

**JULY WELCOME BACK  
COVID RESOURCE GUIDE**  
2020-21

**CV//TECH**

Canadian Valley Technology Center



## Overview

Canadian Valley Technology Center is committed to providing a safe and healthy environment for all employees, students, clients and visitors. Our goal is to minimize the potential spread of COVID-19. Only through a cooperative effort can we establish and maintain the safety of our campuses and work areas. This guide follows Centers for Disease Control and Prevention (CDC) guidelines and aligns with the Governor's "Open Up & Recover Safely (OURS) Plan" and will evolve and expand soon to address protocols related to the return of students and clients.

This multi-phase reopening plan has been developed to ensure a safe and gradual transition from working remotely to working entirely on-site. The phases of this plan, which are subject to change, are as follows:

### **June 1-14**

A limited number of employees are permitted on campus.

Assessment, counseling and financial aid services are available to students by appointment only. Daycare services, aviation maintenance, flex health (Chickasha), surgical technology, practical nursing and wind energy resume instruction on-site in a limited capacity.

### **June 15-July 5**

In addition to the aforementioned operations, a limited number of customized BIS training is scheduled on campus.

### **July 6-28**

In addition to the aforementioned operations, every department will have at minimum one person per work week on campus. No individual will be solely remote working.

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Employees unable to report for "on-site" work will be expected to use available leave, unless the employee qualifies for COVID-related leave under either the Emergency Family and Medical Leave Expansion Act (EFMLEA) or the Emergency Paid Sick Leave Act (EPSLA). An employee seeking leave under either of these should contact Human Resources for information on available leave benefits and an application form.

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## Preparing to Arrive on Campus



**HOME** is the first point of screening. Staff and students should self-monitor daily by completing the checklist (at right) and report symptoms. If your answers indicate that you might have COVID-19 or have been possibly exposed to COVID-19, Employees contact your supervisor or HR and students contact your instructor or campus director.

Any employee who tests positive for COVID-19 should notify your supervisor and/or HR immediately. Any student who tests positive for COVID-19 should notify your instructor and/or campus director immediately. This will allow contact tracing to occur in conjunction with the applicable county health department. You will be notified when you can safely return to campus.

Any employee with underlying medical conditions or anyone who has household members with underlying health conditions should contact their supervisor and/or HR immediately.

### COVID-19 Daily Self Checklist

Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below or start to experience any of the following symptoms while on campus, immediately notify your supervisor and HR:

**Do you have a fever (temperature of 100.4°F or above) without having taken any fever reducing medications?**

- Yes
- No

**Loss of Smell or Taste?**

- Yes
- No

**Muscle Aches?**

- Yes
- No

**Chills?**

- Yes
- No

**Cough?**

- Yes
- No

**Fatigue?**

- Yes
- No

**Shortness of Breath?**

- Yes
- No

**Sore Throat?**

- Yes
- No

**Headache?**

- Yes
- No

**Congested?**

- Yes
- No

**Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?**

- Yes
- No

**Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?**

- Yes
- No

**Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?**

- Yes
- No

## On-Campus Requirements

### Facial Coverings



Facial coverings have been described by the CDC and the Oklahoma Department of Public Health as the most effective method to prevent COVID from spreading respiratory droplets while talking, sneezing or coughing.

- Cloth reusable masks are ordered. They will be provided to each staff member and student, free of charge. These are expected on campus in late July.
- Facial coverings will be used when interacting with students or visitors, when in shared common spaces, and when 6' social distancing is otherwise impractical.
- Facial coverings should be worn when moving about the facility outside your immediate work area.
- Masks with valves will not be permitted to be worn while on campus.

### Sanitization & Personal Hygiene



Proper sanitation and hand washing/ disinfection are tools that help kill viruses and remove them from the environment, thus reducing the spread of infection.

- Each employee and student is responsible for disinfecting their own work area to ensure a sanitary environment.
- Each employee will be responsible for sanitizing school vehicles before and after use. Sanitizing wipes and/or spray will be provided for each vehicle.
- You should wash your hands for at least 20 seconds with soap and water frequently throughout the day, especially prior to mealtimes and after using the restroom.
- Numerous hand-sanitizer dispensers are available and can be used for hand hygiene in place of soap and water if hands are not visibly soiled.

### Physical Distance



Maintaining physical distance between persons is another method that may be employed to reduce the risk of spreading coronavirus according to both CDC and ODPH.

- Numerous changes have been made on campus to ensure social distancing can be enforced. Plexiglass partitions have been installed in customer service areas providing a barrier. An increased distance between desks and workstations will be implemented when possible.
- Various signs will be in place providing social distancing reminders, hand washing reminders, and providing visitor instructions for obtaining services.
- Break areas, lounge areas, and commons spaces will not be available for use to minimize availability of shared spaces. Coffee makers, ice makers, microwaves, refrigerators will still be available for use.

<h2 style="text-align: left; margin: 0;">COVID Response Plan</h2>	
<p><b>If Symptoms Develop</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Students or staff members may be directed to leave the site immediately if they have their own vehicle. In the event transportation is not immediately available, they will be isolated in a designated room with a facial covering.</li> <li><input type="checkbox"/> Once the student/staff member has left the isolation room, the room will be cleaned and disinfected.</li> <li><input type="checkbox"/> The campus director should be notified if a student/employee has left the premises or is in isolation.</li> <li><input type="checkbox"/> The student/employee should immediately notify a personal physician or healthcare provider</li> <li><input type="checkbox"/> The surfaces in the student or staff member’s workspace will be cleaned and disinfected</li> <li><input type="checkbox"/> The student/employee should monitor symptoms</li> <li><input type="checkbox"/> If the student/employee is still running a fever, they should not return to campus until they are fever-free without the use of fever-reducing medications for 72 hours</li> </ul>
<p><b>Positive Case on Campus</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact will be made with your supervisor, campus director and HR.</li> <li><input type="checkbox"/> Applicable county health department will be notified, and recommendations will be followed.</li> <li><input type="checkbox"/> Areas used by the individuals with COVID-19 will be closed off and wait as long as practical before cleaning and disinfection begin to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.</li> <li><input type="checkbox"/> We will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.</li> <li><input type="checkbox"/> If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.</li> <li><input type="checkbox"/> Employees and students using the same space will be informed and may be required to self-quarantine for 14 days.</li> </ul>

## Operations

### Cleaning, Disinfecting

Each evening, our custodians will sanitize any spaces occupied during the day. In addition, deep cleaning and disinfecting will occur for work surfaces, equipment, tools and machinery, school vehicles and areas in the work environment, such as restrooms, vending areas, meeting rooms, and drop-off/pick-up locations. Frequent cleaning and disinfecting by our daytime facilities staff will be conducted in high-touch areas. Daytime restroom cleaning and sanitizing frequency will be increased.

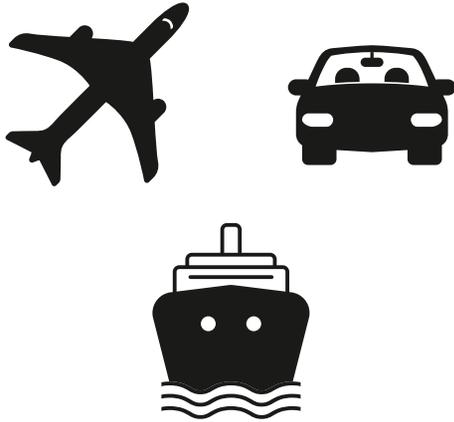
### Visitors

Campuses are closed to the general public until further notice.  
Visitors will not be permitted without an appointment.  
All outside group meetings have been canceled through Sept 1, 2020. This date is subject to change.

### Procedural Training

COVID-19 training is available and tracked through GCN. It is each employee's responsibility to complete this training within one week after returning on campus.

## Travel



If you have traveled recently and believe that you might have come into direct contact with someone infected with COVID or have come into contact with someone that is awaiting COVID test results, please notify your supervisor.

A 14-day quarantine is required for anybody who travels internationally.

Employees may be required to use available leave during quarantine.

### Work-Related Travel Checklist

- Determine if travel is essential.
- Non-essential and out-of-state travel are not permitted until further notice.
- Overnight travel will not be permitted until further notice.
- Essential travel will be permitted with supervisor approval. In determining whether travel is essential please consider the following:
  - \* Is a virtual meeting an option?
  - \* Is there another option other than attending in-person?
  - \* Is your attendance or participation required or voluntary?
  - \* Can the meeting happen without your attendance or participation?
  - \* Can it be rescheduled for a later date?
  - \* PPE protocol
  - \* What are the plans for social distancing, face coverings, cleaning and disinfecting?
  - \* What is the meeting facility policy for a positive case or suspected case?
  - \* What means of travel are you considering? Personal vehicle or school?
  - \* Traveling alone or with colleague(s)?