

## Literacy Class Procedures for COVID-19

Procedure	Green Phase	Yellow Phase	Red Phase
<b>Classroom sanitation before and after use</b>	<p>Classroom/learning spaces usage will be tracked so that cleaning and disinfecting can be focused on high use areas.</p> <p>The instructor/students will disinfect the tables, chairs, tools, and equipment used during instruction.</p> <p>All rooms will have hand sanitizer with a minimum of 60% alcohol content and disinfecting sprays/wipes. Students and staff are strongly encouraged to use hand sanitizer or wash hands when entering the classroom.</p>	<p>Classroom/learning spaces usage will be tracked so that cleaning and disinfecting can be focused on high use areas.</p> <p>The instructor/students will disinfect the tables, chairs, tools, and equipment used during instruction.</p> <p>All rooms will have hand sanitizer with a minimum of 60% alcohol content and disinfecting sprays/wipes. Students and staff will be required to use hand sanitizer or wash hands when entering the classroom.</p>	<p>Classrooms/learning spaces will be closed for instruction.</p> <p>Students and instructors will use online &amp; phone platforms to meet and will use digital platforms and/or paper packets to continue instruction.</p>
<b>Face coverings during instructional times</b>	<p>Face coverings/shields are not required but may be worn by staff and students.</p> <p>High risk staff and students are highly encouraged to wearing coverings, especially when 6 feet of separation cannot be maintained.</p>	<p>Face coverings/shields are required for all staff and students.</p>	

<p><b>Number of individuals that can be in the classroom at the same time</b></p>	<p>Classroom/learning space will allow at least 6 feet of separation among staff and students throughout instruction.</p> <p>Classroom/learning space will be limited to 4 students at a time.</p>	<p>Classroom/learning space will allow at least 6 feet of separation among staff and students throughout instruction.</p> <p>Student participation may be further limited, up to and including individual instruction.</p>	
<p><b>Screening of instructors and students for health concerns</b></p>	<p>Students and staff will self-assess at home prior to leaving for class. A copy of the SCTC screening checklist will be provided to all staff and students for reference.</p> <p>If the student is not feeling well, he/she is asked to contact the instructor. If the student is willing to meet via internet, he/she needs to let the instructor know.</p> <p>If the instructor is not feeling well, he/she will contact students and provide instruction via internet, supplemental digital learning, and/or packets.</p>	<p>Student and staff temperatures will be taken using a thermal thermometer each day. Students and staff with a temperature of 100.4°F or higher will be sent home.</p> <p>If the student is not feeling well, he/she is asked to contact the instructor. If the student is willing to meet via internet, he/she needs to let the instructor know.</p> <p>If the instructor is not feeling well, he/she will contact students and provide instruction via internet, supplemental digital learning, and/or packets.</p>	

<p><b>Managing staff and students with a history of exposure or a positive test result for COVID-19</b></p>	<p>Staff and students with a history of exposure to COVID-19 are required to wear a mask until a 14-day isolation period has passed or a documented negative COVID-19 test result is received.</p> <p>Students are highly encouraged to seek alternate means of online instruction during the isolation period to mitigate potential risk to others in the classroom.</p> <p>Any staff or student who tests positive for COVID-19 will be required to quarantine until symptoms subside and written documentation from a licensed physician, nurse practitioner, or physician's assistant provides permission to return to work or school.</p>		
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