



Pioneer Technology Center

2101 N. Ash, Ponca City, OK 74601 | pioneertech.edu | 580.762.8336 | Traci Thorpe, Superintendent

PTC COVID-19 Phased Reopening Mitigation Plan | Updated May 13, 2020

Phase I – Begins May 4, 2020

To protect those PTC staff that must be onsite, please follow guidance below:

- Employees with an elevated temperature above 99.6, cough, shortness of breath or who are experiencing any cold / flu-like symptoms should not come to work as they may be contagious to others. They should also contact their doctor and notify their supervisor immediately.
- Employees who have had contact with an individual or who have a household member diagnosed with COVID-19 should not come to work, and should contact their healthcare provider.

These steps should be taken for persons coming into to the worksite:

1) Prior to coming to work, check your temperature.

2) Prior to coming to work, ask yourself the following questions:

- Do I have a fever?....if “yes” stay home
- Do I have a cough?....if “yes” stay home
- Do I have shortness of breath?....if “yes” stay home
- Have I had a fever in the last few days?....if “yes” stay home
- Have I had contact with an individual who has been diagnosed with COVID-19?....if “yes” stay home

3) Employees who develop symptoms during the day and can answer “yes” to the above questions need to go home, should contact their doctor and notify their supervisor.

4) A thermometer is available at the front desk. Use it to check your temperature and disinfect it after use.

For those employees working on-site:

- When practical, office doors should remain closed or partially closed while work is in progress.
- When possible, verbal communication should occur using office phone system.
- In-person communication should occur with a distance of at least 6 feet between individuals and using social distancing practices.

- When possible, meetings should be held using electronic means (Zoom, Google-Meeting, etc.) If this is not possible or practical, there should be no greater than 10 people and social distancing practices (6 ft spacing) should be followed.
- Staff should refrain from gathering together in small spaces during breaks and there should be no “group dining” during lunch or breaks.
- Personal workspaces should be cleaned with a disinfectant at the end of the workday. (desks, tables, chairs, computer keyboard, mouse, etc.).
- Work utensils should not be shared (work desks, phones, computers, pens/pencils, etc.).
- Employees using TimeCapture on the computer in the Teacher Workroom should disinfect the keyboard and mouse before and after use.
- Papers should be left in an employee’s mailbox or outside the employees’ door rather than entering an office and placing on a desk while the employee is at the desk.
- Employees should wash their hands frequently during the day for a minimum of 20 seconds using soap and water.
- Employees are encouraged to refrain from touching their nose, mouth, face without washing hands immediately before and after.
- Proper sneeze/cough etiquette should be followed.
- Ensure all employees are familiar with the basic COVID-19 facts.

Phase II – Contains all aspects of Phase I with the following exceptions and/or additions - Begins May 16, 2020:

PTC employees working from campus will continue to follow all procedures and guidelines from Phase I, and in addition all employees are required to wear a mask while on campus when serving the public, while in public spaces on campus or in proximity to others.

Campus Status

- Campus will remain closed to the public during phase II
- Full-Time Program students returning to complete program requirements - by appointment only (post-secondary students only)
- Testing center open by appointment only
- Critical BIS classes may resume with precautionary measures and observance of CDC guidelines
- All common areas of the campus remain closed

Access to Campus

- Access to campus is by appointment only.
- All common areas on campus, including break areas and lobbies are closed to gatherings.
- Testing Center open (by appointment only.)
- FT student(s) returning for skills requirement completion should contact instructors to discuss scheduling time on campus.
- Critical BIS courses may resume: (Firefighter, Electrician's Union, Phlebotomy, MAT Update, CMA Continuing Education, School Bus Driver Training). To get more information, call 580-718-4296. We will also list upcoming classes on our social media accounts.
- All other areas of the campus remain “Closed to the Public” except on a case by case basis and subject to Superintendent approval.
- Select students return to campus to complete skills requirements/certification/credential testing by appointment only (determined on a case by case basis).

Where to enter the building:

Main Building

- North Entrance
- West Entrance

BIS Building

- Southwest Entrance

What to expect when you visit PTC: (This is to ensure the safety of those on campus and to comply with potential contact tracing requirements.)

1. **Temperature Check:** Temperature reading must be UNDER 100° and should be visually confirmed by the administrator or designee.
2. **Face Mask Check:** All visitors on site are required to bring and wear a face mask covering the nose and mouth while on campus (no exceptions).
3. **Answer Screening Questions:**
 - a. Had a fever in the last 24 hours? If “yes” campus access will not be granted.
 - b. Do you have a cough? If “yes” campus access will not be granted.
 - c. Do you have shortness of breath? If “yes” campus access will not be granted.
 - d. Have you had close contact with an individual who has been diagnosed with COVID-19? If “yes” campus access will not be granted.
4. Visitors who develop symptoms during an onsite visit should leave campus immediately. Symptoms include, but are not limited to, an elevated temperature above 99.9, cough, shortness of breath or any cold / flu-like symptoms. If you must leave, you should contact your healthcare provider or the COVID-19 hotline at 1-833-528-0063.
5. If you, or someone in your household, has been diagnosed with COVID-19, do not visit PTC unless you have received prior approval from PTC to do so. If this applies to you, Contact Full-Time Programs at (580)718-4280 or Business and Industry Services at (580)718-4222 for guidance.

After successful screening:

- ALWAYS follow Social Distancing practices:
 - a. The number of people in the room should be determined by the size of the room and capacity to maintain at minimum a 6 ft distance per person.
 - b. Regardless of room size, no more than 10 people in any room at any one time.
 - c. Maintain 6 ft distancing from all individuals.
- Visitors shall refrain from gathering in small spaces.
- Work supplies should not be shared (work desks, phones, computers, pens/pencils, etc.) without proper disinfecting measures taken between use.

Additional Considerations:

- If you become uncomfortable with the distance between you and another person, it is appropriate to say, “We need to keep a social distance” and move to a safe six foot distance.

Phase III begins June 1, 2020 - (Will be re-evaluated for July 1):

Campus Status

- Campus will be open to the public during phase III.
- On-site work resumes for all full-time and permanent part-time employees. Employees unable to report for “on-site” work will be expected to use leave, (sick, personal business, or vacation) unless sick with COVID-19 or taking care of a family member with COVID-19. In

those cases, please contact Human Resources for information on leave benefits available through the Families First Coronavirus Response Act.

- Everyone entering a Pioneer Technology Center facility will be required to wear a mask that covers their mouth and nose while in close proximity to others inside or outside the facility.
- Staff members in direct contact with patrons are required to wear masks during these interactions.
- PTC is providing branded, hand-washable fabric masks to all employees.
- CDC Guidelines for social distancing will be observed while on PTC property.
- Group size will be limited to the number of people that can practice social distancing protocol within a given area.
- Everyone entering a Pioneer Technology Center facility will be required to complete a daily health screening consisting of a short questionnaire and a temperature check. This information will be logged and retained for contact tracing purposes, if necessary. The Health Check Survey can be found on the Pioneer Tech website at: <https://pioneertechedu.survey.fm/health-check-survey>
- Testing center open by appointment only.
- Critical BIS classes continue with precautionary measures, social distancing protocol and observance of CDC guidelines.
- Congregating in break rooms, lounge areas and common spaces is strongly discouraged; however, coffee makers, soda machines, ice makers, microwaves, and refrigerators will be available for use. Single-use food service gloves and/or sanitizing wipes will be available in those areas to use when accessing this shared equipment.

Access to Campus

Where to enter the building:

Main Building

- North Entrance
- West Entrance

BIS Building

- Southwest Entrance

What to expect when you visit PTC: (This is to ensure the safety of those on campus and to comply with potential contact tracing requirements.)

1. **Temperature Check:** Temperature reading must be UNDER 100° and should be visually confirmed by the administrator or designee.
2. **Answer Screening Questions:**
 - a. Had a fever in the last 24 hours? If “yes” campus access will not be granted.
 - b. Do you have a cough? If “yes” campus access will not be granted.
 - c. Do you have shortness of breath? If “yes” campus access will not be granted.
 - d. Have you had close contact (within the past 14 days) with an individual who has been diagnosed with COVID-19? If “yes” campus access will not be granted.
3. Visitors who develop symptoms during an onsite visit should leave campus immediately. Symptoms include, but are not limited to, an elevated temperature above 99.9, cough, shortness of breath or any cold / flu-like symptoms. If you must leave, you should contact your healthcare provider or the COVID-19 hotline at 1-833-528-0063.
4. If you, or someone in your household, has been diagnosed with COVID-19, do not visit PTC unless you have received prior approval from PTC to do so. If this applies to you, Contact Full-Time Programs at (580)718-4280 or Business and Industry Services at (580)718-4222

for guidance.

5. **Face Mask Check:** All visitors on site are required to bring and wear appropriate face coverings in the event that 6 feet distance is not available.
6. **Additional PPE:** Students and staff members that must share equipment may be required to utilize additional personal protective equipment.

After successful screening:

- ALWAYS follow Social Distancing practices:
 - a. The number of people in the room will be determined by the size of the room and capacity to maintain a minimum 6 ft social distancing protocols.
 - b. Observe 6 ft distancing from all individuals.
- Visitors shall refrain from gathering in small spaces.
- Work supplies should not be shared (work desks, phones, computers, pens/pencils, etc.) without proper disinfecting measures taken between use.

Additional Considerations:

- If you become uncomfortable with the distance between you and another person, it is appropriate to say, "We need to keep a social distance" and move to a safe six-foot distance.

Phase IV begins July 27, 2020

Campus Status

- Campus will remain open to the public.
- On-site work resumes for all 10 month employees August 3rd, 2020. Employees unable to report for "on-site" work will be expected to use leave, (sick, personal business, or vacation) unless sick with COVID-19 or taking care of a family member with COVID-19. In those cases, please contact Human Resources for information on leave benefits available through the Families First Coronavirus Response Act.
- Everyone entering a Pioneer Technology Center facility will be required to wear a mask that covers their mouth and nose while in close proximity to others inside or outside the facility.
- Staff members in direct contact with patrons are required to wear masks during these interactions.
- PTC is providing branded, hand-washable fabric masks to all employees and students.
- CDC Guidelines for social distancing will be observed while on PTC property.
- Group size in meeting rooms will be limited to the number of people that can practice social distancing protocol within a given area.
- Everyone entering a Pioneer Technology Center facility will be required to complete a temperature check. Temperature must be less than 100.4 to remain on campus.
- Testing center open by appointment only.
- BIS classes continue with precautionary measures, social distancing protocol and observance of CDC guidelines.
- Use of common spaces is strongly discouraged; however, vending machines are available for use.

Access to Campus

Where to enter the building:

Main Building

- North Entrance

BIS Building

- Southwest Entrance

What to expect when you visit PTC: (This is to ensure the safety of those on campus and to comply with potential contact tracing requirements.)

1. **Temperature Check:** Temperature checks will be administered in the classroom or meeting space where students or guests will be in attendance. Temperature reading must be UNDER 100.4° and should be visually confirmed by the temperature administrator.
2. **Health Assurance Statement:** All individuals entering PTC facilities will assure the following, which is posted on all campus entrances.
By entering this facility, you assure that you:
 - a. Have **not** tested positive for COVID-19.
 - b. Have **not** had close contact (within the past 14 days) with an individual who has been diagnosed with COVID-19?
 - c. Have **not** traveled to a COVID-19 hotspot in the last 14 days.
 - d. Are **not** currently experiencing any symptom of COVID-19 (fever, cough, shortness of breath)?
 - e. If the answer is “yes” to any of the above questions, campus access will not be granted.
3. Visitors who develop symptoms during an onsite visit should leave campus immediately. Symptoms include, but are not limited to, an elevated temperature above 100.4, cough, shortness of breath or any cold / flu-like symptoms. If you must leave, you should contact your healthcare provider or the COVID-19 hotline at 1-833-528-0063.
4. If you, or someone in your household, has been diagnosed with COVID-19, do not visit PTC unless you have received prior approval from PTC to do so. If this applies to you, Contact Full-Time Programs at (580)718-4280 or Business and Industry Services at (580)718-4222 for guidance.
7. **Face Mask Check:** All visitors on site are required to bring and wear appropriate face coverings in the event that 6 feet distance is not available.
8. **Additional PPE:** Students and staff members that must share equipment may be required to utilize additional personal protective equipment.

After successful screening:

- ALWAYS follow Social Distancing practices:
 - a. The number of people in the room will be determined by the size of the room and capacity to maintain a minimum 6 ft social distancing protocols.
 - b. Observe 6 ft distancing from all individuals.
- Visitors shall refrain from gathering in small spaces.
- Work supplies should not be shared (work desks, phones, computers, pens/pencils, etc.) without proper disinfecting measures taken between use.

Additional Considerations:

- If you become uncomfortable with the distance between you and another person, it is appropriate to say, “We need to keep a social distance” and move to a safe six-foot distance.

All dates, guidelines, and requirements are subject to change based on current conditions, federal, state, and local health guidance.

RESOURCES

Government

- Federal: [Coronavirus.gov](https://www.cdc.gov/coronavirus)
- Federal: [CDC - Covid-19 Information Page](https://www.cdc.gov/coronavirus/2019-ncov/index.html)

- State: [Oklahoma State Department of Health](#)
- State: [Oklahoma Open Up and Recover Safely Plan](#) (Published April 22, 2020)
- County: [Kay County Health Department](#)
- City of Ponca City: [Covid-19 Important Information](#)

Helpful Tools & Tips:

- [Covid-19 Self Checker](#) (CDC)
- [Covid-19 Screening Tool](#) (Apple Developed)
- [How to Make a Face Covering](#) (Sew and No Sew Instructions)
- [Are you at High Risk?](#) (CDC)

General Hygiene Tips

- Wash your hands frequently during the day for a minimum of 20 seconds using soap and water.
- Refrain from touching nose, mouth, face without washing hands immediately before and after.
- Proper sneeze/cough etiquette should be followed.
- Ensure you are familiar with the basic COVID-19 facts via the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov>

CDC Workplace, School and Home Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

CDC Guidance – Prevent Getting Sick

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Cleaning Recommendations

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>