

Somerset County Technology Center

Adult Literacy

Health and Safety Plan

In regards to the Adult Literacy program, SCTC's master Health & Safety Plan (*attached*) will be applicable when present in SCTC's facility. With regard to off-site locations, including CareerLinks, churches, and local social service agencies, the pandemic protocols of the host site supersede this plan. If the host site does not have a plan in place, staff and students will follow the guidelines set forth in SCTC's Health & Safety Plan. All applicable plans will be provided to staff and students for review.

Classroom Instruction

The classroom/learning space will allow at least 6 feet of separation among staff and students throughout the day, to the maximum extent feasible. Classrooms at SCTC and CareerLink will be limited to four students, plus one instructor to ensure compliant social distancing procedures. Modifications to classes in libraries, churches, and agencies will be made upon reopening, and classroom sites may change to better accommodate small group or one-on-one classes.

Instructors will continue with approved distance learning options (Real-Time Remote Instruction, Supplemental Distance Learning, Teacher Assigned Not Supplemental, and Paper-Based Distance Learning) for adult students through the end of the 2019-20 program year. During program year 2020-21, staff will follow guidance from the Division and plan to offer a variety of instructional options, including synchronous, asynchronous, and hybrid instructional techniques.

Assessments

Pre- and post-assessments will be scheduled by appointment only and will follow proper social distancing protocols. Testing space will allow at least 6 feet of separation among staff and students. Testing rooms at SCTC and CareerLink will be limited to four students, plus one instructor. One-on-one or small group testing may be scheduled at smaller classroom sites (libraries, churches, community organizations) based on instructor and classroom availability.

In addition to face-to-face assessments, remote TABE testing is available to students with access to a computer with webcam capabilities. Remote testing may be scheduled with a trained Adult Literacy staff member and may be completed at home or by scheduling computer time at the local CareerLink.