PORTAGE LAKES CAREER CENTER
RE-OPENING PLAN 2020-2021

Extraordinary Experiences. Every Student. Every Day.
The attached document includes information related to the re-opening of Portage Lakes Career Center. Since the hands-on nature of our work is a bit different than that of a traditional school district, as we prepare for the upcoming school year we will strive to be as transparent as possible about the challenges that remain and will most likely be present for students and staff on August 20 and moving into our school year.

District administrators continue to work to research the present data and utilize the expertise of health care professionals to determine the most appropriate response to the spread of COVID-19. We are in constant communication and collaboration with Akron Children’s Hospital via our school nurse in addition to adhering to the most recent guidelines and recommendations offered by the Ohio Department of Education (ODE), the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), Governor DeWine, and the Summit County Health Department. As you are aware, this is a very fluid situation and will likely continue to change during the school year. I believe it is important to recognize these changing conditions and prepare parents/caregivers, students, and staff for a school year that will have to be flexible and adaptable to the current circumstances.

While the focus and primary goal of PLCC is to have all students return to school on August 20, we must keep the health and safety of all members of the school community as our top priority. There will likely be situations that arise that will require the short-term closure of school or at least of individual classrooms. We understand the benefit of facial masks and per Governor DeWine’s recommendations and the Summit County Health Department mandates, masks are to be worn whenever safely possible here in the building. What is certain is that whatever strategies are implemented there will be some parents/caregivers and staff who are highly satisfied, some who are very disappointed, and many who are somewhere in between; we understand that and ask for your patience and compliance.

I want to acknowledge the difficult decision families must make if they are not comfortable with their child returning to the school setting. With all of the school options for PLCC, we will strive to make sure our students and adults are cared for, continue to prioritize student learning, have the resources needed to ensure effective teaching practices, and can continue to operate as efficiently and responsibly as possible. We pledge to work with you to provide an extraordinary, safe experience for your child. As matters change, rest assured that we will alert you via text, phone, and/or email of any changes that will affect you.

At all times, Portage Lakes Career Center will make sure that the following practices are monitored daily:

- Assessing symptoms
- Sanitization of rooms and buildings
- Practicing social distancing
- Using facial coverings as required
- Assessing risk and mitigating factors

The school year will open, at this time, with all students physically present in the building along with all staff members. We will continue to monitor and re-evaluate this plan as the need arises and we look forward to welcoming you on August 20 for an extraordinary year!

Kim Redmond
Kim Redmond
Superintendent
HIGHLIGHTS and WHAT YOU NEED TO KNOW

The following is a snapshot of what is outlined in greater detail throughout the remainder of this document. For clarity’s sake, we have offered the major points below:

As of July 17, 2020, school will begin in person and at PLCC for all students on August 20, 2020.

We expect all students and staff to perform a daily temperature check before school and to stay home if your temperature registers over 100°F. The Student Handbook attendance policy will be changed this year to account for the Covid-19 pandemic.

As of July 17, 2020, per Governor DeWine’s recommendation and the Summit County Health Department’s current mandate, all students and staff are required to wear masks; masks will not be provided for students or staff.

Lockers will not be provided this year but book bags are allowed; however, please bring only what you need for school. Drinking fountains will also be shut off so please bring a water bottle.

The school will provide students with a portable barrier that must be cleaned and brought to PLCC daily for use in both academic and lab classrooms to further enhance social distancing.

There are three (3) plans for instruction this year depending upon the level of virus severity.

**PLAN 1—All Students and Staff In Person & In Buildings Following Safety Procedures**
Business as usual while following extensive safety procedures for student and staff safety and wellness.

**PLAN 2—Brick and Mortar Modified (if virus level mandates additional accommodations)**
CTE Programs in session, in person, and in the building at PLCC.

Academic instruction goes remote with academic instructors working on campus at PLCC.

Students are expected to log in to their academic classes at the SAME SCHOOL SCHEDULED TIME or will be considered absent (i.e., if English is Period 1 then English students for Period 1 must sign in remotely by 7:45am).

PLEASE NOTE: Students SHOULD NOT schedule work hours during school hours (unless they are seniors on approved placement through PLCC during their CTE lab time). Students cannot use work as a reason for any absence during academic or lab time. Students are expected to attend all classes during traditional class times and are encouraged to plan accordingly.

**PLAN 3—Remote Learning (if virus level mandates school shut down)**
Students are expected to log in to both their academic and their lab classes at the SAME SCHOOL SCHEDULED TIME or will be considered absent (i.e., if English is Period 1 then English students for Period 1 must sign in remotely by 7:45am; if your welding program begins at 11:13am in school, it will begin at 11:13am remotely).

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# Portage Lakes Career Center Re-Opening Plan 2020-2021

## PLAN 1-All Students and Staff In Person & In Buildings Following Safety Procedures

<table>
<thead>
<tr>
<th><strong>Students</strong></th>
<th><strong>Parents/Caregivers</strong></th>
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</table>
| • Wash your hands often with soap and water for at least 20 seconds (say the alphabet twice).  
• Use hand sanitizer often. Sanitizer stations and sanitizer will be provided throughout the school building and in all classrooms.  
• Wearing a mask is required.  
• Carry a backpack large enough to carry all materials as lockers will not be assigned. You will be able to carry this with you throughout the day.  
• Cover coughs and sneezes (with the sleeve or elbow, not the hand).  
• Do not touch any other person.  
• Report immediately to your first period classroom/lab upon arrival to school.  
• Carry a water bottle as water fountains will not be available for use.  
• Follow all signage in the hallways and common areas.  
• Whenever possible, stay to the right when traveling down hallways.  
• Enter and exit the building via these guidelines:  
  - Students riding a bus, please enter and exit only through Door #3.  
  - Students who drive, please enter and exit only through the main entrance.  
• Students will clean desks and seats at the conclusion of each class.  
• Students are to carry the school-provided portable barriers to each class and to keep them cleaned each day; they are REQUIRED daily.  
• Maintain maximum physical distance from peers whenever possible.  
• Use hand sanitizer or wash your hands with soap and hot water for at least 20 seconds (say the alphabet twice) after arriving at school.  
• Use designated entrances and exits to the office.  
• Follow physical distancing protocols as much as possible when in an office or when navigating throughout the school building.  
• Sit in designated seats for your own safety.  
• Use hand sanitizer or wash your hands with soap and hot water for at least 20 seconds (say the alphabet twice) prior to eating lunch and after eating lunch.  
• Follow guidelines for restroom use during lunch periods.  
• Follow physical distancing guidelines as much as possible when in line and in serving areas.  | • Conduct a daily student wellness check including taking temperature prior to sending a student to school.  
• Students with temperatures over 100°F should stay home (please note that in light of the Covid pandemic, attendance policies have been revised and will be made available via the Student Handbook).  
• Ensure you have caregivers available to pick up children who fall ill at school.  
• Wearing a mask is required when in the building.  
• Provide a mask for your child for the following situations:  
  - To wear as recommended and/or required  
  - To wear during small group instruction  
  - To wear on the bus and while at school as needed  
• Ensure your children wash their hands often with soap and water for at least 20 seconds.  
• Provide children with a backpack large enough to carry all materials as lockers will not be assigned.  
• Provide your student with a water bottle daily as water fountains will not be available for use.  
• Ensure contact information is up to date in the event the nurse needs to contact home. |
# PLAN 1 - All Students and Staff In Person & In Buildings Following Safety Procedures

## All Employees
- Wear a mask or face shield at all times except when alone (e.g., planning time, restrooms, etc.).
- Conduct a daily wellness check including temperature prior to coming to work. Employees with temperatures over 100°F should stay home.
- Wash your hands often with soap and water for at least 20 seconds.
- Use hand sanitizer often.
- Cover coughs and sneezes (with the sleeve or elbow, not the hand).
- Do not touch any other person except in the case of an emergency in which student safety is at risk.

## Administration
- Ensure procedures are in place to maximize social distancing whenever possible.
- Ensure supplies are readily available for staff.
- Ensure proper signage is installed in hallways and common areas.
- Ensure supplies are readily available for custodians.
- Provide reminders, issue warnings, contact parents/caregivers, and issue consequences to repeated expectation violators.
- Implement staggered dismissal times if necessary to maximize physical distancing and student safety.
- Ensure adequate supervision is available on bus lots, in parking lots, and in common areas of the building.
- Ensure proper signage is installed in hallways and common areas.
- Monitor drop off and dismissal to ensure students do not congregate in groups.
- Provide parents/caregivers with options for in-person, phone, or video conferencing.
- Ensure physical distancing guidelines are followed as much as possible when in-person meetings are held.
- Ensure the student isolation area is properly supervised when in use.

Office Staff:
- Monitor and control the number of people in the office at any one time.
- Use supplies provided to spray desks, chairs, and any common materials.

## Teachers/Assistants
- Ensure classroom setup of desks provides physical distancing for students. (3 feet minimum)
- Ensure students maintain physical distance whenever possible.
- Provide reminders, issue warnings, contact parents/caregivers, and report repeated expectation violators to the office.
- Wear a mask or face shield at all times except when alone (e.g., planning time, restrooms, etc.).
- Wear a mask when working in small groups (not solely a face shield).
- Eliminate shared classroom materials or wipe down between each use.
- Keep the classroom door open to reduce the number of touches to door handles.
- Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.
- Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- Assist in supervision of restrooms, hallways, and common areas between classes.
- Use staggered dismissal to ensure physical distancing at the end of lunch.
- Wear a mask or face shield when circulating around designated eating areas.

## Building and Grounds Team
- Make sure teachers are provided with all daily supplies needed including disinfectant and paper towels.
- Disinfect classrooms daily.
- Disinfect common areas and high touch areas based on a schedule provided by school administration. This includes but is not limited to door handles, handrails, toilets, stalls, and sinks.
- Clean and disinfect conference rooms after meetings or provide materials for cleaning and disinfecting to take place.
- Disinfect clinic and isolation area based on schedule provided by school administration.
- Disinfect all table tops and seats before and after each lunch.
- Disinfect restrooms and common spaces between lunches.
- Ventilate with outdoor air as much as possible.
- Increase filter efficiency and regularly verify ventilation and filtration performance.
PLAN 2-Brick and Mortar Modified (if virus level mandates additional accommodations)

- CTE Programs in session, in person, and in the building at PLCC.
- Academic instruction goes remote with academic instructors working on campus at PLCC.
- Students are expected to log in to their academic classes at the SAME SCHOOL SCHEDULED TIME or will be considered absent (i.e., if English is Period 1 then English students for Period 1 must sign in remotely by 7:45am).

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<td>•Follow a regular school schedule while working from home.</td>
<td>•Create lessons that are engaging for students using a variety of strategies.</td>
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<td>•Communicate questions and concerns to teachers immediately.</td>
<td>•Be available for office hours and meetings by appointment.</td>
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<td>•Participate in all virtual sessions as scheduled.</td>
<td>•Utilize Google Classroom (and/or Schoology) as the platform for all assignments.</td>
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<td>•Follow teachers’ instructions and complete assignments according to directions and deadlines.</td>
<td>•Grade work in a timely manner providing feedback on all assignments.</td>
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| • Monitor and assist teachers in content delivery. | |
| • Implement appropriate grading procedures and work from home guidelines for teachers. | |
| • Act as support for students, families, and staff. | |