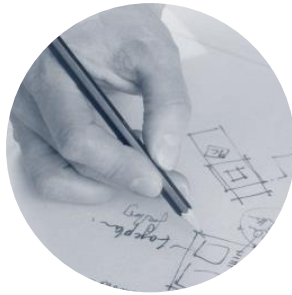


Gadsden Technical Institute

"A Place Where Opportunity is at Your Fingertips"

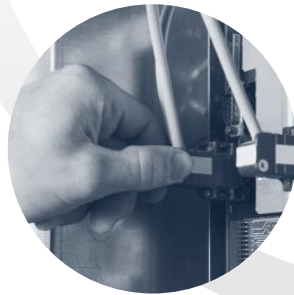
Career



Technical



Adult



Education



COVID-19 Continuity of Operations Plan

Mr. Roger P. Milton
Superintendent of Gadsden County School District

Dr. Sylvia R. Jackson
Area Director for Adult Career and Technical Education

Ms. Evonski Bulger
School Administrator

Ms. Angela G. Sapp
Career and Technical Education Coordinator

OVERVIEW / INTRODUCTION

In light of the current risk of COVID 19 and GTI's responsibility to ensure the health and welfare of staff and students, while also ensuring the continuity of instructional programs, Gadsden Technical Institute has elaborated the following COVID-19 Contingency Plan in compliance with CDC guidelines. The plan is a fluid document, which will be updated as new information from CDC, State, and Federal directives arise.

THE COMMITTEE MEMBERS

This plan provides direction for administrators, faculty, staff, and students during routine operation in the workplace and educational setting.

The following individuals served on the development committee:

Dr. Sylvia R. Jackson, Director of Career & Technical and Adult Education
Mrs. Evonski H. Bulger, School Administrator
Mrs. Angela G. Sapp, Career & Technical Education Coordinator
Mrs. Doris Drake, Practical Nursing Coordinator/Instructor
Mrs. Gwendolyn Bradwell, Office Manager
Mrs. Natalie DuPont-Bradwell, Career Counselor-Financial Aid
Mrs. Tatia Thomas, Career Counselor- Admission
Ms. Keshandra Highland, Secretary III / Data Entry Clerk

GOALS

1. Keep Gadsden Technical Institute's education family safe and healthy
2. Continue to provide exceptional, continuous workforce education
3. Focus on student-centered outcomes
4. Ensure for accurate and timely communication to Gadsden Technical Institute's community
5. Implement Florida Department of Education (FDOE) Reopening Plan
6. Commit to continued mitigation and detection efforts
7. Ensure coordinated response with local health officials and other organizations

RESOURCES

Our collective understanding of COVID-19 has evolved and is guided by national and state experts' continual updates. It is our belief that a great risk mitigation strategy is not a static document, and should be continually revisited and revised, adhering to guidelines from CDC, the State and the Gadsden County Health Department.

1. Key Resources from Gadsden District

CORONAVIRUS (COVID-19) UPDATES: [GadsdenSchools.org](https://www.gadsdenschools.org)

2. Key Resources from FDOE

Reopening Florida's Schools & CARES Act Plan: [Reopening Plan](#)

FDOE's Emergency Response Resources: [FDOE's COVID-19 Important Documents](#)

DOE Order No. 2020-EO-01: [Emergency Order #1](#)

DOE Order No. 2020-EO-02: [Emergency Order #2](#)

3. CDC Guidance

CDC IHE Guidance: [CDC Guidance for Postsecondary Institutions](#)

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes [Guidance for Cleaning](#)

4. State Guidance

Governor DeSantis' [Florida COVID-19 Resource Center](#) is a one-stop gateway to Florida's experts in recovery and reopening.

[Safe. Smart. Step-by-Step. Plan For Florida's Recovery](#) Task Force report.

[Florida Department of Health's \(FDOH\) COVID-19 resource page.](#)

The benchmarks for reopening in the Safe. Smart. Step-by-Step. Plan utilized the White House and CDC [Guidelines for Opening America Again](#) as a baseline.

5. Local

Gadsden County Health Department <http://gadsden.floridahealth.gov/> .

COMMUNICATIONS

Communication is paramount to effective response to a pandemic. As the status of COVID-19 continues to evolve, Gadsden Technical Institute's Contingency Planning & Implementation Team is constantly

reviewing and analyzing the situation. All faculty, staff and students will be informed of any updates and/or changes as they arise.

Notification Processes

To date, all communication regarding Gadsden Technical Institute’s COVID-19 Contingency Plan has been sent out electronically to all faculty, staff and students via email, and posted within the Student/Faculty Portal.

In the event of a sudden campus closure, or change in academic delivery method, all faculty, staff and students will be initially notified through our **Emergency Notification System**, and follow-up guidance will be sent electronically via email, text notification, school website and social media platforms.

HEALTH AND SAFETY MEASURES

Career and technical educational training programs are inherently designed for social interaction, not social distancing. However, collaborative and multifaceted reopening and risk mitigation strategies will be implemented to ensure healthy campuses and programs. This will include thorough cleaning, disinfecting and social distancing.

Gadsden Technical Institute will respond to the pandemic proportionate to the scale of the crisis. At this time, the school intends to preserve in-person education to the extent possible and move to distance learning when necessary under the guidance of State education officials.

Guidance for Reopening Healthy Learning Environments

It is clear that the Fall 2020 semester will be very different from previous semesters. As public health information concerning COVID-19 evolves, it is likely we will need to adjust our instructional environment. The following is a general framework based on input from GTI personnel and evidence-based public health protocols regarding the control of infectious disease.

GADSDEN TECHNICAL INSTITUTE CRISIS TEAM

- Dr. Sylvia R. Jackson, Director of Adult, Career and Technical Education
- Mrs. Evonski H. Bulger, School Administrator
- Mrs. Angela G. Sapp, Career Technical Education Coordinator
- Mrs. Doris Drake, Practical Nursing Coordinator / Instructor
- Mrs. Natalie DuPont-Bradwell, Career Counselor – Financial Aid / School IT Representative
- Mr. Marshall Jones, Head Environmental Specialist

STEP-BY-STEP APPROACH

As with other technical schools, Gadsden Technical Institute recognizes the immediate need for safe continuous CTE course work to occur. The approach below details a “dimmer switch” model, with full reopening and in-person learning set to occur in August, at the start of the new Academic Year.

In recognition of the unique challenges ahead in the upcoming fall semester, Gadsden Technical Institute’s (GTI’s) leadership will implement the following strategies:

Self-Certification

GTI will adopt a new interim regulation for the Fall semester that requires employees and students, prior to returning in August, to self-certify that within the last 14 days they have not tested COVID positive, do not have COVID symptoms, and have not been in the presence of anyone known to be COVID positive.

Gadsden Technical Institute medically vulnerable faculty and staff will work with their health care providers to create a return to work plan. Whenever feasible for medically vulnerable staff, steps will be taken to minimize the number of people they interact with. GTI will consider flexible leave policies. The same guidelines apply for students and staff who live with medically vulnerable family members (parents, grandparents, caregivers, etc.).

Testing Positive for COVID-19

If an individual tests positive for COVID 19, he/she must seek medical care, self-isolate for 14 days, and return to work/school only after being released by their health care provider.

If an individual reports to work/school with symptoms consistent with COVID 19, they must self-isolate for 3 days and/or until no symptoms are present. It is recommended that individuals in this category seek advisement from their health care provider.

If an individual is exposed to COVID 19, they may return to work/school provided they are not exhibiting symptoms consistent with those of COVID 19.

Face Coverings

Gadsden Technical Institute will continue to require all employees, students, and visitors to utilize face coverings and/or shields during the Fall semester. Gadsden Technical Institute will maintain an adequate supply of necessary supplies and materials to undertake those emergency protective measures, including cloth face coverings, supplies for cleaning and disinfecting, hand sanitizer, bleach wipes and spray and other personal protective equipment (PPE).

Academics

The fall 2020 semester will begin as scheduled on Monday, August 31. This course schedule will include 16-week semester courses where the primary focus will be skills and performance-based courses as well as select laboratory, technical and workforce education courses.

GTI will offer face-to-face courses this fall. To accommodate social distancing requirements, course enrollment caps will be lowered to ensure that six-foot social distancing guidelines are met and that classrooms will host no more than one person per 36 square feet.

However, in case of a pandemic crisis, GTI is prepared to offer blended instruction to our students using Google Classroom and web-based instructional resources. Instructors will work with students to ensure they meet approved program curriculum requirements.

The COVID-19 pandemic continues to be a very fluid situation. In these unprecedented times, you may have many questions. Our planning continues to evolve, and as we gather and adapt to new information, GTI's Administration will update stakeholders using social media, the school website, and the Skylert communication system.

PROMOTE RISK REDUCTION THROUGH A GREAT CULTURE OF TEACHING

All types of educational programs have a trusted and persisting role in educating and guiding how millions of Floridians, young and old, embrace their personal efforts to reduce risks for all Floridians. Gadsden Technical Institute aims to promote risk reduction by means of:

Support the development/adaption of school construction standards to ensure multi-hazard resistance, to be applied in emergency response as well as in education sector development.

- Develop a policy framework for school safety to be integrated into existing education policies and processes, involving expert clusters (e.g. Health Department)
- Pre-position educational supplies for disaster-prone area based on needs analysis.
- Support the development and incorporation of FLDOE-related indicators in the monitoring and evaluation frameworks.

Create Visible Safe Learning Zones

Minimizing spontaneity, uncertainty and ultimately risk on any educational campus is aided by visibly showing everyone what safety looks like, creating a visible feeling of health and safety, so that students and staff can settle into learning rather than wondering. Gadsden Technical Institute will commit to:

- Encouraging visible signals of health and safety from the moment students and staff arrive on campus, or at a program, with physical guides, barriers and alerts that help everyone learn and know how to act safely.
- Encouraging the use of outside and unconventional spaces with significant options for social distancing for learning and extracurricular activities. When on campus, to the extent possible, will consider moving large staff meetings and student assemblies to more open spaces or utilize virtual tools. The first priority should always be facilitating in-person course needs, so extra convening should leverage alternative means to convene.
- Practicing social distancing whenever feasible, as the virus is most transmissible indoors under close, sustained contact.
- Encouraging all students, faculty and staff to frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol if soap and water are not available. In addition, GTI will recommend that all: 1) avoid touching eyes, nose and mouth, 2) cover cough or sneeze with elbow or a tissue and dispose of the tissue, 3) clean and disinfect frequently touched

items and surfaces as much as possible. If anyone feels sick, they will be encouraged to stay home. If students become sick, ensure there is comprehensive school health protocol in place.

- Encouraging all that if they believe themselves infected with COVID-19, to immediately contact their health care provider.
- Encouraging all who are older than 65 or have a serious medical condition to avoid large crowds and encourage all employees who feel sick to stay home and monitor all with COVID-19 symptoms.
- Consulting with the county health department regarding procedures for workforce tracing following a positive COVID-19 test by an employee, any student or those who have come into contact with an individual testing positive for COVID-19.

Specifically, GTI will utilize the following disinfectant and other sanitation efforts: deep cleaning, antiseptic wipes for offices, additional hand sanitizer units for common areas and shared office spaces, and Plexiglas barriers installed in locations requiring face-to-face interaction with students. Staff is expected to disinfect classrooms/labs, which may include individual workstations, wiping down keyboards, telephones, work surfaces, and high-touch areas such as doorknobs, light switches, faucets, copiers, worktables, cabinet doors, drawers and countertops.

Social Distancing: Maintaining space from others is one of the most effective tools in slowing the spread of COVID-19. Public health officials recommend that individuals remain at least six feet apart at all times, do not gather in groups, and avoid mass gatherings. To support this effort, Gadsden Technical Institute will continue to encourage virtual meetings using Google Meets and will restrict face-to-face meetings. Departments should remove or rearrange chairs and tables or add visual cue marks in classrooms to support social distancing practices between attendees.

Advanced Cleaning Protocols: Gadsden Technical Institute will collaborate with the District Maintenance Department and other custodial vendors to provide cleaning supplies and materials in accordance with Centers for Disease Control (CDC) guidelines as the custodial staff will conduct continuous cleanings.

In addition to these disinfection procedures, additional care should be taken to wipe down commonly used surfaces. Gadsden Technical Institute encourages all employees to wipe down their work areas with EPA-registered 60% alcohol solution before starting work and before leaving any room in which they have been working. Gadsden Technical Institute is ordering additional cleaning supplies that will be provided for this purpose.

Plexiglas Dividers: A number of Gadsden Technical Institute workstations are designed to provide customer service to the public. To protect these employees and campus visitors, with assistance from the district's maintenance department, Plexiglas dividers will be installed where appropriate to maintain physical separation.

Face Masks/Face Coverings: All employees working on campus must wear facemasks or face coverings when in the presence of others. Appropriate use of facemasks or coverings is essential to minimizing risks to others. Gadsden Technical Institute expects employees to bring their own masks for use during work hours. However, to facilitate the use of protective masks on campus, GTI has obtained a limited supply of masks and will provide masks for employees, students and visitors if needed.

Please note the following recommendations for proper use and care of face masks and coverings:

- Wash your hands or use hand sanitizer prior to handling the face mask/cover.
- Ensure the face mask/cover fits over the nose and under the chin.
- Avoid touching the front of the face mask/cover.

- Do not touch your eyes, nose, or mouth when removing the face mask/cover and wash your hands immediately after removing.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly cleaned with regular laundry detergent before first use and after each use. Cloth face coverings should be replaced immediately if soiled, damaged, or contaminated.
- Disposable masks should not be used for more than one day and should be placed in the trash immediately if soiled, damaged, or contaminated.

Hand Sanitizer Stations: Gadsden Technical Institute will install additional hand sanitizer stations in the common areas of every campus facility for use by employees and students. Disinfectant wipes will be available for use by instructors and students for wiping down instructional spaces as needed.

Restrooms: Occupancy of restrooms will be limited based on facility size to ensure at least 6 feet of social distancing between individuals, and signage will be posted to indicate the appropriate capacity. Restrooms will be cleaned at least every two hours during the day and will undergo a detailed cleaning each evening. Please wash your hands thoroughly after using the restroom.

Travel: To safeguard our campus communities, Gadsden Technical Institute will continue to limit official travel to that deemed essential by the Area Director of Career, Technical and Adult Education.

Use of Facilities: Gadsden Technical Institute facilities will not host events for external organizations this summer. This includes meetings, banquets, luncheons, speeches, performances, and other gatherings. Gadsden Technical Institute will not host summer camps, campus tours, or recruiting visits on any of its campuses. Further, we anticipate such events also will be limited during the Fall semester and all business meetings will be conducted in accordance with CDC guidelines.

ACADEMIC AND STUDENT AFFAIRS

The health, safety and well-being of GTI's students, faculty and staff is our utmost priority. As the current status of COVID-19 evolves, we are continuing to follow the recommendations from the Centers for Disease Control and Prevention (CDC), Florida Department of Health (FDOH), Florida Department of Education (FDOE) and our regulatory bodies. In attempts to keep our current students academically on track and progressing throughout their program as planned GTI will begin the school year with face-to-face instruction and will transition to remote learning using the Google Classroom, social media platform, Zoom and etc. should the pandemic crisis dictates face-to-face instruction is unsafe.

Classes, clinicals, and/or practicums scheduled to meet during the summer will meet as planned. All current and active student cohorts may consist of **15 or fewer students**, keeping class sizes small, and on-campus traffic at a minimum. Due to our small class sizes, staff is confident instructional services and supports can be maintained to our students with minimal disruptions.

PROGRAMS, CLINICALS, PRACTICUMS, AND/OR COURSES THAT ARE IMPACTED

| PROGRAM | MODALITY | SCHEDULE |
|---------------------------------|--|--|
| Adult General Education | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Automotive Service Technology | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Automotive Service Technology 1 | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Barbering | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Carpentry | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Commercial Class B Driving | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Cosmetology | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Diesel Systems Technician 2 | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Facials Specialty | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Nails Specialty | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |

| | | |
|------------------------------|--|--|
| Power Equipment Technologies | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Practical Nursing | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |
| Welding | Traditional with modification, Continued Educational Packets, online | Course that can be taught face-to-face is scheduled as such; clock hour programs requiring in-person activities to proceed can do with classroom modifications to ensure social distancing; Critical Infrastructure classes may proceed while applying prescribed health and safety measures that do not impact the required curriculum. |

ONLINE INSTRUCTION/REMOTE LEARNING

Using Google Classroom GTI instructors can conduct live (synchronous) classes for remote learning and asynchronous classes. GTI's software is accessible through multiple devices including desktop computers, laptops, tablets, and mobile phones. Implementation and guidance is reviewed with students in the classroom prior to enacting emergency virtual learning provisions. Guidance is also distributed to students electronically and will be available 8:00 AM – 3:00 PM daily. Students are expected to join into the class during the scheduled instructional time. Attendance will be taken using the Skyward student data system daily.

GADSDEN TECHNICAL INSTITUTE ACADEMIC MANAGEMENT PRACTICES FOR REMOTE LEARNING:

Teacher Expectations:

- Adapt Course Syllabus to align expectations of the Remote Learning Model;
- Utilize **Google Classroom, GTI Website, school email** for all completion and submission of course assignments;
- Modify and implement a modified pacing calendar that will align to the expectations of the Remote Learning Model;
- Adhere to the modified online grading policy;
- Observe and follow Official work hours as scheduled;
- Provide instruction, dictate assignments, receive student submissions, and communicate with their classes through **Google Classroom, Google Meet, Zoom;**
- Create opportunities for discussion forums that enable students to engage in conversations about class content with their teachers and their peers using **Google Meet;**

- Provide students with assessment tools so students can submit their assignments, take a quizzes, and/or exam;
- Provide links to Web pages or sites that allow students to present text, videos, or links to other sources;
- Update Gradebooks at least once a week in **Skyward**;
- Keep ATTENDANCE in record book and Skyward;
- Schedule Student-Teachers Conferences as needed for Student support;
- Participate in Department, Faculty, and Advisory Committee, other school-based Video Conferences/Forums with Supervisors via **Conference Calls, and Google Meet**

Student Expectations:

- Dedicate appropriate time to learning, as guided by their teachers;
- Check **Google Classrooms, school email** and personal **email** on a daily basis;
- Identify a comfortable and quiet space to study/learn;
- Review submission dates/times and complete assignments in a timely manner.
- Reach out to **Teachers, Job Counselors, Related Service providers** and **Administrators** when support is needed (give 24 hours to respond).

Parent/Guardian Expectations:

- Support your career adult in establishing a routine; set aside designated time daily and ensure that sufficient time is reserved daily for remote learning and study time;
- Check in with your career adult daily regarding tasks, activities, and assessments they are working on;
- Designate a quiet place where your career adult can log-on daily and work independently on the assigned tasks;
- Ask your career adult to provide you with a brief summary of the learning they are engaging in for each class to ensure their understanding of the content, and of the process they are being asked to engage in to demonstrate their learning;
- Follow up with your career adult about submission dates/times and support them, as needed, in completing their assignments in a timely manner;
- Remind your career adult to communicate with their teachers if they have any questions.

TEACHER REMOTE WORK SCHEDULE

8:00 A. M.– 10:30 A. M. – Class Session / Discussion Forum/ Posting of Daily Lessons & Activities in Google Classroom (at least a day in advance)/ Assessing student work and providing feedback

10:30 A. M. – 10:55 A. M. – Teacher Team Meetings via Microsoft Teams Google Meet/Microsoft, Teams, Faculty/Department Meetings via Microsoft Teams

10:55 A. M. – 11:25 A. M. – Lunch

11:30 A. M. – 2:00 P. M. – Class Session / Discussion Forum/ Posting of Daily Lessons & Activities in Google Classroom (at least a day in advance)/ Assessing student work and providing feedback

2:05 P. M. – 3:00 P. M. - Teacher planning and conferencing

How Should Remote Learning Impact Grading Policy:

- Teachers will grade students' work as usual and keep their gradebooks/Skyward up to date.
- Teachers may consider adjusting the items included in their grade calculations by department or course level to align to adjustments in instruction. For example, assignments that cannot be reasonably completed remotely should be replaced by other, comparable assignments.
- Teachers may also choose to drop certain assignments or assessments from students' grades provided that they do so in a consistent manner for all students.
- Given the impact of COVID-19 on student attendance, courses that include student attendance as part of their grading policies must not include any days missed due to COVID-19 in calculations of student grades.
- Teachers must not fail students for absence alone.
- Teachers will adjust their grading policies for the remainder of the school year so that attendance is not a factor in students' grades.
- Teachers must communicate any changes to grading policies to families in writing and in their preferred language as soon as possible.
- Teachers must ensure that students have marking period and final grades in Skyward for all their courses.
- Teachers should continue to use the grade entry functions in Google Classroom, which is accessible on any web-connected device, to enter grades into Skyward throughout remote learning.

- Teachers must retain all gradebooks, documented grading policies, and grading policy adjustments for future reference.
- Every department may decide if and how they incorporate make-up assignments and late work into final grades.
- If a student fails to participate in a remote learning session, or fails to submit an assignment in a timely manner the teacher should give the student a reasonable chance to make up missed work before final grades are determined.
- If a student has missed enough instruction due to COVID-19 that it is not possible to calculate a valid final grade at the end of the term, the school must use the FLDOE’s grade of incomplete (“I”) and support the student to complete outstanding work in the following term, per the guidance in the Grading Policy Toolkit.
- For any student who is not engaging in remote learning, teachers must escalate the issue to the Administration for outreach as they would for any absence in a timely manner.

Attendance:

- Instructors are expected to take attendance for each instructional class period.
- The goals for attendance during remote learning are to ensure students are present to meet adopted curricula instructional goals and to create formalized time to support student learning.
- GTI will continue to use existing school systems to track interactions/attendance.
- GTI will continue to monitor reason(s) a student remains absent, identify appropriate follow-up action, and re-engage absent students.

Student interaction can include, but is not limited to the following:

- Student submission of an assignment or completion of an assessment, in whichever manner dictated by program curriculum.
- Student participation in an online forum, chat log, or discussions.
- Student participation in conference calls and electronic mail communications.
- During remote learning, instructors will be expected to complete and upload their student assessed student work and attendance data by 3 P. M. of the following day in the Skyward Student Data System.
- Aligned with normal intervention procedures, effective attendance tracking and intervention practices for students who remain absent must be implemented after standard follow-up and

outreach measures. GTI staff will identify the reason a student remains absent, take appropriate follow-up action, and re-engage the student.

PROGRAM ADVISORY COMMITTEES AND CLINICAL STAKEHOLDERS

Communication

Gadsden Technical has a clear, consistent, concise, and accessible communication plan that prioritizes student connection to trusted school personnel. All expectations for staff communication with students during remote learning is determined in accordance with the school and District policies and agreements with partner institutions. Stakeholders which include; but is not limited to, Institutional Advisory Committee members, Occupational Advisory Committee members, and Clinical Stakeholders access to information is imperative in a remote learning context. Newsletters, emails, screen to screen meetings social media platforms, Skylert, and the GTI website will be used to communicate effectively with stakeholders.

STUDENT AFFAIRS

Refund Policy

Full-time Career Certificate students qualify for a full refund of tuition/lab fees providing the withdrawal occurs within the first five class sessions for semester (18 weeks) scheduled classes. Full-time students who withdraw after the first five classes are not eligible for a refund. If the student is half-time or the course is scheduled for less than 18 weeks, the student will qualify for a full refund provided the withdrawal occurs within the first 10 percent of the total scheduled class hours. Half-time students who withdraw after the first 10 percent of the total scheduled class hours are not eligible for a refund. The drop period begins with the Entry date on the Class Schedule/Receipt. Retention of tuition and fees collected in advance for a student who does not commence class will not exceed \$100.00. Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the students.

Title IV Refunds

Title IV refunds are based on earned and unearned portions of Title IV aid as of the date the student ceased attendance and based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds, he or she was scheduled to receive during the period. For a student who withdraws after the 60% point-in-time, there are no unearned funds and the school will make a determination as to whether the student is eligible for a post-

withdrawal disbursement. Title IV funds shall be administered per the Federal Student Aid Handbook guidelines.

For additional information please review GTI's 2020 – 2021 Student Handbook on our website: www.gadsdentech.org.

GENERAL OPERATIONS

Physical Facilities and Infrastructure Plan

A clean and orderly environment has many benefits affecting safety, health, morale and productivity. Daily housekeeping is necessary to maintain high standards of health and safety; furthermore, it is necessary for everyone to participate.

Therefore, GTI custodial staff will:

- Practice social distancing, wear facial covering, and follow proper preventive hygiene, such as washing their hands frequently and using alcohol-based (60% or higher) hand sanitizer when soap and water are not available.
- Disinfect the surfaces of tables, desk, doorknobs, light switches, handles, countertops, phones, keyboards, toilets, faucets, sinks, touch screens, and etc. by performing routine cleaning with disinfectant solution to remove dirt from the surfaces and to lower the risk of spreading COVID-19 infection.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not overuse or stockpile disinfectants or other supplies.
- Always wear gloves appropriate for the chemical being used when they are cleaning and disinfecting. Additional personal protective equipment (PPE) will be worn based on the setting and product.
- Follow a daily routine cleaning schedule for the entire campus of GTI.
- Perform all other necessary disinfectant duties ask off them by the Administrative Staff.

Gadsden Technical Institute (GTI) requires that all employees share the responsibility to care for and protect the facilities entrusted to them.

For additional information please review GTI's Physical Facilities and Infrastructure Plan and GTI's Health & Safety Plan at: www.gadsdentech.org

Plan Review

This plan will be reviewed annually by the institution's stakeholders which include administrators, faculty, staff, students, and advisory committee members. Based on their recommendations revisions will be made to reflect the needs of Gadsden Technical Institute.



GADSDEN TECHNICAL INSTITUTE

Mission Statement

The mission of Gadsden Technical Institute is to recognize the worth and potential of each student. We are committed to providing opportunities for basic and advanced instruction in a conducive learning environment. The Center encourages academic and technical curiosity, innovation and creativity by integrating applied academic skills in all occupational areas. We strive to instill the attitudes and skills necessary to produce motivated, self-sufficient individuals who are able to function effectively in our ever-changing, complex society.