



CAREER AND TECHNICAL EDUCATION INSTRUCTION & FACILITY GUIDELINES DURING COVID-19

ISSUED AUGUST 2020

***REOPENING CTECS:
A GUIDE TO THE 2020-21
SCHOOL YEAR***

TABLE OF CONTENTS

3 INTRODUCTION

4 COVID LIAISONS

5 SOCIAL DISTANCING

5 FACE MASKS

6 BATHROOMS

6 WATER FOUNTAINS & BOTTLE FILLING

6 LOCKERS

7 THEORY ROOM

8 SHOP AREA

WORK STATIONS

TOOLS AND EQUIPMENT

9 VISITORS

9 FANS & AIR CONDITIONING

INTRODUCTION

The goal of this document is to provide basic guidelines for educating students in a shop environment during the conditions created by COVID-19. In the Connecticut Technical Education and Career System (CTECS), each school and trade are vastly different and require specific solutions based on their individual needs. Please use this document as a guide to create those solutions.

The guidelines presented will need to be adapted to meet the unique needs of each individual shop atmosphere and implemented accordingly. This implementation will require signage and training for each student. Care should be taken to ensure students understand and follow the precautions.

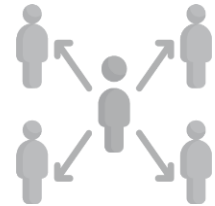
The Connecticut State Department of Education's guidance regarding the reopening of schools specifically allows for flexibility with trade activities as long as the shops employ established workplace industry standards. More information relating to industry guidelines for COVID-19 precautions can be found on the Connecticut Department of Economic and Community Development (DECD) website by clicking the following link-
<https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-and-Certification-for-Reopen>

If you need assistance, please consult with your school's COVID liaison or Trade Consultant.

SCHOOL	COVID-19 LIAISON
A.I. Prince Tech	Dan Mello
Bristol TEC	Mary Boisvert
Bullard-Havens Tech	Susan Foss
E.C. Goodwin Tech	Elizabeth Feldman
Eli Whitney Tech	Don Concascia
Ella T. Grasso Tech	Patricia Feeney
Emmett O'Brien Tech	Laurie LeBouthillier
H. C. Wilcox Tech	Dr. Stacy Butkus
Harvard H. Ellis Tech	Rafael Calixto
Henry Abbott Tech	Kevin Durkin
Howell Cheney Tech	Jousette Caraballo
J.M. Wright Tech	Dr. Phyllis Bartoli
Norwich Tech	Patricia King
Oliver Wolcott Tech	Rich Shellman
Platt Tech	Kristen Hart
Vinal Tech	John Ryan
Windham Tech	Eric Hilversum
W.F. Kaynor Tech	Dr. Ken Hilliard

SOCIAL DISTANCING

Social distancing is one of the many layers of mitigating tools being used to decrease transmission of COVID-19. As such, appropriate social distancing strategies must be implemented to maintain a minimum of six (6) feet when feasible and practical. When six (6) feet is not possible, appropriate Personal Protective Equipment (PPE) and other protection (such as face shields, screens, etc.) should be used. If additional PPE and other protective equipment is needed, please work with your administrator and business manager to obtain these items. Throughout this document there will be specific social distancing strategies for operating a shop safely.



FACE MASKS

- Per CTECS policy, students are required to wear face coverings or masks on school grounds and in school buildings, with limited exceptions. This requirement is not just for their own safety, but also for the safety of their teachers, peers, and families. Students are expected to bring their own mask each day as part of their school uniform. Masks will be supplied if a student forgets theirs or is unable to supply one.
- Students who refuse to wear a mask and do not meet any of the allowable exceptions will be subject to interventions including discipline. Such refusal will be treated as a health and safety violation, similar to not using your safety goggles or tethering systems. A parent meeting will be required.
- All face masks must be worn correctly and satisfy school dress code requirements. A face covering or mask must completely cover the nose and mouth and be worn even when social distancing is maintained.
- Written documentation stating that the person is qualified for a medical exemption is required for the school to permit the exemption to the requirement of wearing face coverings/masks. Such documentation need not name or describe the condition that qualifies the person for the exemption and must be provided by a licensed medical provider or a state agency that provides support services for people with emotional, intellectual or physical disabilities.



- Students and staff will not be required to wear face coverings/masks while eating, drinking or during physical education.
- Please provide periodic mask breaks for your students and yourself. Students and staff participating in a mask break, must be a minimum of 6' apart. It is preferred to conduct these breaks outside, if practical.

BATHROOMS

- Bathrooms will be cleaned and disinfected frequently by maintenance staff.
- Only one student may be in a shop bathroom at a time.
- Students should wash their hands appropriately after bathroom use.



WATER FOUNTAINS & BOTTLE FILLING STATIONS



- Water fountains and no-touch water bottle fillers will not be available for use.
- Until further notice, students are permitted to bring water in a clear container.
- Students must not share water bottles.

LOCKERS

- Where possible, lockers should not be used.
- If lockers must be used in a shop-
 - Students cannot share lockers unless disinfected in between use.
 - Limit the number of students accessing lockers to keep appropriate social distancing.



THEORY ROOM

- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Ensuring maximized space between students and teacher. Individual 3' x 6' plexiglass barriers will be provided for all teaching staff for use when interacting in close proximity with students.
- Create assignments/tasks that will limit movement throughout the room.
- Unplug and cover unused computers and equipment to expedite the disinfection process.
- Computer protection and disinfection prior to and after each use.
 - Create separation between terminals whenever possible
- Computer laboratories that are hard wired and networked through the desk should not be moved by the teacher. Make every effort to maximize the space between student chairs and work surfaces. If a question arises from the space limitations confer with your consultant.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Students working in a computer lab as their primary classroom should be required to clean their workstation as part of the classroom routine. Dirty surfaces can be cleaned with soap and water prior to disinfection.
- Avoid having students using other students' desks, chairs, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Other measures include:
 - Install plexiglass guards where possible
 - Rearrange room seating
 - Adjust layout of desks
 - Ensure students and staff wear masks
 - Stagger students' locations
 - Reinforce use of hand sanitizer
 - Reinforce social distancing practices

SHOP AREA

WORKSTATIONS

- Arrange workstations to maximize the space between students and where possible, orient students to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- In cases where a 6' distance is not possible; a plexiglass barrier or face shield should be utilized.
- Create assignments/tasks that will limit movement throughout the shop.
- Group students into smaller groups and assign different tasks throughout the shop to promote appropriate social distancing.
- When at all possible, work with your students in an outdoor space.
- Ensure students and staff wear masks
- Reinforce use of hand sanitizer
- Reinforce social distancing practices



TOOLS AND EQUIPMENT

- Every attempt should be made to limit the sharing of tools. Best practice would be to assign tools to students for daily use.
- When sharing is necessary, tools must be disinfected appropriately in between use. This includes use of either disinfectant spray or wipes and following the manufacture's instructions.
- In situations that a student is assigned to distribute tools (tool crib attendant), they must wear gloves to avoid cross-contamination.
- An attempt should be made to create assignments/tasks in ways that can eliminate or reduce the student traffic on stationary machinery and other communal pieces of equipment. This will help to reduce the disinfection needed.



VISITORS

- While operating under Phase 2 and 3 hybrid restrictions, visitors will not be permitted into school facilities unless scheduled to enter, or required by law, or otherwise required by a student's individualized educational plan. Please note that parents/guardians are considered visitors.
- While operating under Phase 2 and 3 hybrid restrictions, guest speakers and presenters are not permitted to enter the school facility. If you have guest speakers or presenters, you could present virtually. They could pre-record themselves or you could project them on a Smartboard.



FANS AND AIR CONDITIONING

For buildings without central ventilation systems or with certain areas not served by the central ventilation system, there are other important design considerations facility managers should be aware of, and in control of, in order to maximize available dilution ventilation and minimize the spread of virus particles inside their facilities.

- At a minimum, where temperature allows and no other means of ventilation is available, windows should be opened to allow for some minimum level of fresh air exchange into occupied spaces.
- Window air conditioning units should be adjusted to maximize fresh air intake into the system. Air conditioner blower fans should be set on low speed and pointed away from room occupants to the extent possible.
- Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants.
- Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Ensure that fans are not blowing out of windows directly into walking paths or areas where individuals may congregate.
- Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

The logo for CTTECS features a large, stylized white 'C' on the left, followed by the letters 'TTECS' in a bold, white, sans-serif font. The background is a blue-tinted photograph of two people in a workshop or classroom setting, looking at a document together.

CTTECS

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[CTTECH.ORG/CORONAVIRUS](https://cttech.org/coronavirus)

