

		ADMINISTRATIVE PROCEDURE	
Section	Policy	Procedure Return to Work Site Transition Plan	Effective 4/22/2020

(Revised: 5/12/2020)

Kiamichi Technology Centers (KTC) is committed to maintaining a safe environment for staff, students, and stakeholders. As plans are made for staff to return to work and operations to return to normal, safety will remain at the forefront of our decisions. Guidelines for a slow and gradual return to work as normal are as follows:

- **KTC will remain “closed to the public” through May 29, 2020.**
 - KTC will continue to provide educations/training services via distance/on-line.

PHASE I

- **Beginning April 27, 2020, through May 15, 2020:**
 - Staff currently reporting to work “on-site” will begin working ½ days (8:00 AM – 12:00 PM; or, 1:00 PM – 5:00 PM, M-F). Staff will be “on-call” for the remainder of the work day.
 - “On-call” means that you are available to be contacted to report to work, answer questions, or provide a professional service.
 - Staff currently telecommuting will continue to telecommute through May 15, 2020.

PHASE II

- **Beginning May 18, 2020, through May 29, 2020:**
 - Staff currently telecommuting will report to work on-site.
 - All non-instructional staff will work ½ days (8:00 AM – 12:00 PM; or, 1:00 PM – 5:00 PM, M-F). Staff will be “on-call” for the remainder of the work day.
 - Transition Plans (Staff/Student Schedules) are due to HR by COB May 8, 2020.

PHASE II

- **Beginning May 18, 2020, through May 29, 2020:**
 - Instructors, and BIS Coordinators will provide the campus director/supervisor a list of students that are ready to complete certification/skills testing.
 - The campus director/supervisor will work with the instructors and BIS Coordinators to begin to schedule certification/skills testing for students (no more than 3 students should be in a classroom/lab area at one time).

PHASE II cont.

- Campus Directors will begin scheduling instructor inventory checks and checkout meetings. (Once all student needs are met and checkout requirements are met, to include a complete inventory, plan of study for every student, and Program Success Measures, instructors and teaching assistants are released from campus on an “on-call” status through May 29, 2020).
 - Programs should be ready for the start of the 2020/2021 school year prior to being released from the campus.
- A campus director/supervisor may require professional development training for any staff member reporting to work or “on-call”.
- Transition Plans (Staff/student Schedules) are due to HR by COB May 8, 2020.

PHASE III

- **Beginning June 1, 2020 through July 2, 2020**
 - Public Access will be allowed on a limited basis beginning June 1, 2020.
 - KTC facilities will be open from 8:30 AM – 11:30 AM, and 1:00 PM – 3:30 PM on Mondays and Thursdays for purposes directly related to application/enrollment and testing.
 - KTC facilities will be closed to the public on Tuesdays and Wednesdays.

Additional Information

- All events are cancelled through June 30, 2020. No new events will be scheduled until further notice.
 - Virtual graduation/award ceremonies will be requested and approved on a case-by-case basis by the superintendent.
- Covid-19 Safety Protocol will remain in effect until further notice.
- Wearing of face mask/face covering is recommended.
- Summer Work Schedule will begin June 1, 2020
 - Eight (8) hour “on-site” work day resumes.
- Staff traveling to California, Louisiana, New York, Washington State, or outside of the continental United States (including cruises) will be allowed to return to work in a restricted capacity for a fourteen (14) day period effective upon the date of return.
- This plan is subject to change based on the progression/regression of COVID-19 based on local, state, and federal guidance.