

Reopening of State-Operated Area Technology Centers (ATCs)

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Guidance (June 29, 2020):

COVID-19 Plan for Reopening Secondary Career and Technical Education (CTE) Facilities for Completion of Industry Certifications and Lab-Based Dual Credit Coursework

COVID-19 Plan for Reopening Secondary Career and Technical Education (CTE) Facilities for Completion of Industry Certifications and Lab-Based Dual Credit Coursework June 29, 2020



[The following guidelines establish a reopening plan for school districts and area technology centers (ATCs) when districts choose to have CTE students return to campus during the summer to complete industry certifications and lab-based dual credit coursework from the 2019-2020 academic year. These general and area-specific guidelines have been approved by the governor's office.

General Requirements

1. Seek guidance from local health department officials when planning to reopen for industry certification testing and/or lab-based dual credit coursework completion.
2. Work closely with their designated [Healthy at Work](#) officer when preparing school settings for summer industry certification testing and/or dual credit lab-based coursework completion, which includes the development of a plan for addressing students who test positive for COVID-19. This plan should be established prior to reopening with input from the local health department.
3. Prepare a plan to determine which students will have the opportunity to test or complete dual credit, prioritizing graduating seniors first.
4. Prepare a communications plan to reach those students who will have the opportunity to test or complete dual credit. Please include parents or guardians on the communications.
5. Confirm student willingness and parent/guardian approval to participate in in-person completion of industry certifications, assessments and lab-based dual credit coursework. If the student is 18 or older, it is requested the student give notice to parent/guardian. If the student is under 18 years of age, parent/guardian permission is required.
6. Require that scheduling of students is conducted in compliance with Kentucky's [Healthy at Work](#) minimum requirements.
7. Anyone entering the school must complete daily temperature/health checks as part of [Healthy at Work](#) minimum requirements.
8. Require that all applicable staff and students be trained on the [Healthy at Work](#) minimum requirements and adhere to [Healthy at Work](#) daily temperature/health checks.
9. Maintain a daily record of all students and staff in the building.
10. Plan for staff and student illnesses by working with the school nurse or health staff, identifying an isolation room and preparing procedures to safely send staff members or students home if ill.
11. Prohibit access to water fountains. Staff and students should be made aware of this prior to being scheduled to work or test/complete lab-based dual credit coursework.
12. Bathroom use must be limited to the number of people that would allow proper social distancing per [Healthy at Work](#) minimum requirements.
13. Require proper handwashing and hygiene. Hand sanitizing must be required for students prior to starting any work within the facility.

Key Elements of the Guidance

The guidelines are categorized by the following:

1. General Requirements
2. Arrival and Dismissal
3. Transition Between Classrooms and Labs
4. Area-Specific Guidance
 - a. Classrooms
 - b. Computer Labs
 - c. CTE Lab Areas

Plans for Opening ATCs

- All ATCs have a designated “Healthy at School” leader. These leaders have been asked to participate in sending district planning/communications, where appropriate.
- ATC principals have been working with their sending districts to ensure the ATC is aligned to the sending school’s reopening plans.
- ATCs will rely heavily on the June 29 reopening guidance for secondary CTE spaces, as well as the KDE guidance document on Safety Expectations and Best Practices for Kentucky Schools.
- ATC leadership held a COVID-19 session during a recent virtual ATC Principals meeting to address continued concerns and seek additional feedback on the reopening plans.
- Three Kentucky Tech administrative field supervisors have been working with individual schools to address questions and concerns, as they arise.