouraged from congregating at any location throughout the facilities. The teacher's lounge will be used for work purposes only. Access to the main office reception area will be limited to immediate needs such as discipline issues or parent meetings. Teachers and students should contact the main office by phone and email whenever possible for routine needs. Administrators are always available as needed.

For transactions with the bookkeeper, minimize student traffic to the bookkeeper's office as much as possible. Students should also be sent one at a time to complete transactions. Whenever possible, contact the bookkeeper before sending a student to the office. Extracurricular transactions should be made by teachers only. In addition, the water cooler and microwave located in the bookkeeper's office will not be available for staff use.

Signage is posted throughout the facilities to remind students to socially distance, wash their hands, and use hand sanitizer and to remind students of the common symptoms of COVID-19. Decals are installed on the floors to illustrate six feet.

In the classroom and lab areas, **students will be assigned to seats and equipment** when possible. Seating within the classrooms will be positioned six feet apart as much as possible, and plastic screens will be installed when it is not possible to locate seating six feet apart. When working in groups, students will wear masks and practice frequent hand washing and sanitation. Shared equipment will be cleaned between student uses.

HEALTH AND SAFETY PROCEDURES (CONTINUED)

As mandated by Governor Holcomb, staff and students will be required to wear masks on the WCC campus. When socially distancing at least three feet apart and when working independently, student masks may be removed. Staff may remove masks when socially distancing at least six feet apart and when working alone in their classrooms or offices. If a student is not able to wear a mask due to an existing medical condition, contact the WCC office to provide documentation and discuss alternative safety procedures. Students will be responsible for providing their own masks each day.

Students will be encouraged to wash their hands throughout the day, and **hand sanitation stations will be available** through the facilities. Students are also permitted to carry and have their own hand sanitizer while at WCC.

Water fountains will be closed in all WCC buildings. **Water bottle filling stations will be available** for student use. Students should bring their own empty, refillable, preferably clear water bottles to use at the filling stations. Students will also be allowed to bring sealed, unopened bottled water. Students will not be allowed to bring other drinks or food into the buildings. If needed for medical purposes, students should submit documentation to the WCC office. Per WCC Student Handbook policy, any violations will result in disciplinary action.

Lockers will only be used when necessary. Students will be encouraged to wear required uniforms over street clothes to eliminate the need to use locker rooms/restrooms to change before and after class.

COVID-19 POSITIVE PROCEDURES

If a student tests positive for COVID-19, parents should contact WCC immediately. WCC, in coordination with Fayette County School Corporation, will follow Fayette County Health Department recommendations for contact tracing and quarantine procedures. Documentation is required for students to return to school.

ATTENDANCE POLICY

Current attendance policies that penalize students for missing school, when COVID-19 related absences occur, will not be in effect during the 2020-21 school year. Supporting documentation must be provided for all COVID-19 related absences. When students are required to stay home for extended periods due to a COVID-19 absence, they may be required to continue course requirements using Google Classroom.

Attendance recognitions will not occur during the 2020-21 school year.

STUDENT PICK UP BY PARENT/GUARDIAN

When parents need to pick up students at WCC, they should call in advance to arrange the pick-up time. Parents will need to enter the main building to sign the student out. Parents will be required to show identification and must be listed as the parent or guardian of record in PowerSchool. If someone else will pick up the student, the parent must notify the WCC office staff in advance. Students will not be released to someone other than a parent or guardian without prior arrangements.

VISITORS

Visitors will be restricted during the 2020-21 school year. Visits must be arranged in advanced and will be scheduled when students are not in the buildings if possible. As a result, company and college representatives and others that work with students will not be allowed to enter the facilities until further notice. They will be encouraged to use classroom technology to connect with teachers and students remotely. When visitors are in the buildings, they will be required to submit to background checks and wear masks.

In addition, the Whitewater Salon and the Whitewater Landing restaurant will be closed to outside clients during the 2020-21 school year.

SCHOOL EVENTS

Large gatherings and convocations will not be held until further notice. Field trips will also not be taken until further notice. The open house, recruiting tours for middle and high school students, the student awards program, and the student picnic regularly scheduled for the spring semester will be re-evaluated later in the fall.

WORK EXPERIENCES

Work experiences that are part of the career program curriculum will continue as possible. When feasible in the curriculum, work experiences will be scheduled during the spring semester. For Education Careers students, placement experiences will be coordinated with an elementary school in the student's home corporation. Teachers will contact parents with the specific plans for each career program.

EMERGENCY DRILLS

All emergency drills will continue as required by state law. Safety procedures and protocols will continue to be emphasized in order to prepare students for an actual emergency situation. The following safety precautions will be incorporated into the drills:

- Drills will be announced so staff and students are aware of the drill
- Drills will be "slowed down" so that staff and students can exit the buildings and maintain social distancing
- If the location for a lockdown drill is impractical due to social distancing requirements, teachers and staff will emphasize and show students where they would go in the event of a lockdown or active shooter situation.

COMMUNICATION

This document will be updated as necessary and will be posted on the website at whitewatercareercenter.org. Updates will also be posted on WCC Facebook, Twitter, and Instagram accounts. There are links to these accounts on the website. In addition, teachers will contact parents with any situations that deviate from the established protocols and require parent permission.

For questions concerning the WCC School Reopening Plan 2020-21, contact the WCC office staff at (765) 825-0521.

Steven Dungan, ***Director of CTE & Adult Education***
Whitewater Career Center