

Metro Technology Centers

COVID-19 OPERATIONS & PREVENTION PLAN

FY 2021-2022

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INTRODUCTION

In early 2020, Metro Technology Centers (MTC) responded quickly to the COVID-19 pandemic to prevent the spread of COVID-19 on our campuses. Under an emergency response action, the MTC Return to Campus Plan, all campuses were initially closed and remote working and learning was implemented for employees and students, respectively. As the public health situation changed in Oklahoma, modifications were made to our emergency response plan and we shifted from remote/online work and learning to in-person work and A/B schedule in person learning in early 2021. Stringent safety and health hygiene provisions were put into place. In June 2021, MTC fully resumed in-person learning with the continued COVID-19 prevention provisions in place.

On July 1st, 2021, Oklahoma Senate Bill 658 took effect; hence, MTC will no longer require wearing of facemasks by employees, students and visitors. This document is an operations plan to address the ongoing COVID-19 pandemic. Oklahoma City County Health Department still recommends the wearing of a facemask to protect by individuals. Additionally, the Centers for Disease Control and Prevention (CDC) recommends the wearing of facemasks in public settings for unvaccinated persons. Metro Technology Centers respects and supports the personal choice of any student, staff member or visitor to wear a facemask. Doing so will be a personal choice rather than a requirement of the district.

REQUIREMENTS FOR MTC EMPLOYEES & STUDENTS

To prevent the spread of COVID-19 while on Metro Tech Campuses, all students and staff must follow the Metro Tech COVID-19 protocols and procedures found in this MTC COVID-19 Operations & Prevention Plan. Our protocols and procedures adhere to the requirements, guidance and recommendations issued by the Oklahoma City County Health Department (OCCHD), the Oklahoma State Department of Health (OSDH) and, to the extent possible, the Centers for Disease Control and Prevention (CDC).

Metro Tech's requirements include:

Daily Health Screening: Before arrival to campus, the daily health self-screening questionnaire must be completed. This is available by text alert, email or QR code. This questionnaire is an assessment of symptoms and exposure to the COVID-19 virus. The daily self-screening questionnaire includes the following questions.

- **Today or in the past 24 hours, have you experienced any of the following COVID-19 symptoms?**
 - Fever of 100.4 degrees Fahrenheit (F) or above
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- **In the past 14 days, have you been in close contact with a person that has tested positive for COVID-19?**
- **In the past 10 days have you tested positive for COVID-19 or are you currently waiting for test results?**

For the student or employee to be allowed onto campus, the daily health self-screening must be completed and cleared.

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If a person is on campus and begins to experience COVID-19 symptoms that is not explained by a known prior condition, the student must immediately report this to their instructor/teacher, the employee to their supervisor, and they must leave campus. The Instructor/teacher must inform the site administrator of this and with both the student and employee, a MTC contact tracer must be notified.

Notification to MTC Contact Tracers: Metro Tech's designated Contact Tracers will immediately receive email alerts when a person is NOT cleared by the Daily Health Self-screening. An MTC contact tracer will then contact the non-cleared person to discuss their situation. As a secondary measure, employees or students who test positive for COVID-19, suspect they are infected with the virus that causes COVID-19, experience COVID-19 symptoms or have been exposed to a COVID-19 positive person should notify their supervisor or instructor and if on campus, take immediate measures to leave campus. That person should also complete the COVID-19 Exposure Report Form and/or COVID-19 Symptom Report Form found on both KALMS and at www.metrotech.edu. Once one of those forms are completed, a MTC contact tracer will receive an email alert and will follow up with that person. As a tertiary measure, any MTC teacher, site administrator or supervisor that becomes aware of a COVID-19 positive or exposed person on our campuses, they must notify a MTC Contact Tracer.

Physical Distancing: To the extent possible, physical distancing (6 feet of separation or “two arms-length” from others) must be practiced in the buildings, in common areas and on the campus grounds. Common areas are defined as areas or equipment shared by more than one person. Congregating in common areas is discouraged. When doing so, physical distancing should be maintained.

Cohorting: To the extent possible, teachers must practice cohorting with their students. Cohorting means keeping the same students together as a group while on campus. This will limit the number of students, teachers and staff they come into contact with at Metro Tech.

Disinfection: In the classroom and office areas, antiviral wipes are provided to clean the “high touch surfaces” used during class and work. High touch surfaces include desks, laptops, keyboards, etc. MTC students and employees must wipe down any shared equipment or surfaces they have touched upon leaving.

Health and Hygiene: The following health and hygiene measures must be followed:

- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

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- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands.
- Avoid using other individual's phones, writing utensils, books, desks, or other work tools and equipment.

CLASSROOMS, LABS AND COMMON AREAS

The COVID-19 protocols and procedures will be communicated to all students and staff by the Site Directors, teachers/instructors and/or supervisors. Metro Tech students and employees will be held accountable for following all requirements and guidance as established by the District.

The following actions are taken to ensure district buildings, classrooms, labs and common areas are safe for students and employees.

- Daily health self-screenings are required for every student and employee.
- Sanitation of campus buildings, including high-touch, high-use areas, shall be conducted on a daily basis by custodians.
- Site Directors will work with teachers and custodians to ensure classrooms and labs are sanitized after each use.
- Hand sanitizer is available in each classroom and at each entrance to the buildings.
- Protocols are in place and are implemented by teachers and site administrators to accomplish physical distancing in classrooms and common areas to the extent possible.
- Bathroom occupancy is limited to one person at a time to preserve physical distancing.
- Public/common area water fountains are covered and their use is prohibited. Building HVAC systems have been equipped with MERV 8 air filters and are routinely replaced.

BUS TRANSPORTATION

District provided transportation is incumbent upon the parent/guardian and students' compliance with the MTC daily health self-screening prior to boarding any Metro Technology Centers bus. Parents must observe their student(s) for any symptoms that could be related to COVID-19 and keep them home from school if they are ill.

Riding on a Metro Tech bus:

- The bus driver will take the student/passenger's temperature. If their temperature is below 100.4 degrees F, the bus driver will allow them to ride the bus. If a student is found to have a fever of 100.4 F or above, they will not be allowed to ride the bus. The bus driver will notify the Bus Supervisor who will contact the parent/guardian so that they can arrange for the student to return home.

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- Physical distancing will be used to the fullest degree possible. An assigned seating chart for each bus will be made and the rider must remain in their assigned seat until their trip has reached its final destination.
- Every bus will be cleaned and sanitized after each bus route. Metro Tech is using the aerosolized method for applying disinfecting solutions, where applicable.
- Weather permitting, windows will be lowered to allow the circulation of fresh air in the bus.
- District vehicles will be wiped down to clean common touch points in between uses.
- Due to the elevated risk of disease transmission in the close confines of a bus, bus drivers, bus assistants and passengers are encouraged to wear a face mask, but it is not required.
- Due to the challenges associated with maintaining physical distance in a bus, parents may elect to transport their student(s) to Metro Tech campuses.

VISITORS

The Metro Technology Centers campuses are open to visitors. In the event that a public health advisement in the Oklahoma City area necessitates a closure or a change in operations, this plan will be updated accordingly. Visitors are not expected to complete the daily health screening, but MTC encourages anyone visiting a MTC campus to observe advisements displayed on posters and signs throughout the campuses and buildings. Including, not entering buildings if they are experiencing any COVID-19 symptoms, are positive for COVID-19 or have been exposed to a COVID-19 positive person.

CONCLUSION

The 2021-22 school year's instructional format may change at the discretion of the Superintendent to ensure student and employee safety. Instructional delivery changes could include transitioning to and from face-to-face instruction, online learning or a combination of both as public health advisements may warrant. School leaders may adjust processes based on a program's learning environment at any given point throughout the school year. It is important that students and parents pay close attention to alerts and links to our website for the most up-to-date information.

Families and community members can help combat the spread of COVID-19 by following the simple, easy steps listed below that prevent the spread of ALL contagious illnesses. Metro Tech encourages all employees and students, 12 years of age and older, to get the COVID-19 vaccine.

FAMILY STEPS TO PROTECT AGAINST VIRUSES

-  **REGULARLY WASH HANDS**
Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer when soap and water are not available.
-  **STAY HOME WHEN SICK**
Students and staff who are sick should **STAY HOME**. This is one of the most important ways to prevent the spread of any virus.
-  **COVER YOUR MOUTH**
Cover your mouth with your upper arm or a tissue when coughing or sneezing. Avoid touching your eyes, nose, and mouth with unwashed hands.
-  **AVOID CONTACT WITH SICK**
Avoid close contact with people who are sick. If you cannot prevent this, make sure to wash hands.
-  **CLEAN AND DISINFECT**
Clean and disinfect frequently touched objects and surfaces.

REFERENCES

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

OSDE - <https://sde.ok.gov/sites/default/files/Return%20to%20Learn%20Oklahoma.pdf>

OSSBA - <https://www.ossba.org/resources/coronavirus/covid-19-map/>

OSDH - <https://coronavirus.health.ok.gov/>

OCCHD - <https://www.occhd.org/COVID-19>

OSHA - <https://www.osha.gov/SLTC/covid-19/>

<https://www.osha.gov/Publications/OSHA3990.pdf>

Metro Technology Centers - Procedures for Response to Positive COVID-19, Symptomatic or Exposed Students and Employees