

2020-21 KC Tech Academy Start of Year Plan

- Purpose of this document is to lay out a framework for what the 2020-21 School Year will look like.
- Students may not opt-out of in-person learning for KCTA programs. We will accept students that are virtual learners at their home school but choose to attend in-person at KCTA.
- In the instance a sending school misses days for Covid-19, or other infectious disease precautionary measures, those students will also NOT attend KCTA.

General Overview of COVID-19 Safety Protocols, Procedures, & Precautions

- **Training:** Our students and staff will be trained in COVID-19 safety guidelines and these Protocols.
- **Personal Protection Equipment (PPE) Use:** Facial coverings may be worn by our students and staff while at school. This is a recommendation not a requirement, at this time and could change if mandated by state and local jurisdictions.
- **Personal Hygiene:** Our students and staff will be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC
- **Social Distancing:** Staff and students are encouraged to maintain separation of at least 6 feet. Area seating areas will be reduced and/or reconfigured to allow for minimum separation of 6 feet between persons. Employees will be required to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals. Teachers will arrange classrooms to maximise social distancing opportunities.
- **Enhanced Sanitizing and Disinfecting:** Soap and water will be made available to employees and customers/public in restrooms. Hand sanitizer or sanitizing materials, compliant with CDC standards, will be available to everyone in common areas and classrooms. Signage and/or staff will be deployed to encourage the use of hand sanitizer. The following areas & touchpoints will be disinfected frequently: waiting area, equipment & tools, copy machines, desks, handles, light switches, etc.
 - Teachers will disinfect their tables in between groups AM and PM.
 - Entryways & common areas will be disinfected between sessions.
- **Self-Screening:** Before reporting to school, students' and staff' will be encouraged to measure their own body temperatures. Those with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) will not perform on-site duties and are directed to stay home. Any symptoms should be communicated to their respective teacher or supervisor. Our students/staff will be informed that they should not report to school if they are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to the start of a school day.
- **Symptomatic Students/Staff:** Anyone reporting or displaying COVID-19 symptoms or increased temperature will be isolated and will need to vacate the facility.

Scheduling Options:

| Procedure/Mitigation Level | |
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| Initial/Traditional Schedule | Class Schedule 8:00a - 10:45a 11:15 - 2:00 2 Sessions (am/pm), approximately 10-15 students per session, capacity for each session in a normal setting is 20 students. |
| Alternative schedule - in the event needed | If required by local authorities or if a sending district determines the need to go to a hybrid OR e-learning schedule, KCTA will work with the school district to determine a workable schedule at that time. |

Everyday Procedures

| Procedure/Mitigation Level | Traditional | Increased Mitigation - As needed |
|----------------------------|--|---|
| Arrival | <ul style="list-style-type: none"> • Building will open at 7:45 a.m. • Upon entering building, students will proceed to classroom • At 7:55 a.m. buses will start unloading and students will proceed directly to classroom area. | <ul style="list-style-type: none"> • Building will open at 7:45 a.m. • Upon entering the building, students will proceed to classroom • Busses will unload utilizing staggered arrival and students will proceed to classroom. |

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| Dismissal | <ul style="list-style-type: none"> Dismissal of students | <ul style="list-style-type: none"> Staggered dismissal during am & pm sessions. Students will be dismissed by school as busses arrive to avoid overcrowding and congestion |
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Instructional Practices

| Method/Mitigation Level | Traditional | Increased Mitigation - As needed | Remote Learning |
|------------------------------|--|--|---|
| All Instructors/SME's | <ul style="list-style-type: none"> Classroom instruction is delivered in a normal manner. Teachers will mitigate as much student-student and teacher-student contact as possible Labs, group work, large group activities, etc. should be designed so that as few materials needed as possible have to be shared. | <ul style="list-style-type: none"> Teachers rearrange their classroom to meet social distancing guidelines. Classroom instruction is delivered with as little interaction as possible. There should be no student-student and teacher-student contact or shared materials. Students should utilize their own tools, materials, and equipment when possible. Program Tools/materials will be cleaned and sanitized between the am/pm session, and will not be shared during a single class/lab period. Group work will only be utilized while practicing social distancing, etc. Students will alternate between seated work and "lab" work to ensure social distancing Where applicable, students will not share keyboards/mouse, will have individual tools to utilize in the learning space. Equipment will be sanitized between uses. | <ul style="list-style-type: none"> Procedures are in place to be able to quickly transition to a e-learning environment if needed. Work to adjust curricular learning to be more online/virtual friendly so skills training can continue to be focused on. There will also be required weekly calls with Instructor. Students will be surveyed on availability of at-home technology to make sure they are able to continue e-learning at home. KCTA will help where needed to provide access to laptops to the best of their ability. |