



Best Practices for Returning CTE Programs in Fall 2020

Guidelines from NC3 Leadership Schools and Industry Partners

In these unprecedented times for Career and Technical Education, NC3 has compiled a portfolio of considerations to assist CTE programs across the nation prepare for a return-to-classroom at the start of the Fall 2020 term. Below you will find a list of considerations as you undertake your planning process. The list below is by no means comprehensive, but we hope it will assist many schools in beginning or validating their plans.

As always, we would invite any additional ideas and considerations that you feel might be beneficial to other schools during these novel times. Please feel free to forward any additional considerations to me for inclusion.

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General Reminders

- Every state and area has different particular guidelines and regulations. Please consult your state and local resources for allowances for timing and safety protocols.
- It takes a team and many specialties to put together an effective plan. Team members might include representation from: health & safety specialists, legal, marketing / communications, classroom instructors, community, employers, and students.
- Plan for the “long-haul” and a possible recurrence later in the term or following terms.



Planning Considerations

- Establish criteria for bringing students back
- Establish a rubric for prioritization of who returns (critical campus functions, administration, instructors, which instructional programs)
- Consider prioritization of hands-on lab work first in the event of a viral recurrence later in the term
- Consider the ongoing use of online training to mitigate risk
- Student / staff training on safety protocols and proper usage of required/recommended Personal Protective Equipment
- Sterilization protocols for classrooms, labs, equipment, and common areas.
- Limitation of class sizes and labs to 10 while maintaining 6' separation and/or use of facemasks to mitigate biological aerosol transmittal.
- Other protocol considerations: Temperature checks, disposable gloves, taping for separation standards, plexiglass barriers for interaction zones, reminder signage.
- Required / Recommended PPE kits available in bookstore
- Review OSHA 35-page Response to COVID19. Contact OSHA for planning team briefing.

Communications

- Notification of protocols following registration (online, mailer, email, etc). Include any recommended / required PPE and any direction on how to obtain.
- Student email and/or text protocol reminders just prior to return to campus
- Campus reminders to maintain social distancing and other protocols (campus entrance, classrooms/labs, common areas, etc.)

Resources

See www.NC3.net Resources for Re-opening CTE Programs page for a growing list of resources including the following:

- Samples of On-Campus Student Reminder Signage
- Sample of Student Emails / Text
- Rubric for Returning Prioritization
- Criteria for Bringing Students Back
- 3M Training Video for PPE Best Practices during Re-opening