



Warren County Career Center Fall 2020-21 School Year Plans

The Warren County Career Center (WCCC) plan for reopening HS programs for the 2020-21 school year uses information from the state's [Reset and Restart Education Planning Guide](#), which was designed to help guide schools in their planning during the continued presence of COVID-19. This plan was developed in collaboration with the Warren County Health District and other Warren County school districts.

Warren County Career Center (WCCC) HS Learning Options

The Covid-19 pandemic poses a unique set of challenges for career tech education, where most programs focus almost exclusively on experiential learning. One cannot practice welding, frame a house, or draw a patient's blood over the internet. While WCCC students do a great deal of book work in their CT programs, there is a hands-on element that is critical to their education.

With remote learning, there's the loss of in-person, close-up demonstrations of proper technique, and the opportunity for teachers to gauge students' mastery in real time. At WCCC, this kind of multilayered instruction is crucial—and it's built on familiarity and trust between students and their teachers, something that is nearly impossible with remote learning. While academic classes may adapt more naturally to virtual learning, many of the career technical courses at Warren County Career Center are inherently hands-on. It's what makes career tech programs unique.

WCCC HS Career Tech Lab Programming:

All high school students who choose to take a WCCC career tech program will be required to attend WCCC's Campuses for their career tech lab programming (unless we are at a Purple warning level via the Governor's new Covid-19 warning system – see below), utilizing traditional face to face learning methods. WCCC will institute recommended safety protocols such as social distancing, personal protective equipment, handwashing/hygiene practices, cleaning protocols and consistent health monitoring in every career tech lab to promote the safety of students and staff.

In the unfortunate event the state or local health department requires us to shut down our campuses due to the pandemic (Purple level warning), we will administer remote learning opportunities until we can safely reopen our campuses and continue the hands-on portion of WCCC CT programming. Additional details will be shared in the coming weeks with all students and families.

WCCC HS Academic Programming Options:

Students/Families will choose one of the following two options for the academic portion of their child's high school education through WCCC:

Option 1 - Traditional On-Campus: Students will come to WCCC for onsite academic classes (and assume some level of risk), utilizing traditional face to face learning methods and will include recommended safety protocols such as social distancing, personal protective equipment, handwashing/hygiene practices, cleaning protocols, and consistent health monitoring in every classroom to promote the safety of students and staff. **Option 1 students will spend their whole school day at WCCC in their CT lab and academic classrooms.**

OR

Option 2 - Remote: Agree to remote learning in academic programs from home for one semester at a time. Remote academic learning can be set up through WCCC (recommended and through WCCC staff) or through the home school of the student. **Option 2 students will still be required to come onto WCCC’s campuses only for their CT lab programming while receiving academic courses remotely.** Additional specific details on remote academic programming will be shared in the coming weeks with all students and families choosing that option.

Students will make their selection of option one or two on a survey sent via email. Students will not be permitted to switch to or from academic remote learning until the end of that semester.

The COVID-19 Warning System

Ohio also has a new COVID-19 warning system that assesses how the virus is spreading in each of the state’s counties. The warning system evaluates counties on seven data indicators that identify the level of risk for each county. The counties are then assigned to one of four color-coded levels representing that risk level.

LEVEL 1 YELLOW – Active Exposure and spread

LEVEL 3 RED – Very high exposure and spread

LEVEL 2 ORANGE – Increased exposure and spread

LEVEL 4 PURPLE – Severe Exposure and spread

WCCC plans for HS students to return to school on Monday, August 17th, 2020, following a typical five-day per week schedule as long as Warren County is within the Yellow or Orange color coded levels of risk. **Plans may change as circumstances (levels) change throughout the school year.** Here is what WCCC’s expected response will be to each level of risk.

Warren County’s RISK LEVEL	WCCC RESPONSE	
	HS Programs	Adult Programs
LEVEL 1 - YELLOW	Typical in-person face-to-face instruction 5 days a week. WCCC will institute recommended safety protocols such as social distancing, personal protective equipment, handwashing/hygiene practices, cleaning protocols and consistent	Typical in-person face-to-face instruction per AE schedule. WCCC will institute recommended safety protocols such as social distancing, personal protective equipment, handwashing/hygiene practices, cleaning protocols and consistent

	<p>health monitoring on WCCC's campuses to promote the safety of students and staff along with the following requirements:</p> <ul style="list-style-type: none"> ● Wearing a face covering will be required of the student when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained except when its use is prevented by a documented medical condition. ● Wearing a face covering will be required of the student when working closely with other students in small groups except when its use is prevented by a documented medical condition. ● Students must maintain maximum physical distance from peers whenever possible. 	<p>health monitoring on WCCC's campuses to promote the safety of students and staff along with the following requirements:</p> <ul style="list-style-type: none"> ● Wearing a face covering will be required of the student when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained. ● Wearing a face covering will be required of the student when working closely with other students in small groups. ● Students must maintain maximum physical distance from peers whenever possible.
<p>LEVEL 2 - ORANGE</p>	<p>Typical in-person face-to-face instruction 5 days a week with the following requirements:</p> <ul style="list-style-type: none"> ● Students and staff are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition. Mask "breaks" will be scheduled throughout the day. ● Students must maintain maximum physical distance from peers. ● All WCCC campuses' common areas including 	<p>Typical in-person face-to-face instruction per AE schedule with the following requirements:</p> <ul style="list-style-type: none"> ● Students will be required to enter and exit the buildings through one door as specified by each campus. ● Students and staff are required to wear face coverings at all times while on WCCC's campuses. ● All instruction will take place within the confines of the respective AE lab area. ● All WCCC campuses' common areas including break areas and vending

	<p>break areas and vending machines will be off-limits to students.</p> <ul style="list-style-type: none"> • Social interaction between students in different classes will be minimized as much as possible. • After a student enters a WCCC campus, they cannot leave the property until the conclusion of class without permission unless it is a lab work site visit. • If a student leaves a WCCC campus, they will not be readmitted to the building on the same day unless it is a lab work site visit. 	<p>machines will be off-limits to students.</p> <ul style="list-style-type: none"> • Students will not be allowed to socially interact with students from other classes. • After a student enters a WCCC campus, they cannot leave the property until the conclusion of class. • If a student leaves a WCCC campus, they will not be readmitted to the building on the same day.
<p>LEVEL 3 - RED</p>	<p>WCCC will go to the following blended model of HS instruction:</p> <ul style="list-style-type: none"> • All academic classes will go to a remote learning experience until Warren County drops back to an orange or yellow level. • All career tech labs will go to a schedule where juniors are in their lab all day Mondays and Tuesdays and seniors attend all day lab Thursdays and Fridays. Wednesdays will be a lab sanitizing day and remote learning day for academics. • Students and staff are required to wear face coverings at all times while on WCCC's campuses, except when its use is prevented by a documented medical 	<p>Face-to-face instruction per AE schedule with the following requirements:</p> <ul style="list-style-type: none"> • Students and staff are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines. • Students and staff maintain 6' physical distancing inside and outside facilities. • Health self-assessment of staff and students completed daily. • Symptomatic individuals will be sent home. • No more than 50% of instructional time takes

	<p>condition, and follow strict safety guidelines. Mask “breaks” will be scheduled throughout the day.</p> <ul style="list-style-type: none"> • Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site. • Lunches will be served in CT labs 	<p>place indoors or on campus.</p> <ul style="list-style-type: none"> • Instructors complete daily sanitizing and disinfecting of work surfaces. • WCCC will stagger adult programming so only 50% of AE classes report at any given time to classrooms. • Additional time may be added to the original course meeting schedule to meet classroom time requirements.
LEVEL 4 - PURPLE	<p>WCCC will close its campuses immediately to all HS programming and initiate a remote learning experience (RLE) for all HS classes.</p>	<p>WCCC will close its campuses immediately to all adult programming and initiate remote learning experiences (RLE) where possible. This excludes adult programming deemed essential by the State of Ohio.</p>

Self-Assessment Screening for Staff and Students

We ask that staff and students do the following self-assessment each day for symptoms and history of exposure in order to ensure that they do not come to school when ill. Parents are responsible for screening their students.

- Any staff or student with a fever over 100°F should stay home.
- Any staff or student that has the following symptoms of COVID-19 should stay home from school and should see their primary care provider to be assessed for COVID-19:
 - Any of the following symptoms: cough, shortness of breath, or difficulty breathing
 - OR**
 - Two of the following symptoms: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea)
 - OR**
 - Any of the following symptoms: cough, shortness of breath, or difficulty breathing, fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, new loss of taste or smell, GI Issues (nausea and vomiting or diarrhea) **AND** an epidemiological link to a case of COVID-19

If you answer YES to any of the above symptoms, PLEASE STAY HOME and see your doctor.

Returning to School After Illness

- If a student or staff is diagnosed as having COVID-19, they must meet the following criteria to return to school:
 - 3 days with no fever (without using fever reducing medication) **AND**
 - Other symptoms improved **AND**
 - 14 days since symptoms first appeared
- Students or staff that only have a fever and no other symptoms and have not had any contact with an individual that has COVID-19 may return to school after they are fever free for 24 hours without using any fever reducing medications.
- Any other illnesses should be handled in the routine manner according to district policies
- To return to school the child must be transported to school by the parent and must be checked by the school nurse.

Isolating Staff or Students Showing Symptoms of COVID-19 at School

Any student exhibiting symptoms while physically attending WCCC will be placed in a separate room, away from other students, monitored by school personnel maintaining physical distance and wearing personal protective equipment.

Any staff member exhibiting symptoms while working also will continue to wear a face covering and self-isolate in a separate room, away from other staff and students. Students and staff exhibiting symptoms will be sent home as soon as possible.

Quarantine for Individuals Diagnosed or Exposed to COVID-19

Pursuant to Warren County Health District guidelines, families, caregivers and staff should notify the WCHD if they have been exposed to COVID-19 or if they, or any members of their households, have been diagnosed with or presumed to have COVID-19. They also should notify the school if they are quarantined. Staff and students with known exposure to someone with diagnosed or presumed COVID-19 must self-quarantine at home for 14 days. Staff or students who travel to a location with known community spread may choose to self-quarantine at home for 14 days.

Physical Distancing

Limiting the physical interactions of students is one way to mitigate exposure to infectious disease. We will physically distance students to the extent possible. When it is not feasible to provide sufficient physical distance or where physical distancing measures are difficult to maintain, the WCCC strongly encourages students to wear face coverings at the Level 1 Yellow warning level and will be required at every other level (Orange, Red, or Purple). Students are required to have a face covering with them at all times regardless if they are wearing it or not.

Staff and Student Face Coverings

Face coverings are recommended by the Centers for Disease Control and Prevention as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This is called source control. This recommendation is based on what we know about the role respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging

evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth. The use of cloth face coverings is particularly important in settings where people are close to each other or where social distancing is difficult to maintain.

One cloth face covering (gaiter) will be provided to students by the WCCC. *Students are required to have a face covering with them at all times regardless if they are wearing it or not except when its use is prevented by a documented medical condition. The wearing of facial coverings, social distancing practices, and other COVID-19 precautions will be taught within the current WCCC Positive Behavioral Interventions and Supports (PBIS) Framework and will be associated with students and staff being safe and responsible.

Staff are required to wear a face covering at all times except when its use is prevented by a documented medical condition. 504 plans will be implemented for students and staff who are unable to wear masks. Bus drivers, the school nurse, and anyone else who might be more likely to be exposed will use a N95 or higher mask.

Homemade masks, bandanas, scarves, shields and neck gaiters are acceptable, since these items can be washed and reused. The CDC indicates cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

Transportation Considerations

- Transportation to the WCCC will be provided as normal by our home schools and students should follow their home school transportation policies.
- Two students per seat
- Face covering required
- Buses will load back to front
- Buses will be sanitized/cleaned after each run

Hallways and Common Areas

Student/Parent/Families Expectations	HS Staff Expectations
<p>Students</p> <p>When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. ● Students must maintain maximum physical distance from peers whenever possible. ● Wearing a mask is highly recommended when in hallways or at lockers. ● Report immediately to your classroom, upon arrival to school, and to your next class during 	<p>Teachers/Paraprofessionals/Related Services</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas. ● Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions. ● When standing in the hallway, ensure

<p>class changeovers.</p> <ul style="list-style-type: none"> ● Follow all signage in the hallways and common areas. ● When possible, stay to the right when traveling down hallways. 	<p>students are maintaining safe social distance by standing on floor markings.</p>
<p>Level 2 – Orange</p> <ul style="list-style-type: none"> ● Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition. ● Students must maintain maximum physical distance from peers at all times. ● All WCCC campuses’ common areas including break areas and vending machines will be off-limits to students. ● Social interaction between students in different classes will be minimized as much as possible. 	<p>Custodians</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
<p>Level 3 – Red</p> <ul style="list-style-type: none"> ● Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines. ● Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site. 	<p>Administration</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Ensure proper signage is installed in hallways and common areas. ● Ensure supplies are readily available for custodians. ● Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions. ● Implement staggered dismissal times if necessary, to maximize physical distancing and student safety. ● When standing in the hallway, ensure students are maintaining safe social distance by standing on floor markings.

CT Labs/Classrooms

Student/Parent/Families Expectations	HS Staff Expectations
<p>Students</p> <p>When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. ● Wearing a mask is recommended when entering, exiting, or moving around the room. ● Wearing a mask will be asked of the student when working directly with staff (i.e.- one-on-one, small group instruction, etc.) when distancing cannot be maintained except when 	<p>Teachers/Paraprofessionals/Related Services</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Ensure classroom setup of desks provides physical distancing for students. ● Ensure students maintain physical distance whenever possible. ● Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions. ● Eliminate shared classroom materials.

<p>its use is prevented by a documented medical condition.</p> <ul style="list-style-type: none"> Wearing a mask will be asked of the student when working closely with other students in small groups except when its use is prevented by a documented medical condition. Maintain maximum physical distance from peers whenever possible. 	<ul style="list-style-type: none"> Keep the classroom door open to maximize airflow and reduce the number of touches to door handles. Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.
<p>Level 2 – Orange</p> <ul style="list-style-type: none"> Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition. Students must maintain maximum physical distance from peers at all times. All WCCC campuses’ common areas including break areas and vending machines will be off-limits to students. Students will not be allowed to socially interact with students from other classes. If a student leaves a WCCC campus, they will not be readmitted to the same building on the same day. 	<p>Custodians</p> <ul style="list-style-type: none"> All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. Make sure teachers are provided with all supplies needed daily including disinfectant and paper towels. Disinfect classrooms during teacher plan bell, during lunch, and after school.
<p>Level 3 – Red</p> <ul style="list-style-type: none"> Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines. Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site. 	<p>Administration</p> <ul style="list-style-type: none"> All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. Ensure classrooms are physically distanced. Ensure classrooms are disinfected between classes, during plan bells, lunch, and after school. Ensure supplies are readily available for custodians and teaching staff.

Drop-off, Pick Up, and Visitors

Student/Parent/Families Expectations	HS Staff Expectations
<p>Parents/Caregivers</p> <p>At All Times:</p> <ul style="list-style-type: none"> Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. Limit visits to school as much as possible. Conduct a personal health screening prior to 	<p>Teachers/Paraprofessionals/Related Services</p> <ul style="list-style-type: none"> All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. Supervise hallways and common areas to ensure students are reporting immediately to assigned class and not congregating in hallways or common areas.

coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms

- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a mask is required when entering the building.

Students

When Warren County is under a Level 1 - Yellow

- Students are required to have a face covering with them at all times regardless if they are wearing it or not.
- Wearing a mask is recommended when entering, exiting, or moving around the building except when its use is prevented by a documented medical condition.
- Report directly to your assigned classroom/area upon arrival to school.
- Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.

Level 2 – Orange

- Students are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition.
- Students must maintain maximum physical distance from peers at all times.
- All WCCC campuses' common areas including break areas and vending machines will be off-limits to students.
- Students will not be allowed to socially interact with students from other classes.
- If a student leaves a WCCC campus, they will not be readmitted to the same building on the same day.

Level 3 – Red

- Students and staff are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines.
- Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site.

- Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions.

Custodians

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Disinfect common areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, counters, and sinks.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.

Administration

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Ensure adequate supervision is available in bus areas, in parking lots, and in common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions.
- Ensure designated doors are propped open at arrival and dismissal.
- Ensure designated doors are closed after arrival and dismissal.
- Eliminate parent and community volunteers to ensure safety and health of students and staff.
- Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.

Meetings and Conferences

Student/Parent/Families Expectations	HS Staff Expectations
<p>Parents/Caregivers At All Times:</p> <ul style="list-style-type: none"> ● Schedule in advance with administrative assistant or program administrator. ● Notify the school of your preference to attend meetings in person, via phone, or using a virtual platform. All meetings will be remote when possible. ● For a face to face meeting, remain in the car and call the school number to notify you that you have arrived for your meeting. ● In person meetings should follow appropriate physical distancing protocols and masks must be worn when entering, exiting, and moving around the building. ● Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms. ● Wearing a mask is required when entering a WCCC building. <p>Students</p> <p>When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● Participate in meetings as requested by parents/caregivers or school staff. ● Follow physical distancing protocols. ● Wearing a mask is recommended when entering the meeting, exiting the meeting, or when moving around the building to attend the meeting except when its use is prevented by a documented medical condition. ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. <p>Level 2 – Orange</p> <ul style="list-style-type: none"> ● Students are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition. ● Students must maintain maximum physical distance from peers at all times. 	<p>Teachers/Paraprofessionals/Related Services</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● IEP Meetings, Building Tours, and other Team meetings will be scheduled with discretion on number of participants and parent/guardian preferences for in-person or virtual meeting ● Some meetings may need to be held virtually due to the number of participants. This will be evaluated on a case by case situation. <p>Custodians</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place. <p>Administration</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Provide parents/caregivers with options for in-person, phone, or video conferencing. ● Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held. ● Ensure physical space used for meetings allows for distancing guidelines.

- All WCCC campuses' common areas including break areas and vending machines will be off-limits to students.
- Students will not be allowed to socially interact with students from other classes.
- If a student leaves a WCCC campus, they will not be readmitted to the same building on the same day.

Level 3 – Red

- Students and staff are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines.
- Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site.

Health Services

Student/Parent/Families Expectations	HS Staff Expectations
<p>Parents/Caregivers</p> <p>At All Times:</p> <ul style="list-style-type: none"> ● Conduct a student wellness check including temperature prior to sending a student to school. Students with temperatures over 100°F should stay home. ● Ensure contact information is up to date in the event the nurse needs to contact home. ● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms. <p>Students</p> <p>When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. ● Use designated entrances and exits to the office. ● Following physical distancing protocols as much as possible when in office. ● Wearing a mask is recommended when in or moving around the clinic except when its use is prevented by a documented medical condition. 	<p>Nurse</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Ensure the workspace is kept clean and sanitized. ● Ensure physical distancing protocols are followed whenever possible. ● Isolate students who are showing symptoms to a separate area away from other students already in the clinic. ● Ensure the clinic is disinfected immediately following a student entering who is exhibiting symptoms. ● Ensure doors to the clinic are open to minimize use of door handles and to ensure maximum air flow to the area. <p>Custodians</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Disinfect clinic based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc. ● Disinfect the isolation area after students who utilize the area have left the building.

- Wearing a mask is required if a student is determined to have a fever or other symptoms except when its use is prevented by a documented medical condition.

Level 2 – Orange

- Students are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition.
- Students must maintain maximum physical distance from peers at all times.
- All WCCC campuses’ common areas including break areas and vending machines will be off-limits to students.
- Students will not be allowed to socially interact with students from other classes.
- If a student leaves a WCCC campus, they will not be readmitted to the same building on the same day.

Level 3 – Red

- Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines.
- Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site.

Administration

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Ensure proper signage is installed.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.
- Ensure the student isolation area is properly supervised when in use.

Restrooms

Student/Parent/Families Expectations	HS Staff Expectations
<p>Students</p> <p>When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. ● Wearing a mask is recommended when in hallways and in restrooms except when its use is prevented by a documented medical condition. ● Follow all signage in the hallways, common areas and restrooms. ● When possible, stay to the right when traveling down hallways to get to restrooms. 	<p>Teachers/Paraprofessionals/Related Services</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Assist in supervision of restrooms, hallways, and common areas between classes. ● Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions. <p>Custodians</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.

<ul style="list-style-type: none"> ● If all restroom stalls are in use, students wait on floor markings outside the restroom entrance. 	<ul style="list-style-type: none"> ● Disinfect restrooms based on schedule provided by school administration. This includes but is not limited to door handles, toilets, stalls, and sinks. <p>Administration</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Ensure proper signage is installed in hallways, common areas and restrooms. ● Ensure supplies are readily available for custodians. ● Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators. ● Provide supervision of restrooms between classes to ensure limited numbers of students are in restrooms at the same time. ● Implement measures such as closing sinks or urinals when necessary to allow for appropriate physical distancing.
<p>Level 2 – Orange</p> <ul style="list-style-type: none"> ● Students are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition. ● If all restroom stalls are in use, students wait on floor markings outside the restroom entrance. ● Students must maintain maximum physical distance from peers at all times. ● All WCCC campuses’ common areas including break areas and vending machines will be off-limits to students. ● Students will not be allowed to socially interact with students from other classes. 	
<p>Level 3 – Red</p> <ul style="list-style-type: none"> ● Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines. ● Students use restrooms located in labs where possible. ● Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site. 	

Lunches and Commons

Student/Parent/Families Expectations	HS Staff Expectations
<p>Parents/Caregivers</p> <p>At All Times:</p> <ul style="list-style-type: none"> ● Limit visits to school as much as possible including visits to drop off forgotten items. <p>Students</p> <p style="background-color: yellow;">When Warren County is under a Level 1 - Yellow</p> <ul style="list-style-type: none"> ● When possible, stay to the right when traveling down hallways. ● Students are required to have a face covering with them at all times regardless if they are wearing it or not. 	<p>Teachers/Assistants</p> <ul style="list-style-type: none"> ● All staff must wear a face covering at all times except when its use is prevented by a documented medical condition. ● Supervise designated eating areas to ensure students are properly physically distanced. ● Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions. ● Monitor and issue passes for bathroom use during lunch time. ● Use staggered dismissal to ensure physical distancing at the end of lunch.

- Wearing a mask is recommended when in line or moving around the cafeteria except when its use is prevented by a documented medical condition.
- Sit in designated seats.
- Follow guidelines for restroom use during lunch periods.
- If bringing a packed lunch, report immediately to your designated seating area.
- Follow physical distancing guidelines as much as possible when in line and in the serving areas.

Level 2 – Orange

- Students are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition.
- Students must maintain maximum physical distance from peers at all times.
- All WCCC campuses’ common areas including break areas and vending machines will be off-limits to students, except during lunch periods.
- Lunch areas will be divided into assigned seating areas and additional lunch areas will be created (Media Center, etc) throughout the campus to lower occupancy during lunch.
- Students will not be allowed to socially interact with students from other classes.

Level 3 – Red

- Students and staff are required to wear face coverings at all times while on WCCC’s campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines.
- Students will have lunch in their program lab. Food service will deliver lunches purchased by students.
- Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site.

Custodians

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Disinfect all tabletops and seats before and after each lunch.
- Disinfect restrooms and common spaces between lunches. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.

Cafeteria Staff

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Clean and disinfect serving areas and tables between lunches.
- Serve all food to students. (Students will not self-serve items as they have in the past.)

Administration

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Ensure proper signage is installed in designated eating areas.
- Ensure enough seating is provided to ensure proper physical distancing and be practiced.
- Add additional seating areas on stage, outside, and in the Media Center to ensure proper physical distancing.
- Ensure supplies are readily available for custodians.
- Implement PBIS strategies to support being safe and responsible with social distancing and COVID 19 precautions.
- Implement staggered dismissal times if necessary, to maximize physical distancing and student safety.

Office Areas

Student/Parent/Families Expectations	HS Staff Expectations
Parents/Caregivers	Teachers/Assistants

At All Times:

- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100°F or showing other symptoms.
- Wearing a mask will be required when entering, exiting, and moving around an office/building.
- In-person office visits should follow appropriate physical distancing protocols.

Students**When Warren County is under a Level 1 - Yellow**

- Use designated entrances and exits to the office.
- Following physical distancing protocols as much as possible when in office.
- Students are required to have a face covering with them at all times regardless if they are wearing it or not.
- Wearing a mask is recommended while in or moving around the office except when its use is prevented by a documented medical condition.

Level 2 – Orange

- Students are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition.
- Students must maintain maximum physical distance from peers at all times.
- All WCCC campuses' common areas including break areas and vending machines will be off-limits to students, except during lunch periods.
- Students will not be allowed to socially interact with students from other classes.

Level 3 – Red

- Students and staff are required to wear face coverings at all times while on WCCC's campuses except when its use is prevented by a documented medical condition and follow strict safety guidelines.
- Students will stay in their CT labs all day and will not be allowed to move outside the lab without permission unless it is to a work site.

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Follow physical distancing protocols.

Office Staff

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Monitor and control the number of people in the office at any one time.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.

Custodians

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Disinfect office based on schedule provided by school administration. This includes but is not limited to door handles, countertops, seating areas, restrooms, etc.

Administration

- All staff must wear a face covering at all times except when its use is prevented by a documented medical condition.
- Install barriers to protect employees working in the main office.
- Eliminate community and parent volunteers to ensure safety of all students.
- Ensure proper signage is installed in the office and leading into the office.
- Ensure regular cleaning and disinfecting takes place in the office area.
- Ensure seating areas are properly physically distanced.

Gatherings, Meetings, Field Trips

At this time, WCCC will not be allowing field trips but we will pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, as possible.

Designated COVID-19 Point of Contact

The WCCC school nurse will be responsible for responding to COVID-19 concerns. She can be reached via email at beverly.mount@mywccc.org or at 513.933.3943.

Communications when a WCCC student or staff member has been diagnosed with COVID-19

- **Communication will come from the Warren County Health Department, not the school district, to include the following:**
 - Specify to parents which classroom the confirmed case was in (ex. Mr. Smith).
 - The school district will cooperate with the Health Department's work in social tracing.
 - 14-day isolation will be required of any staff or student who tests positive with COVID-19 and a 14-day quarantine for anyone who is determined to have "exposure" as determined by the Health Department.
 - The WC Health Department will write a letter for the school district to use and the letter will explain/define what is considered "exposure" to COVID-19 that will result in quarantine.