

RETURN TO CAMPUS

General Guidelines | July 21, 2020



Metro Technology Centers
Preparing for Life

This working document is subject to change as Metro Tech continues to monitor conditions surrounding the COVID-19 pandemic. Metro Tech will follow recommendations from the Centers for Disease Control and Prevention (CDC), the Oklahoma State Department of Health and the Oklahoma City County Health Department.

For the most recent updates please visit metrotech.edu

When can I visit the campus?

All visits are by appointment only by calling 405.595.4678 or email enrollment@metrotech.edu

When do fall classes start for new and returning students?

Adults and high school students enrolled in career training programs start August 10th.

This includes Oklahoma City Public Schools, Millwood Public Schools, Crooked Oak Public Schools, charter, private, home and virtual schools.

What is Metro Tech doing for the safety of students, faculty, staff, and customers?

Though campuses are currently closed to the public, Metro Tech is rotating personnel to prepare for Back to Campus procedures. All spaces are continually being cleaned and sanitized for the safety of those entering our buildings.

Temperature checks and cloth face coverings are required upon entry in any building, classroom, or office space. The use of hand sanitizers will be available. Social distancing of 6 feet apart from others is required. Buses will be cleaned after each route. To avoid public gatherings in meeting spaces, the Conference Center is closed until further notice.

How will classes be taught?

This is subject to change as recommendations are made by the CDC, and our local health departments. Watch for continued updates on Metro Tech's website www.metrotech.edu and Social media pages as this plan could change.

We will start with a blended learning format to include face-to-face and remote online learning

We will start with Format 1 to include face-to-face and remote online learning supervised by a Metro Tech Teacher.

Technology, like computers and internet access, will be provided to students who need them and are enrolled in career training programs.

Online communication will take place between teachers, students and parents

An online Learning Management System (LMS) will be customized for each career training program

Full time and AM/PM sessions will be available

Further questions can be answered by emailing us at: returntocampus@metrotech.edu

Transportation - Bus Riders

Transportation is available to high school students who participate in career training programs that are taught in Format 1 or Format 2.

Safety procedures will be used, requiring face coverings and social distancing by all bus riders.

METRO TECHNOLOGY CENTERS WILL BEGIN LEARNING IN **FORMAT 1** ON AUGUST 10, 2020

FORMAT 1 FLEXIBLE BLENDED LEARNING	FORMAT 2 IN-PERSON CLASSROOM LEARNING ONLY	FORMAT 3 REMOTE ONLINE LEARNING ONLY
Include components of Format 2 and Format 3 in a personalized hybrid scheduled	Face-To-Face on campus engagement with peers and teacher	Supervised by CTE Teacher
Flex schedule available	Access to on campus lab and learning equipment	Scheduled online Class Sessions
Only available if it meets the accreditation guidelines for the CTE Program	Ability to utilize on campus technology and internet to connect with instruction	Technology and Internet Provided
Must be approved by sending school, district, teacher, parent/guardian, student and partner school	Access to online Learning Management System customized for each CTE Program	Ability to interact online with teacher and peers
Full time, AM/PM Sessions	Full time, AM/PM Sessions	Online communication between teacher and parent, with regular updates provided
Transportation Provided upon Request	Transportation Provided upon Request	Access to online Learning Management System customized for each CTE Program
		Full time, AM/PM Sessions

HEALTH & HYGIENE REQUIREMENTS WHEN YOU ARRIVE ON CAMPUS

As a student/visitor on Metro Technology Centers campus property, individuals must adhere to the guidance issued by the Centers for Disease Control and Prevention (CDC) to prevent the spread of the Coronavirus (COVID-19) while on Metro Tech's campus. This guidance includes:



Temperature check

Students will be screened before being admitted on the bus and/or the classroom.



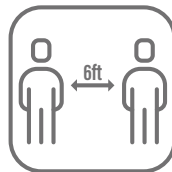
Gloves

CDC does not recommend the wearing of gloves by the general population in non-medical settings. If you wish to wear gloves, it is your option but not an MTC requirement.



Cloth Face Coverings

Cloth face coverings are required that cover the nose and the mouth when coming within 6 ft. of another person.



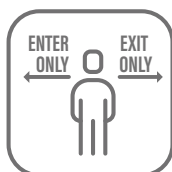
Social Distancing

All students and visitors MUST practice 6 ft social distancing when in the presence of others in the buildings or on the grounds.



Common Gathering Areas

Common gathering areas are defined as areas or equipment shared by more than one student or guest. Upon entry, you should wipe down with disinfecting wipes or spray any shared equipment or surfaces before touching. Upon leaving you should once again wipe down any shared equipment or surfaces.



Enter and Exit

Enter and exit the building at the entrance assigned by your Instructors/ campus contact



Disinfection

Hand sanitizers are provided in all buildings and recommended to use. Frequently washing hands for a minimum of 20-seconds is also recommended. Custodians will perform deep cleaning of buildings on a regular basis.



Safety for Bus Riders

Safety requirements for students riding the bus to Metro Tech will apply in the same way they apply when entering the Metro Tech buildings, classrooms, or office spaces. Face coverings are required.

How are you doing?

- If you have any of the following symptoms do not report to campus for any reason:
 - Fever of 100.4 degrees or above
 - Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Inform your instructor/teacher if you have a sick family member at home with COVID- 19.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash immediately.
- Avoid using other individual's phones, desks, offices, or other work tools and equipment, when possible.
- Clean your work area and computers each day.

Students must immediately report to the instructor/ teacher if they begin to display any symptoms (i.e., fever, cough, or shortness of breath) that could be related to COVID-19. They must acknowledge that they will be asked to stay home or leave campus immediately to seek medical assessment in order to protect the health and safety of myself and others.

Further questions can be answered by emailing us at: returntocampus@metrotech.edu or calling 405.424.8324