PIONEER CAREER & TECHNOLOGY CENTER

RESTART/REOPENING PLAN FOR THE 2020-2021 SCHOOL YEAR

Contents

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CAREER & TECHNOLOGY CENTER
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July 21, 2020

Dear Pioneer Career & Technology Center District Community,

We are excited to be able to welcome our students and staff members back to school for the 2020-2021 school year. The end of last school year was extremely challenging and we are eternally grateful to our students, parents, and staff members for working together throughout the COVID-19 closure. We are looking forward to a rewarding school year and excited about the opportunities that await us.

This plan follows the guidelines from the CDC, Ohio Department of Health, the Governor of Ohio, and the Shelby City Health Department and was developed in collaboration with our partner districts and the Richland and Crawford county health departments. Our goal has been to develop a plan that will follow all guidelines to keep our students and staff safe and healthy while continuing to provide world-class career-technical education for our students.

As we begin to reopen it is going to take every family working together to help ensure a safe return to school and also to ensure that we are able to remain open. We are asking every family to be vigilant in monitoring their own health and supportive of new procedures and the inconveniences that may accompany the reopening while navigating COVID-19.

It is important to remember that the information and guidance can change quickly and that everyone must remain flexible. We promise to keep everyone informed as much as possible as we move forward during this challenging time.

Sincerely,
Greg Nickoli
Superintendent, Pioneer Career & Technology Center

Educational Options for Students at Pioneer

Students and their families at Pioneer have several educational options. For your convenience, please see the list and descriptions below.

- ## *For our Juniors…..*

  - o Attend In-Person as described in the chart and description on page 4. Students will attend based on the schedule described and should note that all expectations will be enforced and are required to allow for the safest possible learning environment.

  - o Enroll in our ***Pioneer Online Academy***. Our online students will participate in both academic and career-technical courses in a fully online environment. These rigorous courses are best suited for students who enjoy working independently and at their own pace. They are monitored and supported by Pioneer's outstanding staff. **Students must declare their intention by August 14 and commit to one (1) full semester.**

- ## *For our Seniors…..*

  - o Attend In-Person as described in the chart and description on page 4. Students will attend based on the scheduled described and should note that all expectations will be enforced and are required to allow for the safest possible learning environment.

  - o Enroll in Pioneer's ***Early Job Placement Program.***   Students who have a job in a field related to their career-technical lab may work to earn their lab credits while either taking their academic courses online or in person.

  - o Enroll in Pioneer's ***Career-Based Intervention (CBI) Program.***   Students who have a job in a field <u>NOT</u> related to their career-technical lab may work to earn CBI credits while either taking their academic courses online or in person.

  - o Enroll in our ***Pioneer Online Academy***. Our online students will participate in both academic and career-technical courses in a fully online environment. These rigorous courses are best suited for students who enjoy working independently and at their own pace. They are monitored and supported by Pioneer's outstanding staff. **Students must declare their intention by August 7 and commit to one (1) full semester.**

Summary of Pioneer Career & Technology Center Response to Ohio's Covid-19 Risk Levels

Continuing to keep children physically out of school could have long-term detrimental effects on academic progress as well as mental and emotional well-being and behavior. The following provides a framework for Pioneer Career & Technology to reopen while also implementing measures to reduce the risk of exposure and prevent the spread of COVID-19 in our community.

In general, Pioneer Career & Technology will strive to have all students in the school for four (4) days per week (excluding scheduled breaks) as long as Richland County is designated at a Level 1 (yellow) or Level 2 (orange) risk level per the Ohio Public Health Advisory System that can be viewed at: https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/

Upon designation of a Level 3 (red) risk level, Pioneer Career & Technology may confer with Shelby Public Health and the Richland County Public Health Department to determine if the indicators that caused the increase in risk level impact their school district and if there is need to implement alternate schedules or remote/online learning. If Richland County is designated a Level 4 (purple) risk level, Pioneer Career & Technology will implement remote/online learning.

Pioneer Career & Technology Center Response to Ohio Risk Level Guidelines			
LEVEL 1	**LEVEL 2**	**LEVEL 3**	**LEVEL 4**
ALL-IN SCHEDULE (M-T-TH-F)	**ALL-IN SCHEDULE** (M-T-TH-F)	ALL-IN SCHEDULE OR SPLIT SESSION SCHEDULE OR REMOTE LEARNING SCHEDULE	ALL-IN SCHEDULE OR SPLIT SESSION SCHEDULE OR REMOTE LEARNING SCHEDULE
SUMMARY OF PRECAUTIONS			
• Temperature Checks Upon Arrival • Face Coverings Required for all Students per Ohio Health Department Order • Face Coverings Required for Student in Hallways • Face Coverings Required for Staff • Social Distancing as Feasible • Frequent Hand-Washing/Sanitizing • Thorough Cleaning of Equipment, Tools, and Facilities	• Temperature Checks Upon Arrival • Face Coverings Required for all Students per Ohio Health Department Order • Face Coverings Required for Student in Hallways • Face Coverings Required for Staff • Social Distancing as Feasible • Frequent Hand-Washing/Sanitizing • Thorough Cleaning of Equipment, Tools, and Facilities	• Temperature Checks Upon Entering • Face Coverings Required for all Students per Ohio Health Department Order • Face Coverings Required for Staff • 50% Capacity of Students/Social Distancing as Feasible • Frequent Hand-Washing/Sanitizing • Thorough Cleaning of Equipment, Tools, and Facilities	• Temperature Checks Upon Entering • Face Coverings Required for all Students per Ohio Health Department Order • Face Coverings Required for Staff • 50% Capacity of Students/Social Distancing as Feasible • Frequent Hand-Washing/Sanitizing • Thorough Cleaning of Equipment, Tools, and Facilities
Additional Considerations			
• *The District will consult with local Health Departments to determine risk to staff and students prior to making instructional decisions. • The District or a specific location may be directed to close by the Shelby Public Health Department or the Richland County Health Department. • Staff or student absenteeism may cause deviation from this plan.			

Weekly Schedule for Students

Schedule/Day	Monday	Tuesday	Wednesday	Thursday	Friday
All-In Schedule	All Students	All Students	Remote/Online Learning	All Students	All Students
Split Session Schedule for Group A	Group A Attends School	Remote/Online Learning	Remote/Online Learning	Group A Attends School	Remote/Online Learning
Split Session Schedule for Group B	Remote/Online Learning	Group B Attends School	Remote/Online Learning	Remote/Online Learning	Group B Attends School
Online Schedule	Remote/Online Learning	Remote/Online Learning	Remote/Online Learning	Remote/Online Learning	Remote/Online Learning

Description of Student Schedule

All-In Schedule (Levels 1 & 2)   - All students will be in attendance on Monday, Tuesday, Thursday, and Friday. Wednesday will be an Online Learning Day for all students.

Split Session Schedule (Level 3)   - Students will be divided into 2 groups. Group A will attend on Monday and Thursday. Group B will attend on Tuesday and Friday. Wednesday will be an Online Learning Day for all students. Students will be notified as to which group they are assigned to.

Remote Learning Schedule (Level 4)   - Students will learn remotely all five days.

Staff & Student Expectations for In-Person Attendance

Daily Student and Caregiver Expectations

- Face Coverings are required for all students by order of the Ohio Department of Health
- Daily wellness checks of students before sending to school. Caregivers are asked to pay close attention and err on the side of caution if their student exhibits any of the following symptoms:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
    - Students will submit to "temperature checks" upon entering school. Students who are excluded from school may return per the current guidance provided by the Centers for Disease Control. That guidance may be found here.
- Daily washing of hands, or use of hand sanitizer, upon entering the building, before and after lunch, at the end of the school day and any time the student uses the restroom, coughs/sneezes into hands, or blows his/her nose.
- Covering all coughs/sneezes with a tissue or inside of elbow.
- Ensuring 6 ft. physical distance from others whenever possible.
- Students may assist in daily wiping or spraying/cleaning of desks and chairs at end of school day, or as requested.
- Provide a water bottle daily for student use throughout the day.
- Ensure contact information for all caregivers is up to date.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Daily Staff and School Expectations

- Daily wellness self-check of before coming to school. Staff members are asked to pay close attention and err on the side of caution if they exhibit any of the following symptoms:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
    - Staff members will submit to "temperature checks" upon entering school. Staff members who are excluded from school may return per the current guidance provided by the Centers for Disease Control. That guidance may be found here.

- All school staff and volunteers must wear facial coverings (similar to other businesses in operation) unless it is unsafe to do so or where doing so would significantly interfere with the learning process. Exceptions include:
    - Facial coverings in the school setting are prohibited by law or regulation
    - Facial coverings are in violation of documented industry standards
    - Facial coverings are not advisable for health reasons
    - Facial coverings are in violation of the school's documented safety policies
    - Facial coverings are not required when the staff works alone in an assigned work area
    - There is a functional (practical) reason for a staff member or volunteer to not wear a facial covering in the workplace.
- Face shields may be considered an alternative where cloth face coverings would hinder the learning process, might present a safety hazard, or for those who have difficulty wearing a cloth face covering.)
- Daily washing of hands, or use of hand sanitizer, upon entering the building and at end of school day.
- Washing of hands before lunch and after lunch in addition to washing hands any time staff member uses the restroom, cough/sneezed into hands, or blows his/her nose.
- Refer to school nurse for a wellness check any student exhibiting any symptoms.
- Staff traveling to high risk States may be required to quarantine per ODH Guidelines

Student Arrival to School

- Face Coverings are required for all students by order of the Ohio Department of Health
- Students will submit to a "temperature check" upon arrival each day.
- Students eating breakfast will report to the nearest cafeteria and collect a "Grab-N-Go" breakfast. They will then immediately report to their 1st period class/AM Lab. Breakfast will be consumed in 1st period/AM Lab.
- Maintain maximum physical distance from one another whenever possible in hallways, common areas, etc.
- Eliminate visitors and volunteers as much as possible to help ensure the health and safety of the staff and students.

Bus/Van/Suburban Transportation

- Driver is required to wear a mask at all times.
- Students will maintain maximum physical distances while waiting at the bus stop and while entering the building.
- All students are required to wear a facial covering while riding school transportation. Students should have their facial coverings on prior to entering the bus and keep them on until after they have exited the bus. (Additional accommodations may need to be made for students based on their individual health plan.)
- Seating will be assigned. Limit seating to 2 students per seat.and sit siblings or household members together as much as possible. Load the bus by filling the back seats first and moving forward. Empty the bus by dismissing front seats first and proceeding to the back.
- Leave the front seats empty to allow for physical distancing from the driver. Wipe or spray seats and hand rails before each route.
- Provide hand sanitizer students can apply themselves upon entering the bus.
- Allow for fresh air (crack windows) during routes when weather permits.
- Each bus should carry a supply of facial coverings for students without/forgot a mask.

General Academic Classrooms and Low Bay Career Technical Labs

- Ensure desks are set up to allow for as much physical distancing as possible and not clustered with students facing one another. All facing the same direction or facing the exterior wall where necessary.
- Eliminate shared classroom materials as much as possible. Cleaning tools, equipment and supplies between the use of different students.
- Ensure classrooms are stocked with supplies needed for daily cleaning and wiping or spraying of surfaces between classes, especially when rotating students through classrooms.

- Keep doors propped open as often as possible to maximize airflow and to reduce the need to touch door handles.
- Keep classrooms stocked with tissues and hand sanitizer.
- Ensure classrooms are cleaned between classes (groups of students).
- **If close interactions are needed between staff and students or between students, wearing a facial covering is required if the interaction will last longer than 10-15 minutes. (One-on-one tutoring, working jointly on a project, etc.)**
- Low Bay Career Technical Labs should also follow Industry Standards.

High Bay Career Technical Labs

- Students and staff should either wash their hands or use hand sanitizer upon entering the room and then again before exiting the room. Since these rooms often have students sharing materials/equipment – clean hands are very important in these rooms.
- Ensure desks are set up to allow for as much physical distancing as possible and not clustered with students facing one another. All facing the same direction or facing the exterior wall where necessary.
- Maintain maximum physical distance from one another whenever possible.
- Cleaning tools, equipment and supplies between the use by different students.
- Ensure cleaning supplies and hand sanitizer are readily available.
- Keep doors propped open to maximize airflow and to reduce the need to touch door handles whenever possible.
- Keep classrooms stocked with tissues and hand sanitizer.
- Ensure classrooms are cleaned between classes (different groups of students).
- **If close interactions are needed between staff and students or between students, it will be limited to 10-15 minutes. (One-on-one tutoring, working jointly on a project, etc.)**
- If students will be singing, ensure physical distancing and try for 9 feet apart in all directions. Individual protective booths may serve as an alternative.
- High Bay Career Technical Labs should also follow Industry Standards.

Lunch/Breakfast & Cafeteria

- Lunch will be served in two different areas with approximately 50% of students assigned to each area.
- Students should wash/sanitize their hands before eating lunch and then again after they are finished eating before returning to the classrooms.
- Students will be served "Grab-n-Go" Breakfasts and Lunches.
- Stagger schedules and dismissal to lunch to ensure physical distancing.
- Staff will clean and disinfect serving areas and tables between lunches.
- Ensure physical distancing as much as possible.

Hallways & Common Areas

- Class dismissal and end-of-day times will be staggered to ensure physical distancing.
- Students are discouraged from congregating in close proximity to one another.
- Students will stay to the right when traveling down hallways and stairs.
- Students will use their water bottles and not use water fountains.
- Teachers should issue only one hall pass at a time.
- Students should observe physical distancing as much as possible.

Outdoor Activities

- Students should use hand sanitizer or wash hands before exiting the building for outdoor activities.
- Either prop the door open or designate one person to hold the door open.
- Discourage large groups of students congregating in close proximity of one another.
- Stagger dismissal times to outdoor activities.
- Use hand sanitizer or wash hands upon re-entering the building.

School Offices

- Plexiglas barriers (plexiglass) has been installed between the staff and the customers/students to help ensure the health and safety of staff and students.
- Staff will wear a facial covering or face shield when interacting with customers/students in close proximity (less than 6 ft.) for prolonged periods of time.
- Cleaning supplies and hand sanitizer are readily available.

Media Center

- A limited number of students will be permitted at any one time. Social distancing must be maintained.
- Books may be distributed to students, but upon returning books to the library they should be physically quarantined for 3 days (72 hours) before being re-shelved and placed back into distribution.
- Designate a traffic flow pattern to ensure physical distancing can be maintained.

Clinic & Isolation Room

- Ensure the workspace, door handles, countertops, seating areas, restrooms are kept clean and disinfected between students.
- Ensure physical distancing is followed when more than one student is in the nurse area.
- Students with temperatures above 100°F be sent home immediately.
- Isolate students that are exhibiting symptoms.
- Students exhibiting symptoms are required to wear a facial covering or a face shield until they are picked up by a caregiver.
- Nurse should wear a facial covering and proper PPE when caring for students.

Assemblies, Field Trips, and Guest Speakers

Assemblies:

- Assemblies should be planned for a group size that allows for physical distancing.
- Keep the doors open before and after the assembly to maximize airflow and to reduce the need to touch door handles.

Field Trips:

- Perform temperature and wellness checks of students before leaving the school.   Students with temperatures above 100°F should be referred to the nurse.
- Staff will pack tissues, hand sanitizer, hand wipes, and cleaning wipes for use while on trip.
- Remind students the importance of good hand hygiene, covering their coughs & sneezing, and physical distancing as much as possible while on trip.
- Follow the Bus/Van/Suburban transportation guidance listed above.
- Follow guidance of trip location in terms of group size, physical distancing, and facial covering requirements.

Guest Speakers:

- Guest Speakers are prohibited for the 1st Semester. Guidance will be provided at the start of the 2nd Semester.

Parent-Teacher Conferences/IEP Meetings/Other Required Meetings

- When possible, conduct the meetings virtually or via phone.
- In person meetings should be conducted in an area large enough to allow for physical distancing.
- Keep area stocked with tissues and hand sanitizer.

Facility Considerations

- Ensure that the HVAC system is operating properly and allows for adequate fresh air and air flow.
- The facility will be sanitized each evening, focusing on common areas and high-touch surfaces.
- Unnecessary furniture (tables, etc.) will be removed from classrooms.

Mandated Remote Learning

Transition to a Remote Learning Schedule for All Students

- Pioneer will transition to a Remote Learning Schedule for ALL Students when Richland County is designated to be in Level 4 (Purple) of Ohio's Risk Level System or when other unforeseen circumstances occur in Levels 1, 2, or 3 (See additional considerations on page 3 for examples).

Daily Student and Caregiver Expectations

Caregivers

- Monitor student progress on coursework.
- Develop a "school schedule" to keep routines in place for students while working from home.
- Ensure students log into courses for instruction at designated times.
- Communicate questions and concerns immediately to staff.

Students

- Check NEO Daily for updated assignments and information.
- Follow a regular "school schedule" to keep routines in place while working from home.
- Communicate questions and concerns immediately to teachers.
- Participate in remote learning sessions with teachers as scheduled.
- Watch and engage in lessons provided by teachers and complete assignments according to timelines.

Daily Staff/School Expectations

Teachers

- Create lessons that are engaging for students using a variety of strategies.
- Maintain availability to students via email, Remind, and phone from 8:00am to 3:00pm each school day.
- Teachers may NOT respond to messages between the hours of 8:00pm and 7:00am at any time. Exceptions may be made in the event of an Emergency with Administrator approval.
- Provide a live online instructional session at least once-a-week using Zoom.
- Record and post lectures/instruction to NEO for students to review as appropriate.
- Use NEO as the platform for all assignments, links to resources, etc.
- Grade work in a timely manner and provide feedback to students on assignments.

<u>Technology Department</u>

- Provide help desk assistance when technology issues occur.
- Ensure that all students and staff have a reliable device at home.
- Ensure that all students and staff have reliable internet access at home.

<u>Administration</u>

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.
- Implement appropriate grading procedures and work from home guidelines are provided for teachers.

Pioneer's Online Academy Option

General Guidelines

- This option is available for students whose families prefer an online education for the 2020-2021 school year.
- Students choosing Pioneer's Online Academy Option must commit to this option for at least one full semester (See School Calendar)
- Students not making satisfactory progress may be required to attend face-to-face classes at Pioneer's direction.
- Students will be enrolled in Edgenuity Courses (Pioneer's Online Platform) to earn credit for all academic graduation requirements.
- Students may be enrolled in both Edgenuity Courses (Pioneer's Online Platform) and/or other fully online curricula as necessary to meet Career-Technical course requirements.
- Online Career-Technical credits earned in Pioneer's Online Academy Option will qualify students to be enrolled in the second (senior) year of a course upon successful completion.
- Online Career-Technical credits earned in Pioneer's Online Academy Option will qualify students for a two-year Career-Technical Certificate upon successful completion.
- Not all Pioneer Career-Technical Programs are compatible with fully online options. Students may be asked to change Career-Technical Programs should their program be incompatible.

Daily Student and Caregiver Expectations

Caregivers

- Monitor student progress on coursework.
- Developing a "school schedule" is recommended to keep routines in place for students while working from home.
- Communicate questions and concerns immediately to staff.
- Monitor and support student progress through an online curriculum with caregiver access to the online platform and progress information.

Students

- Meet progress guidelines as prescribed for each course in which you are enrolled.
- Attendance requirements are based on meeting progress guidelines.
- Students participating in this option may be using multiple online curriculum platforms to earn academic and career-technical course credits.
- It is recommended students follow a schedule to complete online learning, assignments, and assessments.
- The online curriculum will meet similar standards as the Pioneer Career & Technology Center's curriculum but will not necessarily match the same pacing or activities that are delivered via in-person instruction.

- Communicate questions and concerns immediately to teachers.
- Students and teachers will participate in virtual check-in meetings designed to support student course progress and provide opportunities for students to connect with each other.
- Letter grades will be posted for all courses.
- If state or local regulations require a school closure, students participating in this option will continue as scheduled, and will continue to use the online curriculum and platform.
- Students may participate in after-school activities at their school building, including extra-curricular activities

Daily Staff/School Expectations

Teachers

- Monitor student progress and provide appropriate feedback to students and caregivers.
- Maintain availability to students via email, Remind, and phone from 8:00am to 3:00pm each school day.
- Teachers may NOT respond to messages between the hours of 8:00pm and 7:00am at any time. Exceptions may be made in the event of an Emergency with Administrator approval.
- Provide a live online instructional session at least once-a-week using Zoom.

Technology Department

- Provide help desk assistance when technology issues occur.
- Ensure that all students and staff have a reliable device at home.
- Ensure that all students and staff have reliable internet access at home.

Administration

- Ensure each student has a device at home.
- Monitor and assist teachers in the delivery of content for students.

Pioneer Calendar for the 2020-2021 School Year

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2020

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4   Independence Day

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14   New Teacher Orientation
17   Returning Teacher 1st Day
18-21   Teacher In-Service Days
24   First Day of School - Juniors
25   First Day of School - Seniors

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7   Labor Day - No School

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

  Parent-Teacher Conferences
16   End of 1st Grading Period

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25   P/T Exchange - No School
26-30   Thanksgiving Break

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18   End of 1st Semester
21-31   Winter Recess

2021

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1   Winter Recess - No School
18   Martin Luther King Jr. Day - No School
27-28   Sophomore Visitation

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15   President's Day - No School
  Parent-Teacher Conferences

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12   End of 3rd Grading Period

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2-8   Spring Beak - No School
9   P/T Exchange - No School

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27   Last Day for Students
28   Teacher Work Day
31   Memorial Day

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Board approved - 08/03/20

The first 5 calamity days will not be made up. Days 6-8 will be made up using "Blizzard Bags" Any other hours below the required minimum will be made up at the end of the school calendar year.

Addendums for Customer Service in Career-Technical Labs

Applies To: **Automotive Technology, Auto Tech Level 1, Collision Repair, Industrial Diesel, Power Equipment**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Students	• Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. • Facial coverings are not required when the employee works alone in an assigned work area • There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) • Employees must perform daily symptom assessment* • Require employees to stay home if symptomatic • Require regular hand washing by employees • Place hand sanitizers in high-contact locations • Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment)	
Customers & Guests	• Specify hours for at-risk populations, as appropriate (e.g. elderly) • Place hand sanitizers in high-contact locations • Ask customers and guests not to enter if symptomatic • Stagger entry of customers and guests	• Customers will wear face coverings at all times. • Provide face coverings upon entry as needed • Where possible, accept customers by appointment only
Physical Spaces	• Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible	

Applies To: **Agriculture (Satellites), Horticulture, Meat and Animal Science**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Students	- Ensure minimum of 6 feet between employees, if possible. If not possible, install barriers. - Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards - Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business's documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment* - Require employees to stay home if symptomatic - Require regular handwashing by employees - Place hand sanitizers in high-contact locations - Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment)	

Customers & Guests	• Ensure minimum 6 feet between customers, when possible • Specify hours for at-risk populations, as appropriate (e.g. elderly) • Place hand sanitizers in high-contact locations • Ask customers and guests not to enter if symptomatic • Stagger entry of customers and guests	• Customers will wear face coverings at all times. • Provide face coverings upon entry as needed • Where possible, accept customers by appointment only
Physical Spaces	• Ensure minimum if 6 feet between people, if possible. If not possible, install barriers • Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Establish maximum capacity • Discontinue self-service food stations, product samples	

Applies To: **Graphics Arts, Media Communications, Media Communications (Satellite), Performing Arts**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Students	- Ensure minimum of 6 feet between employees, if possible. If not possible, install barriers. - Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards - Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business's documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment* - Require employees to stay home if symptomatic - Require regular handwashing by employees - Place hand sanitizers in high-contact locations - Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment)	

Customers & Guests	- Ensure minimum 6 feet between customers, when possible - Specify hours for at-risk populations, as appropriate (e.g. elderly) - Place hand sanitizers in high-contact locations - Ask customers and guests not to enter if symptomatic - Stagger entry of customers and guests	- Customers will wear face coverings at all times. - Provide face coverings upon entry as needed - Where possible, accept customers by appointment only
Physical Spaces	- Ensure minimum if 6 feet between people, if possible. If not possible, install barriers - Post social distancing signage and disinfect high-contact surfaces hourly - Clean merchandise before stocking if possible - Establish maximum capacity - Discontinue self-service food stations, product samples	

Applies To: **College Now – Business Administration, Business & Administrative Services/Marketing (Satellite), IT Support, Web Page Design & Programming, Engineering Design Technology**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Students	- Ensure minimum of 6 feet between employees, if possible. If not possible, install barriers. - Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards - Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business's documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment* - Require employees to stay home if symptomatic - Require regular handwashing by employees - Place hand sanitizers in high-contact locations - Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment)	

Customers & Guests	- Ensure minimum 6 feet between customers, when possible - Specify hours for at-risk populations, as appropriate (e.g. elderly) - Place hand sanitizers in high-contact locations - Ask customers and guests not to enter if symptomatic - Stagger entry of customers and guests	- Customers will wear face coverings at all times. - Provide face coverings upon entry as needed - Where possible, accept customers by appointment only
Physical Spaces	- Ensure minimum if 6 feet between people, if possible. If not possible, install barriers - Post social distancing signage and disinfect high-contact surfaces hourly - Clean merchandise before stocking if possible - Establish maximum capacity	

Applies To: **College Now – Engineering, Engineering (Satellites), Industrial Electricity Technician, Precision Machining Technologies, Welding**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Students	- Ensure minimum 6 ft. between people. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards - Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business's documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace - Practical reasons include, but are not limited to, high temperatures in facilities or employees separated by more than 6 feet or by a barrier when performing the jobs on the manufacturing floor (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment* - Require employees to stay home if symptomatic • Require regular handwashing • Stagger or limit arrivals of employees and guests • Have employees work from home whenever possible	
Physical Spaces	- Ensure minimum 6 ft. between people. - Daily deep disinfection of high-contact surfaces - Space factory floor to allow for distancing - Regulate max number of people in cafeterias/ common spaces - Establish maximum capacity	

Applies To: **Carpentry, Construction Level 1, Home Remodeling, Masonry**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Employees	- Ensure minimum 6 ft. between people. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards • Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business's documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace - Practical reasons include, but are not limited to, high temperatures in facilities or employees separated by more than 6 feet or by a barrier when performing the jobs on the manufacturing floor (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment* - Require employees to stay home if symptomatic - Require regular handwashing - Stagger or limit arrivals of employees and guests - Have employees work from home whenever possible	
Physical Spaces	- Ensure minimum 6 ft. between people. - Daily deep disinfection of high-contact surfaces - Space factory floor to allow for distancing - Regulate max number of people in cafeterias/ common spaces - Establish maximum capacity	

Applies To: **Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education, Homeland Security, Hospitality Services, Teaching Professions (Satellite)**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Employees	- Ensure minimum of 6 feet between employees. - Social distancing will apply with exception that the distance between the client and employee may be less than six feet - Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation - Facial coverings are in violation of documented industry standards - Facial coverings are not advisable for health reasons - Facial coverings are in violation of the business' documented safety policies - Facial coverings are not required when the employee works alone in an assigned work area - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial	- Group students in small groups with social distancing to reduce exposure - Wear eye protection when providing services in close proximity to client, when possible - Launder work clothing daily

		coverings (masks) should be cloth/ fabric and cover an individual's nose, mouth, and chin.)	
		• Employees must perform daily symptom assessment*	
		• Require employees to stay home if symptomatic	
		• Require regular handwashing by employees	
		• Place hand sanitizers in high-contact locations	
		• Clean high-touch items after each use (e.g. carts, baskets)	
		• Wear gloves and dispose of gloves in between tasks in accordance with Centers for Disease Control and Prevention (CDC) glove removal guidance; if gloves cannot be worn, wash hands in between tasks in accordance with CDC handwashing guidance	
		• Dispose of single-use materials between clients	
		• Maintain accurate appointment and walk-in records including date and time of service, name of client, and contact information to assist in contact tracing	
		• Both oral and nose piercings are prohibited at this juncture given the risk of respiratory droplet transmission	
		• Continue to follow all guidelines in existing ORC and OAC for individual profession	
		• OAC 4713 • Please re-review OAC 4713-15-01, 02, 03, 13, & 15	
		• These sections provide pointed rules on cleaning, disinfecting, and sanitation	
		• RC 4709 and RC 4713	
		• These Ohio Revised Code sections are the governing laws for Cosmetologists and Barbers, and set the overarching standards for requirements of	

	sanitation and cleanliness in a licensee's business • RC 3730 • OAC 3701-9 • These laws and rules govern tattoo and body piercings and include sterilization and disinfection procedures. • Additionally, the "Laws & Rules" tab on the Cosmetology and Barber Board's website provides links and information pertaining to the rules and regulations of the industry • www.cos.ohio.gov	
Customers & Guests	• Ensure minimum 6 feet between customers • Social distancing will apply with exception that the distance between the client and employee may be less than six feet • Specify hours for at-risk populations (e.g. elderly) • Place hand sanitizers in high-contact locations • Ask customers and guests not to enter if symptomatic • Stagger entry of customers and guests • Only clients will be allowed in the establishment for their service; unless client must be accompanied by a caregiver	• Require having customers wear face coverings at all times. • Provide face coverings upon entry • Where possible, accept customers by appointment only • Schedule appointments with adequate time in between appointments to reduce the number of clients in the establishment • Ask clients to wait outside in their vehicle or, if not possible, at the entrance of the business with at least six feet between
Physical Spaces	• Ensure minimum of 6 feet between people. • Social distancing will apply with exception that the distance between the client and employee may be less than six feet • Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Establish maximum capacity • Discontinue all self-service refreshments	• Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers) • Use contact-less payments where possible • Increase capacity for delivery and curb-side pickup • Post visible and appropriate signage to communicate to the client that thorough sanitation procedures are in place, and that service will not be provided to clients exhibiting symptoms of COVID-19. Signage to be created, in consultation with the Ohio Department of Health, and distributed to

		- Discontinue client use of product testers; switch to employee-only product handling - Clean chairs and equipment before and after each use - Discard magazines and other non-essential items in the waiting area that cannot be disinfected - Self-service buffets and product samples are prohibited, but self-service beverage is permitted.	licensees by the Cosmetology and Barber Board

Applies To: **Family Consumer Science (Satellites)**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Employees	- Ensure minimum of six feet between employees, if not possible, utilize barriers if applicable and increase the frequency of surface cleaning, handwashing, sanitizing and monitor compliance. - Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. - Businesses must require all employees to wear facial coverings, except for one of the following reasons: - Facial coverings in the work setting are prohibited by law or regulation. - Facial coverings are in violation of documented industry standards. - Facial coverings are not advisable for health reasons. - Facial coverings are in violation of the business's documented safety policies. - Facial coverings are not required when the employee works alone in an assigned work area. - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace. (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.) - Employees must perform daily symptom assessment. * - Require employees to stay at home if symptomatic and perform daily	- Educate on proper use, disposal, and maintenance of face coverings. Enhance education on proper use of gloves, per code. - Reinforce education per current food safety code about when to wash hands. Post health department. handwashing posters at sinks and stations. Set times for periodic handwashing. - Avoid switching tasks when possible to reduce cross contamination concerns. Increase handwashing if changing tasks is necessary.

	symptom assessment requirements before returning to work. • Provide ServSafe, or other approved COVID-19 education, as soon as possible. Add COVID-19 symptoms to the current standard Health Agreement required by the food safety code. • Require regular handwashing by employees. • Comply with person in charge certification requirements and manager certification requirements as set forth in OAC 3701-21-25 and OAC 3717-1-02.4 as applicable. • Maintain compliance with ODH sanitation and food safety regulations. • Limit number of employees allowed in break rooms at the same time and practice social distancing. Maximum to be current group size per state guidelines (currently 10). • Banquet and catering facilities/services must not serve more than 300 guests at one time.	
Customers & Guests	• Specify hours for at-risk populations, as appropriate (e.g. elderly) • Place hand sanitizers in high-contact locations • Ask customers and guests not to enter if symptomatic • Stagger entry of customers and guests	• Require having customers wear face coverings at all times. • Provide face coverings upon entry • Where possible, accept customers by appointment only
Physical Spaces	• Ensure minimum if 6 feet between people, if possible. If not possible, install barriers • Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Establish maximum capacity • Discontinue self-service food stations, product samples • Food courts must follow Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance • Entertainment businesses with food service operations must also follow	• Students will Maintain social distancing during lab activities.

		Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance • Clean merchandise before stocking if possible	

Applies To: **Dental Assisting, Exercise Science & Sports Medicine, Health Assistant, Health Foundations (Satellite), Medical Assisting, Medical Technologies**		
	Mandatory - Industry Specific Guidelines	Pioneer Best Practices
Employees	- Ensure minimum 6 feet between customers, when possible - Specify hours for at-risk populations, as appropriate (e.g. elderly) - Place hand sanitizers in high-contact locations - Visitors should be permitted for outdoor visitation only, so long as all safety standards are met. - Facilities should consider all implications for resident physical and mental well-being when determining when to allow facility and personal visitation decisions. - Visitation practices should be developed that include, at a minimum, limiting visits, creating a screening process for visitors, and using sign-in sheets to track visitors. - Providers should educate residents on the risks of the spread of COVID-19 when interacting with visitors, and the appropriate/applicable safety precautions. - Providers must educate families, friends, and other visitors of the risks of the spread of COVID-19 and the potential health impact for not just their loved one, but all patients within the facility - Facilities are encouraged to maintain, and in some cases enhance, virtual options to augment visitation. Examples include FaceTime, Skype, and Zoom. - Each facility can determine how to best implement outdoor visitations for their residents in a way that works best for them.	- Screen for temperature, history, exposure in accordance with CDC recommendations each day (if symptomatic for illness, send to isolation room. - Divide into smaller lunches and avoid mass entry/exit. - Wear gloves when appropriate and possible - Dispose of PPE clothes between interactions
Customers & Guests	Visitors must agree to have their temperatures taken, complete a	Consider having customers wear face coverings at all times.

		health screening, and wash their hands or use hand sanitizer upon arrival. • Masks (facial coverings) must be worn during each visit. • Families, friends, and other visitors need to agree to minimize physical contact when possible and determined necessary by the team. • Any visitation guidelines required by the provider to maintain the health and safety of all residents should be agreed to by all visitors.	• Provide face coverings upon entry • Where possible, accept customers by appointment only • Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers)
Physical Spaces		• Ensure minimum if 6 feet between people, if possible. If not possible, install barriers • Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Establish maximum capacity • Limit capacity (employees and members/clients) based on available space and ability to social distance with six feet between members/clients, except in facilities where instructor/student must be in close proximity (i.e. dance instruction, swimming, personal training, etc.). • Set facility up for social distancing by spacing equipment to provide a six-foot radius (as measured from the center of the main operation of the specific piece of equipment) or by disabling equipment (bike, treadmill, elliptical, etc.) to provide a six-foot radius. • For class settings, set up work areas before arrival of students, allowing at least a six-foot radius around users. • Reinforce spacing through training with employees, and reinforcement with members/clients. • Remove excess seating throughout the facility to discourage lingering. • Eliminate lost and founds.	• Post social distancing signage and disinfect high-contact surfaces hourly • Clean merchandise before stocking if possible • Maximize available checkout space to promote social distancing (e.g., space customer lines with floor signage)

		• Establish log-in procedures for members/clients, and maintain that information for potential contact tracing.	