

Hollenstein Career and Technology Center Safe Return to School Plan

HCTC will follow all EMS ISD protocols, guidelines, and procedures to promote the health and safety of students, staff, and their families.

Please see [EMS ISD Learning Plan](#) for district specific guidelines.

General

- All students and staff will be trained in health and safety measures including hand washing, social distancing, and physical contact.
- Staff will self-assess daily for COVID symptoms prior to arrival at campus.
- Announcements and signage will be used to remind students and staff of health and safety best practices and protocols.
- Hand sanitizing products are located in multiple places through-out the building and at all external doors. Students are also encouraged to bring individual hand sanitizer.
- Staff and students will use hand sanitizer upon entering the building and classrooms.
- Each teacher will have cleaning supplies to clean high contact areas. Classroom procedures will address cleaning of the classroom or lab between periods as a partnership between the teacher and students to ensure preparation of the next class.
- Shared supplies, equipment, and workspaces will be cleaned between each use.
- Shared common areas will be cleaned on a regular basis by campus custodial staff.
- Students, staff, and visitors will wear a mask in all classroom, lab, and common areas including office areas, hallways, and restrooms.
- Students will be given reusable water bottles and will be encouraged to bring their own water daily.

Face Covering

- Students are asked to bring a face mask, covering, or gaiter. These items will be supplied by the campus if a student does not have them. Students will follow health and safety PPE protocols specific to their course which may include items such as gloves and face shields.
- Students, staff, and visitors will wear a mask upon entry of the building.
- While transitioning to common areas and to classrooms, all adults and students will wear face coverings.
- When working in groups, all adults will wear face coverings.
- When working in groups, all students will wear face coverings.

Common Areas

- Students are expected to wear masks and promote distancing in all common areas including, but not limited to, atrium, office, and restrooms.
- Common area seating and tables will be arranged in ways that promote distancing and health and safety procedures.

- Students arriving early to the campus before 1/2 block may sit in the atrium or campus seating areas before school begins. Students will wear mask and promote distancing.
- Student arriving for class after 1/2 block will move directly to their classroom upon entering the building.

Shuttle Bus

- Students will promote distance when boarding and exiting bus.
- Students and bus drivers will wear mask while boarding, riding, and exiting bus.
- Bus drivers will dismiss students from their seats in an orderly and staggered manner.

Parent/Guardian Drop Off/Pick Up

- The lane directly in front of the school entrance is a bus zone.
- Parents may drop their students in the first row of the HCTC parking lot.
- Parents/Guardians picking up their child during the school day are asked to park in the HCTC parking lot and call the front desk, 817.306.1925 for assistance.

Drivers and Parking Lot

- Park in the front parking lot and enter through the front entrance.
- Ensure cars have an HCTC parking sticker visible.

Building Entry/Exit

- Students and staff will wear masks while entering and exiting from building.
- Students will enter the HCTC through front entrance wearing mask and promoting social distancing.
- Students will exit the building using assigned doors which are based on classroom location.

Locker Rooms

- Students will be assigned to groups for locker room use.
- Students will wear masks while in locker room.
- Groups will be assigned staggered times to enter and exit facilities.
- Group members will be assigned lockers that will be spaced throughout locker room.

Bistro

- Bistro will follow all health and safety protocols and standards of the Tarrant County Health Department.
- Students and staff will wear masks while in bistro area.
- Bistro operations will be based upon specific times.
- Student usage will be limited to specific courses on a rotating basis.
- Floor indicators will be used to display six-foot distancing.

Cosmetology

- Cosmetology classroom and lab spaces will follow all health and safety protocols and standards of the Texas Department of Licensing and Regulation.

Classrooms and Specialty Labs

- Students and staff will wash hands with soap and water or use hand sanitizer upon entering classroom or lab.
- Teachers will utilize classroom space to maximize distance between student seating.
- Students and staff will wear face masks at all times in classroom and specialty labs.
- Classroom seating will be separated whenever possible.
- Equipment and work surfaces will be sanitized after each use.
- Interactive Touch Displays in the classrooms and computer labs will be restricted to teacher use only.
- Students will supply their own listening devices (earbuds, headsets).
- Establish a safe pathway of entry and exit into and out of the room, restricting cross traffic.
- Limit opportunities for students to group closely together.

Guest Speakers

- In person guest speakers will not be scheduled at the HCTC during the fall semester.

Campus Visitors

- Visitors will only be allowed if there is an educational need.
- Visitors will schedule their visit with campus administrator.
- Visitors will use hand sanitizer upon entering the building.
- Visitors will wear a mask at all times while on campus.