Instructor Guide
Return to Learning
2020-2021 School Year

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www.gctcok.edu
OVERVIEW & PURPOSE

- This guide is to serve as a reference point for instructors as you plan for a safe return to campus. Green Country Technology Center (GCTC) will continue to follow the recommendations of the local, state and national health officials. The Superintendent reserves the right to update this guide as conditions change.

COVID-19 PHASE SCHEDULE & OPERATIONS

- GCTC will operate on the calendar located on our website at www.gctcok.edu unless otherwise advised from local, state, or federal health officials.
- We will follow the Oklahoma COVID-19 Alert System as a guide to determine our schedule.

**GREEN – The New Normal**
- Our regular class schedule will be followed.
- Maintain physical distance of six feet.
- Wash hands for 20 seconds often.
- Face coverings are strongly encouraged when physical distancing of six feet cannot be maintained.

**YELLOW – Low Risk**
- Our regular class schedule is followed Monday - Friday.
- Maintain physical distance of six feet when feasible.
- Wash hands for 20 seconds often.
- Face coverings are required on campus when physical distancing of six feet is not feasible.*
- Symptoms are checked upon arrival.

**ORANGE – Moderate Risk**
- High School students will follow a Hybrid Schedule in classrooms that cannot accommodate physical distancing of six feet. The Hybrid Schedule consists of on campus and off campus days, as follows:
- Students will be placed into GROUP A or GROUP B.
- **GROUP A** attends class on campus on MWF on their primary week and TTh on their alternating week.
- **GROUP B** attends class on campus on TTh on their primary week and MWF on their alternating week.
- Students are required to connect via Canvas each day they are scheduled to be off campus.
- Adult students will attend class on our regular schedule Monday – Friday.
- Maintain physical distance of six feet.
- Wash hands for 20 seconds often.
- Face coverings are required on campus.
- Symptoms are checked upon arrival.

**RED – High Risk**

- All students will attend class through distance learning.
- Students will be required to connect daily via Canvas during their scheduled class time.
- Face coverings are required on campus.
- Distance learning will continue until Okmulgee County is out of Red.

*GCTC will determine if physical distancing of six feet is not feasible and direct the use of face coverings.

**NOTE:** We will not adjust our safety protocols to a lower risk level until Okmulgee County has been at that level for three consecutive weeks. We will move to the higher risk protocol levels immediately.

**TRANSPORTATION**

- GCTC buses will run their normal routes and schedule. Visit our website www.gctcok.edu for the bus route schedule.
- Students will sanitize their hands at the sanitation station as they enter the bus.
- Face coverings are required on the bus and in school vehicles according to the phase guidelines. Face coverings will be provided to students if they do not have one.
- Students will sit one student in every other seat when seating is available.

**ARRIVAL TO CAMPUS**

- Upon arrival students will immediately report to your program.
- All students will enter and exit through a specific door to your program, as follows:
  - Drafting – Southeast Door of Building 1
  - Business – Southeast Door of Building 1
  - HCC – Northwest & Northeast Door of Building 1
  - Nursing Transition – Lab Door in Nursing Lab of Building 1
  - LPN – Southwest Door of Building 1
  - Carpentry – Garage Door of the Carpentry Shop
  - HVAC – Front Entrance Door of Building
  - CNC – South Door into CNC Shop
  - Welding – South Door into Welding Shop
  - Cosmetology – Front Entrance Door of Building
- Doors will be propped open to eliminate the need for students to touch doors or doorknobs and handles.
- Students will sanitize their hands before entering the classroom at the provided hand sanitation station at the door of the classroom.
- You will obtain each student’s temperature using a no-contact thermometer.
- A written record on each student will be maintained in a secure place.
- Wearing face coverings will be **required according to the phase guidelines**. Face coverings will be provided to students if they do not have one. All cloth face coverings must adhere to the dress code policy.
- A seating chart will be developed for each session and/or group. Students will be required to sit in the same seat each day.
- Students will be placed in the same group for group work.
- When feasible, keep group work that requires students to be within six feet or closer to less than 15 minutes.

**DEPARTURE FROM CAMPUS**

- Prior to departing campus, students will sanitize their workstation with the provided cleaning supplies. This includes all work surfaces, computer, keyboard, mouse, and other commonly used equipment and materials.
- All students will exit a specific door from your program (see above). Doors will be propped open to eliminate the need for students to touch doors or doorknobs and handles.
- Students will sanitize their hands as they exit the classroom at the provided hand sanitation station at the door of the classroom.
- Instruct your students to report immediately to their vehicle or the bus.

**STUDENT SAFETY**

- Public spaces, classrooms, common areas, and restrooms will be sanitized regularly.
- Students will not be allowed to congregate in the hallways, restrooms, common spaces, or parking lots.
- Breaks will be taken in the classroom during Yellow and Orange Phases.
- Instruct your students to refrain from sharing food, drink or utensils with other students.
- Vending machines and water fountains will not be in use during Yellow, Orange and Red Phases.
- Bottled water will be provided in the classroom during Yellow and Orange Phases.
- Students will sanitize tables and chairs after their break.
- Classroom potlucks or buffet-style parties will not be allowed during Yellow and Orange Phases.
- **Face coverings are required according to the phase guidelines.**
• Students that answer Yes to any of the screening questions upon arrival or that begin
to exhibit symptoms are to be sent to the holding area located in the central office.
• You will fog your classroom after the morning session and after the afternoon session
each day.
• Visitors are restricted during all phases.

ATTENDANCE

• Attendance will be taken daily in PowerSchool.
• On the student’s hybrid learning day they are required to connect via Canvas before
the start of class.
• If a student fails to connect during their scheduled class time you will record them as
Absent.
• If a student connects after class begins you will notify the office and a Tardy will be
recorded.
• Students are expected to contact you if they are having technical difficulties
• Students that are sick should stay at home.
• Student absences due to COVID-19 will be recorded accordingly.
• All other absences will be recorded as Absent.
• Students may be required to check in on Canvas each day they are home due to
COVID-19 depending on their symptoms.

IEP INFORMATION

• If you have a student on an IEP you must continue to make accommodations for that
student according to their IEP plan whether on campus, during hybrid or distance
learning days.
• Consult Jessie Spring at jspring@gctcok.edu if you are unsure about the assignment
and participation requirements for your student.