

# Radford M. Locklin Technical College

## COVID-19 Continuity of Operations Plan

### Overview/Introduction

In light of the current risk and of its responsibility towards our college community, and to ensure the health and welfare of its staff and students, while also ensuring the continuity of its programs, Radford M. Locklin Technical College (LTC) has elaborated the following contingency plan, in compliance with CDC guidelines. The LTC COVID-19 contingency plan is meant to be a fluid document which will be updated as new information and CDC, state, and federal directives arise. Integration with the Santa Rosa County School District's "2020-21 Planning Team Recommendation for Reopening Schools" is a key component of our plan to ensure consistency of Logistics and Operational Services, Human Resource Management and Contracted Services.

#### *Who*

This plan is intended to provide direction for administrators, faculty, staff, and students who should use this plan to make the necessary arrangements in their routine operation in workplace and educational setting and to determine any appropriate control measures to implement. It is also intended to provide insight for students and families as they contemplate returning to learn.

This plan was created by:

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Our plan was reviewed by the SRCSD 2020/21 Transition Team charged with planning recommendations for reopening schools with the following goals and considerations specific to Post Secondary Career Education and Training:

#### *Goals*

1. Keep LTC College's education family safe and healthy
2. Continue to provide exceptional, continuous workforce education
3. Focus on student-centered outcomes
4. Ensure accurate and timely communication to LTC's community
5. Implement Florida Department of Education (FDOE) Reopening Plan
6. Commit to continued mitigation & detection efforts
7. Ensure coordinated response with local health officials and other organizations

## Resources

As our collective understanding of COVID-19 has evolved, our national and state experts continually update their guidance. A great risk mitigation strategy is not a static document, and should be continually revisited and revised, adhering to guidelines from CDC, state and local departments of health.

### 1. Key Resources from Santa Rosa County School District

Reference the 2020-21 Transition Planning Team Document for Reopening SRC Schools

<http://www.santarosa.fl.gov/COVID19>

<https://www.santarosa.k12.fl.us/>

<https://www.locklinton.com/>

In addition, a student and parent portal on established distance learning plans across K -12 and Post-Secondary entities was established at:

<http://srcturnkey.com/students/parent-student-info/>

### 2. Key Resources from FDOE

Reopening Florida's Schools & CARES Act Plan: [Reopening Plan](#)

FDOE's Emergency Response Resources: [FDOE's COVID-19 Important Documents](#)

DOE Order No. 2020-EO-01: [Emergency Order #1](#)

DOE Order No. 2020-EO-02: [Emergency Order #2](#)

### 3. CDC Guidance

CDC IHE Guidance: [CDC Guidance for Postsecondary Institutions](#)

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes [Guidance for Cleaning](#)

### 4. State Guidance

Governor DeSantis' [Florida COVID-19 Resource Center](#) is a one-stop gateway to Florida's experts in recovery and reopening.

[Safe. Smart. Step-by-Step. Plan for Florida's Recovery](#) Task Force report.

[Florida Department of Health's \(FDOH\) COVID-19 resource page.](#)

The benchmarks for reopening in the Safe. Smart. Step-by-Step. Plan utilized the White House and CDC [Guidelines for Opening America Again](#) as a baseline.

## Communications

Communication is paramount to effective response to a pandemic. As the status of COVID-19 continues to evolve, LTC's Contingency Planning & Implementation Team is constantly reviewing and analyzing the situation. We will notify all faculty, staff and students with any updates and/or changes as they arise.

Information and updates will be communicated to stakeholders via various outlets including the College and District webpage, School Messenger Notification System and the College's Social Media platforms.

<http://www.santarosa.fl.gov/COVID19>

<https://www.santarosa.k12.fl.us/>

<https://www.locklintech.com/>

In addition, a student and parent portal on established distance learning plans across K -12 and Post-Secondary entities was established at:

<http://srcturnkey.com/students/parent-student-info/>

### *Notification Processes*

To date, all communication regarding LTC's COVID-19 Contingency Plan has been sent out electronically to all faculty, staff and students via email and the School Messenger Notification System. In addition, program instructors utilize the Canvas LMS to communicate specific program instructional and training plans with students.

In the event of a sudden campus closure, or change in academic delivery method, all faculty, staff and students will be initially notified through our Emergency Notification System, and follow-up guidance will be sent electronically via email, text notification, social media announcements.

## Health & Safety Measures

Education programs are inherently designed for social interaction, not social distancing, so for all educational programs, [cleaning, disinfecting](#) and [social distancing are essential](#). However, thorough, collaborative and multifaceted reopening and risk mitigation strategies are needed to implement healthy campuses and programs, while earning public confidence.

Locklin Technical College responds to the crisis proportionate to the scale of the crisis, and now intends to preserve in-person education to the extent possible and move to distance learning only when educationally beneficial or necessary under the guidance of local health professionals.

**Reference the 2020-21 Transition Planning Team Document for Reopening SRC Schools**

*Step-by-Step Approach*

As with other technical colleges, LTC recognizes the immediate ability to allow limited and safely conducted CTE course-related work to occur. The approach below details a “dimmer switch” model, with full reopening and in-person learning set to occur in August, at the start of the new Academic Year.

See chart in Academic and Student Affairs

Locklin Technical College will maintain an adequate supply of necessary supplies and materials to undertake those emergency protective measures, including cloth face coverings, supplies for cleaning and disinfecting, hand sanitizer, bleach wipes and spray and other personal protective equipment (PPE).

Locklin Technical College’s medically vulnerable faculty and staff will work with their doctors to create a return to work plan. Whenever feasible for medically vulnerable staff, steps will be taken to minimize the number of people they interact with, LTC will consider flexible leave policies. The same guidelines apply for students and staff who live with medically vulnerable family members (parents, grandparents, caregivers, etc.).

*Promote Risk Reduction Through a Great Culture of Teaching*

All types of educational programs have a trusted and persisting role in educating and guiding how millions of Floridians, young and old, embrace their personal efforts to reduce risks for all Floridians. LTC plans to offer professional development that ensures that faculty and staff have the fortitude to address issues that come up during the 2020-21 school year. Our faculty and staff will be educated on the most current information so that we can teach students to protect themselves on and off campus.

*Create Visible Safe Learning Zones*

Minimizing spontaneity, uncertainty and ultimately risk on any educational campus is aided by visibly showing everyone what safety looks like, creating a visible feeling of health and safety, so that students and staff can settle into learning rather than wondering. Locklin Technical College will commit to:

- Encouraging visible signals of health and safety from the moment students and staff arrive on campus, or at a program, with physical guides, barriers and alerts that help everyone learn and know how to act safely.
- Encouraging the use of outside and unconventional spaces with significant options for social distancing for learning and extracurricular activities. When on campus, to the

extent possible, we will move large staff meetings and student assemblies to open spaces or utilize virtual tools.

- Practicing social distancing whenever feasible, as the virus is most transmissible indoors under close, sustained contact.
- Encouraging all students, faculty and staff to frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol if soap and water are not available. In addition, it will recommend that all: 1) avoid touching eyes, nose and mouth, 2) cover cough or sneeze with elbow or a tissue and dispose of the tissue, 3) clean and disinfect frequently touched items and surfaces as much as possible. If anyone feels sick, they will be encouraged to stay home. If students become sick, ensure there is comprehensive school health protocol in place.
- Encouraging all staff, students and visitors to campus to self-identify as symptomatic using approved screening tools for COVID-19 and to immediately contact their health care provider.
- Encouraging all who are older than 65 or have a serious medical condition to avoid large crowds and encourage all employees who feel sick to stay home and monitor for COVID-19 symptoms.
- Consulting with the county health department regarding procedures for workforce tracing following a positive COVID-19 test by an employee, student or those who have come into contact with an individual testing positive for COVID-19.

The administration and staff at LTC are concerned about the health and safety of everyone on the campus. Safety training will be provided for everyone on campus. Personal Protective Equipment (PPE) will be provided in classrooms and office areas when appropriate. Gloves and facemasks are available and will be supplied at no cost if needed and as individual situations arise.

To ensure that classroom and office areas are sanitized properly, SRCSD and LTC utilize a contracted cleaning service (ABM) contractor to clean all areas where employees and students have spent time during the day. Between morning and afternoon program changes and day and evening classes, ABM sanitizes all surface areas in classrooms/offices, doorknobs and bathroom facilities. In addition, ABM also supplies an atomizer to fog all classrooms with disinfectant once a week.

In areas where face-to-face contact is necessary, “Plexiglass” panels have been installed to minimize the threat of exposure by students, staff and visitors. At present, these panels are installed in high traffic areas including Student Services, Administration and the Media Center.

Social distancing is always recommended while on campus. Staff and students are always recommended to stay at least 6 feet away from each other. Social distancing is highly recommended for individuals defined by the CDC as “vulnerable”. If six feet cannot be maintained between individuals, a facemask is required for all who self-identify as “vulnerable and

recommended at all times if not maintaining social distancing while on campus. Staff and students are encouraged to provide their own mask but are available upon request when needed.

Employees, students and visitors will be subjected to a health screening each day they are on campus. Upon arriving to campus, all must review the health screening document to assess symptoms of potential COVID -19 exposure. The checklist lists specific questions about their health, who they have been subjected to and where they have traveled to assess overall risk factors. If a person has a fever over 100.3° F, they will not be allowed access to campus buildings until they have been cleared by an administrator and may be required to provide clearance from a medical professional.

## Academic & Student Affairs

As the current status of COVID-19 evolves, we are continuing to monitor the recommendations from the Centers for Disease control and prevention (CDC), The Florida Department of Health (FDOH), The Florida Department of Education (FDOE) and other regulatory bodies to ensure that a plan is in place to guarantee that students are academically on track and progressing throughout their program of study without interruption. The plan for each individual program is specifically targeted to meet the individual requirements referenced in the FDOE curriculum frameworks and/or stipulation that are required by their regulatory bodies. These plans are fluid and can be modified to meet requirements as they change. Program delivery methods include small group instruction, online education and hybrid options depending on the needs of students. All curriculum planning takes the health and safety of the students into account and balances it with the educational constraints for the program.

The following chart represents a timeline of events for the LTC campus. The Administration has worked with District leadership to implement a plan that has taken students from completely online to hybrid/on-campus small group instruction with the progression moving to traditional instruction with modification in the Fall of 2020.

Start Date	Instructional Modality	Programs/Courses
March 30,2020	Online, Canvas LMS	All programs/courses are transitioned to fully online.
May 11, 2020	Online, Canvas LMS; Hybrid; Limited traditional small group instruction on campus	All programs/courses continuing online for distance learning; Automotive, Welding, Electricity and HVAC programs on campus with 4 students/1 instructor for small group instruction.
June 8, 2020	Online, Canvas LMS; Hybrid; Limited traditional small group instruction on campus	Make UP Time for Automotive, Welding, HVAC and Electricity programs on campus with 9 students/1 instructor for hands on -instruction; Practical Nursing is offering hybrid instruction with online and face-to-face options for students.

July 1, 2020	Online, CANVAS LMS; Hybrid; Traditional instruction with modifications	Practical Nursing is offering hybrid instruction with online and face-to-face options for students. Automotive, Welding, Fast-trac Triumph Pipefitting and HVAC programs on campus with 9 students/1 instructor for hands on-instruction
August 10, 2020	Traditional instruction with modifications if required to include Online, CANVAS LMS; Hybrid; (Traditional enrollment limited to 24 students per program area at any one time)	All programs on campus and hands-on instruction. Modifications to classroom layout and schedule to limit student numbers to meet CDC and/or FLDOE guidelines. Hybrid instruction as needed and appropriate for some programs using CANVAS LMS.

### *Student Affairs Questions*

A student that needs to be absent from their program area for an extended period may take a Leave of Absence (LOA). This policy can be found in the *LTC Curriculum Guide and Student Handbook*. “A LOA is a temporary interruption in a student’s program of study. LOA refers to the specific time period when a student is not in attendance for a planned period (prior to the absence).

There must be a reasonable expectation that the student will return from the LOA. If withdrawn, the student may re-enroll at any time provided space is available in the program. Upon re-enrollment, the student will be required to pay the registration fee.

A student returning from an approved LOA will resume training at the same point in their program curriculum. Placement in the program is not guaranteed if a student fails to return from a LOA at the designated time. This policy may not be approved for Financial Aid and Veteran Students. Please see the Financial Aid Counselor in Student Services.”

Financial aid/Pell students who were or may be negatively affected by the COVID-19 virus may also request a Leave of Absence from the Financial Aid Department. Students requesting this absence must meet these stipulations:

1. Student may request one (1) leave of absence during the school year.
2. Must be for a medical and/or emergency that will affect attendance for at least ten (10) days.
3. Days must be consecutive.
4. For Pell students, the financial aid period will be extended by the number of days equal to the number of days of the leave of absence; therefore, no additional tuition or fees will be charged to the student.
5. Approval requires the permission of the Financial Aid Counselor and Guidance Counselor.
6. Upon return from a Leave of Absence, student must meet with the Guidance Counselor to complete the registration/return paperwork.
7. Placement in the program is not guaranteed for a Leave of Absence exceeding 30 days; if space is not available upon return, the student will be placed at the top of the waiting list.

LTC students that missed large amount of hands-on instruction while working through the online curriculum were eligible to attend small group “summer” instruction to make up the hours needed to justify program requirements.

### *Program Advisory Committees and Clinical Stakeholders*

While following the guidance of the CDC, FLDOE and the SRCBS, the LTC School Advisory Counsel and Program Advisory Committees will be altering the layout of our meetings to ensure that all our stakeholders remain safe. As an example, in June, our SAC meeting will utilize an online platform to host a meeting to secure input from our community members. In the 2020-21 school year, we will consider the guidance that is available and alter our meetings to fit the individual accommodations that are needed at that time. These meetings could be completely online, or we could utilize a hybrid model where we would invite half of the membership to the campus and half of them could attend virtually.

### *Online Instruction/Remote Learning*

In the 2020-21 school year, LTC will utilize CANVAS Learning Management System to continue a distance learning model in all the program offerings. Instructional personnel have received training on the LMS software, and it is available through multiple devices including desktop computers, laptops, tablets, and mobile phones. Hands on instruction on campus is imperative for the majority of the LTC programs. To ensure a staged and “dimmer-switch” approach to reduce potential exposure. Students will report to campus on a pre-determined schedule that will limit the number of students on campus at any one time. While on campus, students will be required to meet all safety standards required at the time.

### *Academic Management Practices for Remote Learning*

**Attendance:** All attendance policies are posted in the Locklin Technical College Curriculum Guide and Student Handbook. The handbook is distributed to students upon enrolling in a program and the most current copy can be found on our website.

**Grading:** Grading policies can be found in the individual Program Syllabi and in the LTC Curriculum Guide and Student Handbook. All assignments and grading will be consistent and affect students equally whether the student is receiving online or training on or off campus.

**Assessments:** Assessments will be communicated through course assignment sheets and the Online LMS and will be consistently communicated throughout the student's enrollment. All students will be required to meet academic and performance standards of their specified training program and follow the grading scale set by the college.

**Industry Certification/Licensure Information:** Students will utilize the LTC Testing Center for the majority of Industry Certification (IC) exams. These exams can be



scheduled with the Testing Coordinator once program competencies have been met and the instructor has recommended the student for testing. IC Exams and State Licensure Exams that are offered off the LTC campus, must follow a similar process and be scheduled through the Testing Center or through their instructor, depending on the individual requirements of the testing agency. The Testing Center is limiting the number of testing opportunities on their calendar to ensure that all safety precautions for social distancing and cleaning can be met while ensuring test quality and security.

***Work-based Learning/Clinical Requirement Information:*** Programs are being limited to meet the individual requirements set by the governing agency in charge of setting standards for the program. Program internships are being utilized for work-based instruction if the facility is allowing for interns to meet program standards without restriction. Internship opportunities are being evaluated to ensure that students can safely participate in all learning activities. If internships or clinical opportunities are not available in a program area, an approved alternative is put into its place and students are graded as they work through the process.

#### *Faculty Support for Remote Learning*

LTC utilizes mentor teachers to lead professional development in the CANVAS Learning Management System under the direction of administration and the Online Curriculum Coordinator. To ensure that the mentors and teachers are receiving current information, the school is participating in a post-secondary CANVAS consortium with the Florida Association of Career and Technical Education (FACTE) organization. This consortium offers CANVAS professional development for CTE teachers and allows collaboration between LTC instructors and other workforce education instructors across the state.

*Support/IT Support (include IT support contact):* Brian Goad – TA for Technology – [Goadb@santarosa.k12.fl.us](mailto:Goadb@santarosa.k12.fl.us)

*Contact/Campus Point Person:* Kimi Gillis – Online Curriculum Coordinator – [gilliskd@santarosa.k12.fl.us](mailto:gilliskd@santarosa.k12.fl.us)

#### *General Operations*

Integration with the Santa Rosa County School District’s “2020-21 Planning Team Recommendation for Reopening Schools” is a key component of our plan to ensure consistency of Logistics and Operational Services, Human Resource Management and Contracted Services.

**Reference the 2020-21 Transition Planning Team Document for Reopening SRC Schools**