

Heartland Technical Academy
Instructional Plan and School Opening plan
for
School Year 2020-21

This guide outlines the educational plans and health and safety protocols that will be in place at the Heartland Technical Academy for the 2020-21 school year. This plan is subject to change as guidelines from Public Health and the State Board of Education are updated. Practices and precautions taken will reflect the most current guidance from relevant agencies.

Instructional Delivery

With current ISBE guidelines recommending that students receive in-person instruction following all safety directives, and with many HTA classes focusing on the development of hands-on skills, this plan intends to provide students with the level of access to facilities and equipment that is needed to meet course objectives. Access to face to face instruction and hands-on experiences will follow the most current safety recommendations.

Health and Safety Directives include:

- Face coverings will be worn by all students and staff while indoors. Face coverings must fit snugly against the sides of face, cover mouth, nose and chin. Home-made masks are okay as long as they fit this criteria and are at least 2 layers of fabric thick. Masks must be clean and sanitary. No mesh or open weave fabric allowed. Students are required to bring their own mask on a daily basis.
- Social Distancing will be maintained to the greatest extent possible in all areas including check in points, common areas, classrooms, and labs.
- Limit of 50 people per space including bus stops and common areas
- Students and staff must be symptom free and complete all required pre-screening and check in procedures
- Increased cleaning and disinfection

Each HTA program will follow one of three models of instruction based on course objectives and the needs of students to access facilities:

1. On Campus, Face to Face instruction – This option would be for classes with course objectives that cannot easily be met remotely and also have classroom space and lab space large enough to provide necessary social distancing for all enrolled

students. These classes may have periodic days of remote learning which will be scheduled to meet certain course objectives that can be completed remotely, but for the vast majority of time classes implementing this option will have all students on campus throughout the week working in labs following appropriate social distancing and other health and safety guidelines. These classes will start the year remotely (approximately 1 week) to allow for students to complete safety tests and other course requirements before entering the lab and also to make sure students understand all check in and safety procedures. Because a portion of HTA students may be required to take the remote learning option with HTA because of policies in place at the partnering high schools, teachers may be given the option to use Fridays as a day to work on remote activities. Teachers would still be able to schedule small groups of students for face to face instruction on Fridays as needed based on the level of progress individual students are making on course objectives.

2. Blended classes – This option would be for classes that can complete some course objectives remotely, but will require students to regularly be on campus to use labs and receive face to face instruction in order to complete many course objectives. This option would also be selected for classes that require students to be on campus, but lab space does not allow for proper social distancing if all students are in attendance at the same time. These classes will have students come to campus in smaller groups on scheduled days each week for instruction and then spend the rest of the week completing remote activities with support from the instructor. An example of what this option might look like would be for students to be divided into two groups: Group 1 would attend in person every Monday and Tuesday, Group 2 would attend in person every Wednesday and Thursday. Fridays would be available for teachers to schedule students on an “as needed” basis (adhering to social distancing guidelines) in order to provide specific students extra time in the lab or additional support from the instructor. Friday could also be used by the instructor to develop and support the remote learning activities that students will complete the days they are not on campus. It is likely that these classes will start the year remotely (approximately 1 week) to allow for students to complete safety tests and other course requirements before entering the lab and also make sure students understand all check in and safety procedures.
3. Remote learning – These classes will be taught almost entirely remotely with teachers providing lessons online and utilizing some program like Canvas or Google Classroom to deliver content. As needed, some days may be used for small groups of students to come to campus for face-to face instruction if students are struggling with the remote learning format, or if a specific course objective needs to be taught in person. Face to face days would be rare, and would be “by appointment” making sure all guidelines are followed related to social distancing, pre-screening, etc. Programs operating in Options 1 or 2 are working to identify ways to use remote learning to meet as many course objectives as possible and be ready to transition to this option if necessary.

Requirements for in person instruction

- Students will not come to campus for in-person instruction unless they are specifically scheduled for face to face days by their instructor. Some programs will have students scheduled for specific days each week. Others will schedule students on an as needed basis throughout the semester. All HTA programs will teach remotely for the week of August 17th, and during this week, teachers will be placing students in groups and scheduling in-person days on campus.
- Students will not come to campus until they understand all safety protocol and check in procedures. Teachers will use remote time the week of August 17th to ensure understanding of and compliance with safety and check in procedures.

These include:

- Required pre-screening activities before coming to campus
- Check in procedures to complete when arriving on campus
- Limiting the number of people at bus stops and in common areas of the building
- Maintaining Social Distancing when in the classrooms, labs, common areas, bus stops and other locations of the school.

Any individual experiencing any of the following symptoms should NOT come to campus:

- Fever (Temperature of 100.0 Fahrenheit or greater)
 - Cough
 - Sore Throat
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle Aches
 - Headache
 - Nausea or vomiting
 - Diarrhea
 - New loss of taste or smell
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- Students coming to campus must also review Richland Community College's plan and information located at: <https://www.richland.edu/app/uploads/2020/06/Restore-Richland-Plan-June-2020.pdf>

Prescreening procedures when coming to campus

Students and parent/guardians must certify that students are symptom free before coming to campus. Reporting to school is verification that the student has been screened at home for symptoms listed above, other than fever. HTA or RCC staff will check the temperature of students upon arrival to school and on each visit to the school. Additionally, any person that was in close contact with a person who has been diagnosed with COVID-19 within the last 14 days should not come to campus.

Check in procedures after arriving to campus

Students that are scheduled to be on campus by their instructor and have met all prescreening requirements may come to the campus building (or the Cosmetology school's off-site location), and check in at the appropriate building where their class is held. During the first week of remote instruction, teachers will ensure that students know which building and/or entrance students should use for their respective program. Students should only enter the building where their class is located and remain in that building throughout their scheduled time on campus. HTA or RCC staff will be taking temperatures of students at each entrance upon student arrival.

If a student arrives to campus and is found to have a temperature of higher than 100.0 degrees Fahrenheit, that student will be instructed to remain in a specified area away from others until a parent can come pick up the student. HTA will contact the parent/guardian of the student as well as the high school they attend.

Returning to campus after being excluded due to symptoms or exposure

Individuals that have not tested positive for COVID 19 may return after the following conditions are met:

1. No fever for at least 72 hours without the use of fever reducing medication
2. No longer experiencing symptoms
3. At least 14 calendar days have passed since symptoms appeared

Returning to school after testing positive

Individuals who have tested positive for COVID 19 may return to school after the following conditions are met:

1. No fever for at least 72 hours without the use of fever reducing medication
2. No longer experiencing symptoms
3. At least 14 calendar days have passed since symptoms appeared, OR,
4. Individual has received 2 negative tests at least 24 hours apart

The Macon County Public Health Department may be contacted to assist with protocols of allowing an individual to return to campus.

Other Protocols and Procedures

- Face coverings must be worn at all times by all staff, students, and anyone entering the building.
- When scheduling time for students to come to campus to utilize equipment and facilities, teachers will follow the capacity guidelines that are put in place to allow for appropriate distancing within each specific classroom or lab
- Labs will have guidelines in place for flow of movement to allow for appropriate distancing
- RCC will provide for increased cleaning and disinfecting of labs and other spaces used by HTA students
- Staggered dismissal of classes to allow for distancing as students exit the building
- Students will remain in the building where their class/program is located and not move between different buildings of campus
- Additional hand sanitizing stations provided by RCC
- Instruction of safety protocols will be conducted by HTA teachers during the first week of remote activities