



**First Coast
Technical College**
Your Future Comes First

**COVID-19
Continuity of Operations Plan
August 5, 2020**

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Overview/Introduction

Considering the current risk due to COVID-19, First Coast Technical College and St. Johns School District is committed to ensure the health and welfare of its staff and students, while also ensuring the continuity of First Coast Technical College's programs. FCTC has developed the following contingency plan, in compliance with CDC guidelines. The First Coast Technical College 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.

Who

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

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Goals

1. Assure First Coast Technical College's education family is safe and healthy
2. Continue to provide exceptional, continuous workforce education
3. Focus on student-centered outcomes
4. Ensure accurate and timely communication to First Coast Technical College's community
5. Implement Florida Department of Education (FDOE) Reopening Plan
6. Commit to continued mitigation and 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 St. Johns. County School District

- District Reopening Plan- <https://www.stjohns.k12.fl.us/reopening-plan/wp-content/uploads/sites/151/2020/08/2020-2021-Return-to-School-InstructionalContinuityPlan.pdf>
- Instructional Reopening Plan- <https://www.stjohns.k12.fl.us/reopening-plan/wp-content/uploads/sites/151/2020/07/A-Safe-and-Healthy-Return-to-Teaching-and-Learning-Snapshot-7-24-20.pdf>

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. St. Johns County School District Instructional Plan for Return to School Plan <https://www.stjohns.k12.fl.us/blog/instructional-models/>:
- First Coast Technical College has included the CDC recommendation within our return to campus student and staff safety expectation. St Johns County School District COVID-19 return to campus safety plan <https://www.stjohns.k12.fl.us/reopening-plan/wp-content/uploads/sites/151/2020/07/A-Safe-and-Healthy-Return-to-Teaching-and-Learning-Snapshot-7-24-20.pdf>elines are posted on our website FCTC.edu

Communications

Communication is paramount to effective response to a pandemic. As the status of COVID-19 continues to evolve, First Coast Technical College'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, via website and email notifications.

Notification Processes

To date, all communication regarding First Coast Technical College's COVID-19 Contingency Plan has been sent out electronically to all faculty, staff and students via email and posted within the Student/Faculty Portal.

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.

First Coast 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. St. Johns County School District health and safety plan for sanitation

Guidance for Reopening Healthy Learning Environments

Note: A framework for local planning can be created by establishing a crisis response team. The team can make local decisions about the considerations herein and beyond this document. College health professionals should coordinate with local health departments and medical experts to establish protocols for direct supports and communications. A crisis response team may include:

- *School Leader(s)*
- *School Health Staff*
- *Mental Health Professional*
- *Instructional Content Leader*
- *Logistics Leader (facilities, food, cleaning, etc.)*
- *School IT or ICP Leader*
- *Teacher Leader(s)*
- *CTE Leader(s)*
- *Student Leaders(s)*
- *County Health Department Liaison*
- *County Emergency Operations Liaison*
- *Law Enforcement Liaison*
- *Local Doctor or Medical Expert*

Step-by-Step Approach

Introduction

First Coast Technical College is committed to maintaining a safe and healthy learning and work environment for all students and employees. This plan outlines important protocols for the safe resumption of on-campus learning and day-to-day campus operations.

The framework for this plan was developed with input from the St. Johns County School Board and teachers, students, support staff and administration. Federal, state and local safety guidelines were also important considerations. The current reopening recommendation from the Florida Department of Education for Technical Colleges is included below.

This safety plan will be reviewed frequently and updated as needed based on current circumstances. As with other technical colleges, First Coast Technical College recognizes the immediate ability to allow limited and safely conducted CTE course-related work to occur. The approach below details a blended learning model due to COVID 19 and the impact on community safety. First Coast Technical College will have a blended learning reopening and in-person learning set to occur August 31, 2020, at the start of the new Academic Year.

Dimmer Switch Approach: Postsecondary Campus Reopening

Some postsecondary campuses have been allowing limited and safely conducted CTE course-related work to occur, and some state colleges began campus reopening in late May. All state college and technical college campuses should open for Summer B and for full enrollment by August.

❑ Summer A refers to the first half of the summer semester.
 ❑ Summer B refers to the second half of the summer semester.
 ❑ Summer C refers to the full length of summer semester.
 ❑ When applicable, state colleges or technical centers can substitute their terminology here for Summer A, B and C.

Summer A and C Semesters – state colleges, technical colleges and universities are generally virtual, with the exception of first responder and some CTE programs.

Summer B Semester – open state colleges and technical colleges for in-person summer learning. State universities continue to remain virtual as they have already decided for Summer B.

Fall Semester – open state colleges, technical colleges and universities at full capacity for traditional start of the academic year.

% of Unduplicated Students who Enrolled in 2019 Summer Courses	53% @ State Universities
	41% @ State Colleges
	35% @ State Technical Colleges

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This safety plan will be reviewed frequently and updated as needed based on current circumstances.

Infection Prevention Protocols

Hygiene Protocols

- Wash hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol (available throughout the school).
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.

Mask Protocols

- All students will be given one reusable, washable cloth mask if needed; students are able to wear their own cloth masks.
- Students and staff will be required to wear their mask in all common areas inside the building and classrooms when in the presence of others.
- An instructor's policy is permitted to exceed CDC recommendations based on program job industry standards.
- Personal masks must meet guidelines within return to campus plan.
- Face shields are permitted.

- If a student has a medical condition preventing him/her from wearing a mask, a physician's note of release must be provided, and situations will be handled on a case-by-case basis.

Social Distancing Protocols

- Respect personal space and maintain a distance of at least 6 feet from other people whenever possible.
- Eliminate physical contact with others, except where required to achieve program-based competencies.
- Follow all directional signs (i.e., one-way stairwells and hallways).
- Eliminate face-to-face desk layouts where possible unless sufficient separation can be achieved.
- Assigned seats in classrooms.
- The number of students in multi-persons restrooms at one time will be limited to two with social distance expected at all times.

Daily Operational Protocols

Arrival and Dismissal

- All students will have their temperature taken at our single-point-of-entry before entering the college campus.
- Students should remain at least 6 feet apart while waiting in one of the two lines.
- Students will be required to show their student ID and must be wearing a mask or face covering to enter the college campus (NO mask = NO entry).
- In the event of a temperature check resulting in 100.4+ degrees, student will NOT be allowed into the college campus.
- Students must be in their program uniform (if applicable) when arriving on campus.
- Dismissal will be staggered by small groups of students.

Classrooms

- Social distancing of 6 feet is expected at all times, except where absolutely necessary to complete curriculum specific activities (e.g., simulated clinicals).
- Mask shall be worn to protect the safety of others.
- Students will be required to sanitize equipment and lab areas as needed.
- Students will be required to remain in their designated program/classroom lab spaces except for whole group breaks that may take place (with social distance maintained) outside the courtyard in the grassy areas around campus.

Academic Testing

- Social distancing of 6 feet using every other testing station is required.
- Students are required to have a mask on to enter the testing center.
- After each use, lab station will be properly sanitized.
- Students will be required to sanitize hands upon entering and leaving the testing room.
- Appointments are required.

Lunch/Café/Student Center

- Our Culinary program will not serve food until at least September 15, 2020 or (*date TBD*).
- The café will be open during lunch shifts with limited seating to accommodate social distancing.
- All students entering the Student Center are required to wear a mask and social distance.

- Outdoor seating will be available in designated areas.
- The staggering of lunch shifts will be strictly enforced.
- Student Center rules and procedures for serving food will be strictly enforced once service resumes.

Student and Career Services

- Students will be required to make an appointment for **all** services.
- Student Services and Career Services will send for student appointments one at a time to limit the number of people in the building/office.
- Students must wear masks in all office areas.

Cleaning and Disinfecting Protocols

- All current school district cleaning and sanitization procedures will be followed by our custodial team; thorough procedures are communicated weekly with our Building Supervisor. <https://fctc.edu/policies/health-and-safety-plan/>
- Instructors will develop additional procedures for proper daily sanitization of specific equipment and materials in collaboration with custodial staff.
- Enhanced air conditioning filtration - MERV 9 filter installation (district policy and installation).
- Should a known case of COVID-19 occur on the premises, the School District's procedure for decontamination and enhanced cleaning of impacted areas will be followed based on the specific situation.

Positive COVID-19 Cases

If you or someone you have been in close contact with test positive for COVID-19, you should stay home and contact your instructor who will inform school administration. Current school district policy and procedures for contact tracing and case-specific next steps to protect and ensure the safety of others will be followed and impacted parties will be informed and call the Department of Health Services for guidance.

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

First Coast 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, First Coast Technical College will consider flexible leave policies. The same guidelines apply for students and staff who live with medically vulnerable family members (parents, grandparents, caregivers, etc.). FCTC will follow the negotiated agreement of instructional and non-instructional staff included.

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. First Coast

Technical College aims to promote risk reduction by means calling the St. Johns County Department of Health Services.

First Coast 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, will consider moving staff meetings and student assemblies to more open spaces or utilize virtual tools. The first priority should always be facilitating in-person course needs, so extra convenings should leverage alternative means to convene.
- 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 or staff become sick, ensure there is comprehensive school health protocol in place.
- Encouraging all that if they believe themselves infected with COVID-19, 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 all with COVID-19 symptoms.
- Consulting with the county health department regarding procedures for contact 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.

Academic and Student Affairs

The health, safety and well-being of First Coast Technical College’s students, faculty and staff has our utmost priority. As the current status of COVID-19 evolves, we are continuing to follow the recommendations from the Centers for Disease Control and Prevention (CDC), Florida Department of Health (FDOH), Florida Department of Education (FDOE) and our regulatory bodies. In attempts to keep our current students academically on track and progressing throughout their program as planned we are implemented hybrid models of instruction along with the face-to-face traditional models for most program area.

PROGRAM	MODALITY	SCHEDULE
Ag-Science	Hybrid model of instruction while on campus in small groups; masks required while in classroom. Masks not required while in the	Fall 2020 semester

	field outside, while maintaining social distancing guidelines.	
Automotive Service Tech 1 & 2	Hybrid instructional model on campus in small groups; masks required while in classroom. Masks not required while working outside in shop area, if 6 feet social distancing is able to be maintained.	Fall 2020 semester
Cosmetology, Nails & Facials	Hybrid - campus in small groups; hybrid instructional model. Masks required while working classrooms and salon	Fall 2020 semester
Dental Assisting	On campus socially distanced; hybrid instructional model. Masks required while in classroom, lab area and limited access to partner sites.	Fall 2020 semester
Diesel Technology 1 & 2	On campus socially distanced; hybrid instructional model. Masks required while in classroom; not required while working outside while maintaining social distancing guidelines.	Fall 2020 semester
EMT and Paramedic	On campus socially distanced; hybrid instructional model and small groups for clinicals; partners will allow students to ride at this time; masks required while in classroom.	Fall 2020 semester
Fire Fighter/EMT Combo	On campus, hybrid instructional model. Masks required inside and outside, if social distancing is unable to be met.	Fall 2020 semester
Heating, Ventilation, Air Conditioning/Refrigeration 1 and 2	On campus socially distanced; hybrid instructional model. Masks required while in classroom; not required while working outside on AC units maintaining social distancing.	Fall 2020 semester
Medical Assisting	Hybrid instructional model. On campus in small groups; masks required if unable to social distance	Fall 2020 Semester
Practical Nursing Full time	Hybrid instructional model. On-campus in small groups with masks required. Limited access to partner sites.	Fall 2020 Semester
Practical Nursing Part-time	Hybrid instructional model. Online and on campus in small groups; masks required; limited access to partner sites	Fall 2020 Semester
Professional Culinary Arts and Hospitality	Hybrid instructional model. On campus socially distanced; hybrid masks required while in classroom and kitchen	Fall 2020 Semester
Welding Technology; Welding Technology Advanced	Hybrid instructional model. On-campus socially distanced; Masks not required while	Fall 2020 Semester

	in welding shop as the booths are 6 feet apart; masks required when in classroom	
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All current and active student cohorts will be keeping class sizes reasonable and on-campus traffic at a minimum. Due to our small class sizes, we are confident we can remain serving our students with minimal disruptions.

See our health screening plan for campus visitors and procedure to enter campus. Teachers will also be assisting in the screening process of their students. General program hours are 8:00 am until 3:30 pm, Monday through Thursday and Fridays are for remote instruction, teacher planning and deep cleaning.

Program Advisory Committees and Clinical Stakeholders

The fall committee meetings will be held in small groups, using social distancing and requiring masks. If COE allows, we will conduct the meeting virtually.

Online Instruction/Remote Learning

First Coast Technical College has implemented hybrid instruction utilizing Teams and most recently has purchased the full version of Canvas through the Canvas Consortium and FACTE. Two Canvas managers have been selected from the staff at First Coast Technical College to spearhead the implementation. In addition, for the online portions of those programs designated hybrid OR if it is necessary to go to an online format, instructors will be able to carry out live classes for remote learning as well as asynchronous classes using Canvas. Canvas is accessible through multiple devices including desktop computers, laptops, tablets and mobile phones. When possible, implementation and guidance is reviewed with students in the classroom prior to enacting emergency virtual learning provisions. Guidance is also distributed to students electronically and will be available via email and on could be placed into the student portal. Students are expected to conference into the class during the scheduled instructional time. Attendance will be tracked via Canvas or other available tools.

Academic Management Practices for Remote Learning

Attendance: (Career Specialist, Assistant Principal and Principal)

To develop appropriate work ethics, Frist Coast Technical College students are expected to attend all class sessions whether online or on campus. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, students are to notify the faculty member on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. A student having medical documentation or documentation of an extenuating circumstance does not need to petition to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by School.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each program. Students not having met this requirement will follow First Coast Technical College’s attendance procedures included in the Student Handbook. Students will participate within the process

of developing a pro-social action plan and sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment.

If the student's attendance does not improve, the student will meet with the Career Specialist and if necessary, will be reviewed by the Attendance Review Committee. School Student Advisors work with the student to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register unless the student's appeal to the Principal, has been approved. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program student contract for specifics.