

HoHoKus School of Trade and Technical Sciences
2020 COVID-19 Return to School Procedures

Students

1. There will be one dedicated entrance to each building.
2. Upon entrance each student will be issued a cloth face mask with a paper bag to store it in.
 - a. The mask is to be worn at all times while in school.
 - b. The mask may be replaced if damaged. (see Program Director) Immediate disposable face mask will be issued as temporary replacement so student has immediate protection.
 - c. The student may choose to make or purchase and wear their own mask. “Make your own mask” video from DC: <https://youtu.be/tPx1yqvJgf4>
 - d. Face masks should be carefully folded so that the inner surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container.

3. Temperature will be taken daily upon entering the building and as needed. If temp above 100.0 the student will be sent home. This daily health screening of body temperature as well as asking questions about typical COVID-19 symptoms, will be recorded in a daily log. Any student with temperature above 100.0 will be requested to consider Covid-19 testing. Documentation of negative test and/or physician note will be required to return to school. (This largely depends upon the availability of testing.) Positive test will follow quarantine guidelines.

Students will sign an attestation sheet to attest that they have not been out of the country or knowingly been exposed to anyone who has tested positive to COVID-19. This will be done at the onset of every new module every three weeks for daytime programs and every six weeks for evening programs on Monday (program dependent).

If the student has been exposed, they will be asked to go home and self- quarantine for 14 days. Students will employ social distancing (6 feet) as much as is feasible in all areas of the school. This includes all classrooms, hallways, restrooms and common areas.

4. Contactless hand sanitizer dispensers will be installed in common areas and every classroom, as well as entrance to the building. Hand sanitizer to be used upon entering and exiting as needed.
5. Handwashing for at least 20 seconds is encouraged throughout the day.

6. Gloves will be available in all classrooms/work areas.

Personnel

1. Same as above for students.
2. Additional duties:
 - a. A schedule will be made for taking temps and signing of attestations at the assigned entrance (ie., 7:00am – 8:00 am)
 - b. The medical health screener will be responsible for temperature taking and attestations for all on-time students, visitors and late arrival students.

Building Visitors

1. Explain procedure prior to entry.
2. Issue disposable mask, request that hand sanitizer be used, take temperature, complete and sign attestation sheet.
 - a. May only go to areas of specific interest on tour.

Building Preparations

1. Sneeze shields for areas with high risk of contamination.
2. Although Hohokus School of Trade classes are relatively small, we will ensure that the number is safe and complies with all policies to ensure safety for the shop instructor and student.
3. All current workstations for employees are acceptable, as they have appropriate distance between them.
4. Contactless hand sanitizer station at building entrances and in each classroom.
5. Signs are evident in restrooms reminding 20 seconds hand wash.
6. Acquire automatic paper towel dispensers, automatic soap dispensers
7. Post the signs and symptoms of COVID-19: fever, cough, shortness of breath.
8. Social distancing reminder signs throughout the building.
 - a. Possible floor tape 6 foot reminders.
9. UVC Lights will be used and timed to sanitize classrooms, shop areas, and tools. A janitorial staff member will be on staff during normal business hours to continuously disinfect commonly contaminated surfaces in all areas of the building; such as the eating area and its contents i.e., microwaves, vending machines, bathrooms, floors & door handles. This will be done at the beginning and end of day, as well as between classes (if new students are entering the classroom).
10. Hohokus School of Trade will actively encourage both staff and students who are feel sick, to stay home! We will immediately send sick staff and students home.
11. Students will not be permitted to congregate in large numbers in the student lounge, hallways, and other public places where students would normally congregate.

Preventative Guidelines

- Limiting number of students in classroom and following social distancing guideline.
- Installation of Plexiglas dividers between student workspaces.
- Schedule classes to be held in “larger” classrooms in the building when feasible.
- Wear gloves when unpacking books for book distribution. Take books from a packing box and place directly into the book bag for student distribution.
- Limit events and meetings that require close contact and use a virtual audio conferencing platform like Zoom as alternative for these meetings when possible.
- Have administrative staff use conference/board room for student meetings.

Shop Guidelines

Each shop instructor and assistant instructor will oversee his or her class and ensure compliance with the following:

- The students will be working on individual assignments, taking turns using shop equipment (all students get a kit with a tool bag, meter, a set of gas gauges, work gloves, and safety glasses; this kit is used in laboratory courses throughout their program).
- The students will use an alcohol-based hand sanitizer upon entering the shop and must wear face masks during the entire session.
- Upon completion of their assignments, the students will clean and disinfect their tools, equipment, and workstation using Protex wipes.
- Upon exiting the shop, the students will use an alcohol-based hand sanitizer and leave the building.
- Shared tools and equipment will be sanitized in between each shop session for 15 minutes with UVC lighting and at the end of the school day for one hour.
- Hohokus Trade maintenance staff will clean and disinfect floors at the end of the day at the completion of shop sessions. The shops will be ready and sanitized with UVC lighting for the evening classes and the same process repeated in preparation for the morning classes the next day. The shops and classrooms will be locked until the next scheduled session.
- Attendance logs will be maintained for potential use in contact tracing.

Classroom management:

- All staff and students will wear facemasks.
- Automatic hand sanitizers will be in every classroom/lab.
- Classrooms will be arranged to permit social distancing.
- Those laboratory classes that are larger, will be divided into smaller classes.

- Classrooms will be disinfected between classes.

School Visitors:

- No more than 3 visitors will be allowed in the schools waiting area at a time.
- All visitors must be masked and maintain proper social distancing. Temperatures will be taken.
- All visitors will be required to show ID and information, name, address and phone number will be collected.
- Visitors may be denied access for failure to follow these guidelines.