



Mountain Institute CTED (MICTED) Administration Recommendation to MICTED Governing Board for Approval for Re-Opening MICTED for the 2021-2022 School Year

Career and Technical Education (CTE) requires hands-on skills which must be taught, performed, and tested before the students can qualify to sit for the industry certifications. If students do not have the opportunity and do not participate in the hands-on skills trainings, they will not be able to sit for certification exams and will have to retake the full course the following year. This will cause a burden for the students and their families for completion of the program and acquisition of desired Industry Certifications. The majority of the MICTED CTE programs are Essential Services for Arizona and in high demand for employees in these areas. Yavapai County is currently and historically has been at a low to minimal number of COVID19 positive cases and low to minimal percentage of new COVID19 cases daily. Mountain Institute CTED will coordinate response to COVID-19 cases with the Yavapai County Community Health Services (YCCHS), Yavapai County Educational Service Agency (YCESA) and Yavapai College.

MICTED and YC will coordinate use of facilities, training labs and classrooms to promote social distancing and limit the sharing of lab areas and equipment as much as possible, with stations being disinfected based on student use.

The current plan is to split students between lab areas and classroom to reduce the number of students in a given area at any one time and promote social distancing. **Students will be strongly encouraged to wear face masks at all times while in facilities.** Screening of students will take place prior to start of class by both YC and MICTED instructors.

MICTED Training and Safety Procedures and Guidelines:

1. All facilities and equipment will be sanitized prior to start of school. Facilities are maintained by YC, but instructors will have sanitizing products for cleaning throughout the day.
2. MICTED will increase lab equipment to reduce sharing of common equipment between students whenever possible.
3. MICTED will promote parent/guardian use of daily pre-screening of students for any symptoms prior to the student leaving the home. Students exhibiting COVID-19 symptoms, who have tested positive for COVID-19, or who have a confirmed close contact with an individual confirmed to have COVID-19, are required to stay home and quarantine pursuant to then-current guidelines issued by the Center for Disease Control (CDC) and Arizona Department of Health Services, as may be amended.

4. All MICTED staff will be requested to perform a daily symptoms screening before arriving at the assigned workstation or classroom. Students attending YC classes will follow requirements and guidelines outlined by YC while on YC campus.
5. Students will be strongly encouraged to wear face coverings once they enter any facility for the purpose of attending classes or participating in labs. Based on the lab setting, additional Personal Protective Equipment (PPE) requirements may be implemented.
6. MICTED make reusable cloth face coverings/mask available to each student.
7. Hand washing and sanitizing will be done on a regular basis and proper hygiene will be addressed and reminded daily (CDC guideline poster, hand sanitizers, and sanitizing material will be in each classroom and readily available for staff and student use).
8. Social distancing will be enacted in the classroom as the facility is capable of handling. Social distancing will be upheld as best as possible as needed in hands-on situations
9. All used equipment and surfaces will be sanitized after use and/or at the end of each day with an approved cleaning solution
10. Yavapai College is currently adding noncontact restroom equipment and water fountains throughout their facilities to limit spread of virus and bacteria on commonly used surfaces.
11. [insert any adjustments to air circulation/ventilation, such as addition of air purifiers or updates to air circulation systems]

The following guidelines will be implemented by MICTED for Return to Learn Plan A & B as per Arizona Department of Education (ADE) Roadmap to Re-Opening, CDC Guidelines and The Trust Re-Opening Guideline:

Cleaning and Disinfecting

Prior to reopening, MICTED and YC coordinate protocols for daily cleaning and disinfecting of all frequently touched surfaces in classroom and work areas, such as door handles, sink handles, desks, and learning tools. The hands-on skills training labs and any other shared items will be cleaned between uses. Staff and students will clean and disinfect workspaces when they arrive at work and just before leaving work.

Communication with Parents/Guardians and Students Prior to Start of 2020-2021 School Year

Prior to students returning to campus, parents will be sent a copy of the daily symptoms checklist and directed to review a copy on the district website of the portions of these protocols that relate to students and visitors. As part of this process, the district will send communication to all parents/guardians outlining the symptoms for which parents/guardians must screen each morning, as well as the expectation that students will not be sent to school if they are exhibiting any symptoms. The district will require a signed acknowledgement from parents regarding these protocols.

Daily Screening Checklist of COVID19 Symptoms

Do not allow staff or students to be onsite if they exhibit any of the following symptoms:

- Fever of 100.4 and higher or chills,
- Shortness of breath or difficulty breathing,

- Muscle aches,
- Sore throat,
- Headache,
- Fatigue,
- Congestion or runny nose,
- Cough,
- Vomiting,
- Diarrhea, or
- New loss of taste or smell.

Handwashing

Require employees and encourage students to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times, a minimum:

- Upon arrival at school
- After being outside of the classroom setting for hands-on activity
- After sneezing, coughing, or blowing nose
- After physical contact with other staff or students
- Prior to leaving school for home or to another school

Cloth Face Coverings (PPE)

It is strongly suggested for staff and students to wear cloth face coverings or CDC approved face masks at all times, unless in a lab setting and other protocols will be outlined to limit possible spread of COVID-19. If the students and staff are working in a lab setting, additional protocols, including the addition of other personal protective equipment, will be outlined to limit possible spread of COVID-19.

Any student who has difficulty breathing or who is incapable of physically removing the face covering on his/her own will not wear cloth face coverings, and alternate methods of protection will be discussed by parents and staff.

Students may bring their own cloth face coverings to and from school if it meets the school dress code and CDC recommendations. MICTED will have a supply of face coverings available to provide students who cannot afford or do not have their own. MICTED may provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

Note: Cloth face coverings are designed to limit the spread of COVID-19, but do not guarantee against the spread of the virus. Plastic face guards, which provide protection for the wearer, will not be required, or provided, but are permitted.

These precautions, however, may not be adequate to prevent the spread of COVID-19 given, among other things, the relatively long incubation period of the virus, the fact the

virus may be transmitted by persons not showing any symptoms, and that it is not possible to maintain social distancing guidelines in all areas of the school environment

PROCEDURES FOR COVID-19 SYMPTOMS or a POSITIVE TEST

If a staff member or student becomes sick with COVID-19 symptoms or reports a positive COVID-19 test, the procedures listed below will be followed by MICTED:

1. Immediately report the situation to the Superintendent, HR Manager or Student Services Director in that order based on availability of staff. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, or visitors, then make arrangements to send the employee home in a safe manner. If the employee can self-transport, the employee will leave the site. If the employee is not able to safely self-transport, a family member or friend will be contacted, to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.
3. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, with the exception of one staff member to supervise the student. This staff member will wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student unless there is an emergency. A parent or emergency contact will be immediately contacted to pick up the student and call 911 if the student appears to be in medical distress.
4. Any areas that were exposed to the symptomatic employee or student for a prolonged period will be closed off based on YC protocols. A 24 hours wait period is suggested by CDC guidelines before cleaning and disinfecting those areas. During that time, if feasible, windows and outside doors will be open to increase air circulation. After 24 hours, the area will be thoroughly cleaned and disinfected all, per [CDC guidelines](#).
5. MICTED or YC will determine whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, those individuals (or, in the case of students, their parents) will be notified of the potential exposure. MICTED or YC will not disclose the name of the individual who has become sick. It will be recommended that exposed individuals monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.
6. Employees or students who have developed COVID-19 symptoms or had a positive COVID-19 test may not return to the site until either of the following two scenarios has occurred:

Scenario One

- At least 1 days (24 hours) have passed since recovery, which is defined as: (a) resolution of fever without the use of fever-reducing medications; and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 14 days have passed since the first symptoms emerged.

OR

Scenario Two

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- The individual has received negative results of a Food and Drug Administration (FDA) emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected \geq 24 hours apart (total of two negative specimens).

Re-Opening Scenarios of Schools for 2021-2022 School Year Provided by ADE Roadmap to Re-Opening

NOTE: *The number of cases and the terminology of minimal, moderate etc. has not been determined by state or county health departments. We have asked Yavapai County Health Department Leaders to determine what these terms mean. We have not received this information at this time.*

Scenario One: All Students in Physical Buildings from the Start of the School Year

An LEA may opt to consider *Scenario One* if:

- ✓ The LEA meets the CDC School Decision Tree guidelines
- ✓ There are none to minimal local/community cases of COVID-19
- ✓ They have a governing board approved contingency plan
- ✓ They have a comprehensive communication plan
- ✓ They have clearly communicated screening expectations to staff and families
- ✓ They have a plan for medically fragile staff and students

Scenario Three: All Students Distance Learning from the Start of the School Year, with the Option of Returning to Physical Buildings when Appropriate

An LEA may opt to consider *Scenario Three* if:

- ✓ The LEA is not able to meet CDC School Decision Tree guidelines
- ✓ There are substantial local/community cases of COVID-19
- ✓ The LEA has a governing board approved Emergency Distance Learning Plan
- ✓ The LEA has a comprehensive communication plan
- ✓ The LEA has clearly communicated educational expectations to staff and families
- ✓ The LEA has considered the digital divide for students on Tribal Nations and others who lack connectivity or devices
- ✓ The LEA has determined the criteria for returning to physical buildings

Scenario Four: Intermittent Distance Learning throughout the School Year Based on Emergency Closures as Defined by Local and State Health Departments

An LEA may opt to consider *Scenario Two* if:

- ✓ The LEA is not able to meet CDC School Decision Tree guidelines
- ✓ There are substantial local/community cases of COVID-19
- ✓ The LEA has a governing board approved Emergency Distance Learning Plan
- ✓ The LEA has a comprehensive communication plan
- ✓ The LEA has clearly communicated educational expectations to staff and families
- ✓ The LEA has considered the digital divide for students on Tribal Nations and others who lack connectivity or devices
- ✓ The LEA has determined the criteria for returning to physical buildings