



**Valley Academy for  
Career and Technology Education**

3405 E. Highway 89A – Bldg. B  
Cottonwood, AZ 86326  
(928) 634-7131

**SKILLS FOR TODAY, CAREERS FOR A LIFETIME**

## VACTE RETURN TO LEARN

### **Plan A: In-Person Instruction with 2 Weeks of Distance Learning (All Students in the Course on Campus at Same Time once we are In-Person)**

Students and staff will start on Aug. 5<sup>th</sup> with online distance learning related to the CTE program. The students will work on OSHA 10 and other online CTE related programs. Teachers will hold Zoom and other media meetings with the student during this time. They will take attendance based on the students' progress on the online learning program. VACTE will **resume with in person classes on Aug. 17<sup>th</sup>** or after the state allows for schools to be opened. Staff and students will follow the procedures listed below to maintain a healthy, safe, and productive learning environment once face to face instruction begins.

**Start Date:** August 5<sup>th</sup>, 2020 (Online Distance Learning) Parents and Students will meet with the VACTE Teachers and Staff for a mandatory student/parent meeting prior to the Aug. 5<sup>th</sup> start date. The meetings will be held July 27 – Aug. 4<sup>th</sup>. Each program will have its own night meeting to address the following: meeting the teacher and VACTE staff, course requirements and procedures, YC enrollment, online log in credentials, and sizing of uniforms.

August 17<sup>th</sup>, 2020 In-Person instruction will start for all VACTE programs.

#### **Face to Face Daily Schedule:**

Monday – Thursday  
AM Session: 7:00 am to 10:00 am  
Sedona Midday Section: 10:50 am to 1:05 PM  
PM Session: 1:20 pm to 4:20 pm

### **VACTE Training Safety Procedures and Guidelines to be Implemented for Return-to-Learn Plan:**

1. All facilities and equipment will be sanitized prior to start of school and sanitized daily
2. VACTE will promote the use of daily pre-screening of any symptoms which the students will have performed by the parents/guardians prior to the student leaving the home
3. VACTE will perform temperature check for students and visitors entering the facility and have a sign in sheet which COVID related questions which will need to be answer before entering the facility/class
4. All staff will perform a daily CDC guideline symptoms screening before arriving at the assigned workstation

5. Personal protective equipment (Cloth Mask- Two will be given to each student with uniform) will be used when on campus and indoors and around other people. Face Coverings will be mandatory based on Governor Ducey's Executive Order 2020-51 on July 23<sup>rd</sup>, 2020 while on school grounds and while indoors and if social distance cannot be upheld. If a hands-on training situation requires close contact, the teacher will require the use of PPE supplied by the student and/or VACTE **if the situation is safe to wear** the mask. If you are in a Yavapai College concurrent enrollment course (Pre-Engineering, Phlebotomy, or Culinary Arts), please refer to YC.edu site for a link on their requirements.
6. 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).
7. Social Distancing will be enacted in the classroom as the facility is capable of handling. Social distancing will be upheld as best as possible in hands-on situations and lectures.
8. All used equipment and surfaces will be sanitized after use and/or at the end of each day with an approved cleaning solution.

**The following guidelines will be implemented by VACTE for Return to Learn Plan as per Arizona Department of Education Roadmap to Re-Opening, CDC Guidelines and The Trust Re-Opening Guideline:**

**Cleaning and Disinfecting**

Prior to reopening, VACTE will arrange 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 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 that outlines the symptoms for which parents 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 performed by Parent/Student before attending VACTE program**

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

- A. fever of 100.4 and higher or chills,
- B. shortness of breath or difficulty breathing,
- C. muscle aches,
- D. sore throat,
- E. headache,
- F. fatigue,
- G. congestion or runny nose,

- H. cough,
- I. vomiting,
- J. diarrhea, or
- K. 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)**

All students, staff and visitors will wear masks when on campus.

Safe places will be designated as needed for anyone needing to remove their mask. A safe place is anywhere social distancing can be maintained for the period of time the mask is removed. In most cases, a safe place should be available in the classroom or program area.

VACTE will provide a face shield to anyone with a health condition that precludes wearing a mask when social distancing is not possible.

(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. VACTE will require a doctor's notes for this provision.)

Students may bring their own cloth face coverings to and from school if it meets the school dress code. VACTE will supply 2 cloth mask as part of the uniform. VACTE may provide instructions at the beginning of the school year regarding how to wash face coverings and how often.

### **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 should be followed:

1. Immediately report the situation to the Superintendent ONLY. Confidentiality must be maintained to the greatest extent possible.
2. If an employee develops COVID-19 symptoms at work, separate the employee 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, have the employee leave the site. If

the employee is not able to safely self-transport, contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, call 911.

3. If a student develops COVID-19 symptoms at school, separate the student from all other students and staff, with the exception of one staff member to supervise the student. Always have this staff member wear PPE or a cloth face covering and maintain a distance of at least 6 feet from the student unless there is an emergency. Immediately notify a parent or emergency contact to pick up the student and call 911 if the student appears to be in medical distress.
4. Close off any areas that were exposed to the symptomatic employee or student for a prolonged period. Wait 24 hours before cleaning and disinfecting those areas. During that time, if feasible, open windows or outside doors to increase air circulation. After 24 hours, thoroughly clean and disinfect all surfaces in the area, per CDC guidelines.
5. 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, notify those individuals (or, in the case of students, their parents) of the potential exposure. DO NOT disclose the name of the individual who has become sick. Notification should recommend 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 the following guidelines have been met:

## VACTE CORONA VIRUS DISEASE 2019 (COVID-19)

Criteria for Return to School with confirmed or suspected COVID-19

Who does this apply to: All VACTE students, teachers, and staff with confirmed COVID-19, or who have suspected COVID-19 (e.g., developed symptoms of a respiratory infection [e.g., cough, sore throat, shortness of breath, fever] but did not get tested for COVID-19).

Authority to Deviate from Criteria: Decisions about return to school for VACTE students, teachers, and staff with confirmed or suspected COVID-19 should be made in the context of maintaining mission essential functions and reducing the risk to vulnerable populations and the public at large. Options include a test-based strategy or a non-test-based strategy (i.e., time-since-illness-onset and time-since-recovery strategy). Crisis Strategies to mitigate staffing shortages must be authorized on a case by case basis by the VACTE Superintendent

**Condition:**  
Confirmed COVID-19  
**OR**  
Suspected COVID-19 based on presence of symptoms of a respiratory infection [ cough, sore throat, shortness of breath, fever] but did not get tested for COVID-19  
**OR**  
Individual Tested for COVID-19 and Awaiting Results

**Test-based Strategy:** Exclude from school or work until  
Resolution of fever w/o the use of fever-reducing medications  
**AND**  
Improvement in respiratory symptoms (e.g., cough, shortness of breath)  
**AND**  
Negative results of molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart (total of two negative specimens)

**Non-test-based strategy:** Exclude from school or work until  
At least 3 days (72 hours) after resolution of fever without the use of fever-reducing medications  
**AND**  
Improvement in respiratory symptoms (e.g., cough, shortness of breath);  
**AND**  
At least 7 days have passed since symptoms first appeared

**After returning to school, students and staff should:**  
Wear a facemask at all times while in contact with **others** until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.  
**AND**  
Avoid contact with known severely immunocompromised **individuals** until 14 days after illness onset  
**AND**  
Ensure strict compliance with established infection control procedures  
**AND**  
Self-monitor for symptoms, and seek re-evaluation from occupational health if respiratory symptoms recur or worsen

**NOTES:**

1. If individual were never tested for COVID-19 but have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis
2. All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available. In persons with a persistent productive cough, SARS-CoV-2-RNA might be detected for longer periods in sputum specimens than in upper respiratory tract (nasopharyngeal swab) specimens.

GUIDANCE BASED ON MARCH 16, 2020 CDC UPDATE