**Pike County Career Technology Center**

**Adult Education**

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**2023 – 2024 School Year Plan**

Contents

* Introduction & Purpose of Plan 2
* Goals of the Plan 2
* Plan Sustainability and Authorization 2
* General Protocols for Students 3
* Masks / Facial Coverings 3
* Sanitization Protocols 3
* Protocols for Visitors to Ad Ed Center 3
* Quarantine for Individuals Diagnosed with

COVID-19 4

* Absences due to Quarantine 4

**Pike County Career Technology Center – Adult Education**

**2023-2024 School Year Plan**

**Introduction & Purpose of Plan**

The Pike County Career Technology Center, Adult Education Division, operates under the direction of the Ohio Department of Higher Education. It does not operate under the direction of the Ohio Department of Education (K12).

The purpose of the plan is establish necessary protocols to help ensure the health, safety, and well-being of all Pike CTC Adult Education staff, students, and visitors.

**Goals of the Plan**

1. Help ensure the health and safety of all Pike CTC Adult Ed students.

2. Help ensure the health and safety of all Pike CTC Adult Ed faculty, staff, and visitors.

3. Allow students access to workforce development programs that lead to obtaining an industry recognized credential and substantial employment.

4. Allow students in Aspire programs to have access to classes and services that allow them to improve their academic skill levels and obtain their goals of entering postsecondary, obtaining employment, or obtaining their high school equivalency credential.

5. Make assessment services available to the public.

6. Make the services available through the Adult Education Office available to the public.

**Plan Sustainability and Authorization**

**This plan is expected to be modified and will be modified as directives and recommendations are provided to the school by appropriate state and/or local government entities.**

**DATE OF REVISIONS OF COVID PLANS:**

**DATE: 7-8-2020**

**DATE: 11-12-2020**

**DATE: 2-3-2021**

**DATE: 5-24-21**

**DATE: 8-20-21**

**DATE: 8-30-21**

**DATE: 1-18-22**

**DATE: 2-18-22**

**DATE: 8-9-22**

**DATE: 8-15-22**

**DATE: 1-3-23**

**DATE: 8-30-23**

**This document was submitted to the local health department.**

**General Protocols for Students**

Students will have assigned seats.

Students will maintain at least 6 feet of space from other individuals when possible.

All instructors must keep daily attendance records for every class. These attendance records must be accessible if requested by administration or the local health department.

**Masks / Facial Coverings**

Facial coverings are OPTIONAL for all employees, students, and guests while in the building – regardless of vaccination status. Individuals may choose to use their own covering.

Masks are not to be worn if they cause an immediate hazard or risk during the course of instruction or exercise.

See “**Quarantine for Individuals Diagnosed or Exposed to COVID-19”** section for additional information concerning Facial Coverings.

**Sanitization Protocols**

Buildings will be cleaned and sanitized often. Restrooms will be cleaned and disinfected often.

**Protocols for Visitors to the Adult Education Center**

Members of the public often visit the Adult Education Office to inquire about programs and services or conduct other matters of business. The following protocols are in place to help ensure the safety of faculty, staff, students, and visitors.

All visitors will be required to enter and exit the building through specific doors as assigned by the administration.

Facial coverings are optional for all visitors while inside the building.

All visitors should take necessary steps to ensure appropriate social distancing of 6 feet between individuals when possible.

**Quarantine for Individuals Diagnosed with COVID-19**

**Per CDC guidelines**

**Positive COVID-19 Test**

Anyone who tests positive for COVID must quarantine for 5 days and should wear a mask for 5 days after returning to school from quarantine.

Anyone who has known or suspected exposure to COVID should wear a mask around others for 10 days from their last exposure, regardless of vaccination status or history of prior infection.

**Absences due COVID-19 Quarantine**

For students who are absent due to quarantine, policies will be adjusted so as not to penalize students for the required quarantine period(s). Policies will be adjusted by permitting distance education, remote learning, or student make-up for those who are absent due to and during COVID-19 quarantine.

Students must present documentation of the positive COVID test.