

Orange County Schools (OCS) **CTE and Cultural Arts** **Guidance for Re-Opening During COVID-19**

Below are the details of moving from Plan C to Plan B (Hybrid - instruction, and learning). Plan B is vital to the hands-on learning in CTE and Cultural Arts classrooms. Lab and activities are vital to the learning process and mastery of core content. All Orange County Schools staff will complete training through Public Schools Works training sessions by September 31, 2020.

Each teacher must know and follow all general safety, cleaning, and hygiene procedures as well as know and follow specific procedures for their program area.

Introduction

Schools must review and follow the local decision-making when deciding to offer individuals in-person practices and rehearsals. The recommendations of local and state authorities in addition to the guidelines outlined below should be implemented and followed to ensure a successful program. *Orange County School District Staff will continue to monitor the CDC (Center for Disease Control) and other federal and state agencies to determine any modification to the guidance.*

Sanitizing, Cleaning, and Hygiene

For guidance on sanitizing and cleaning please reference the [*Lighting Our Way Forward: North Carolina's Guidebook for Reopening Public Schools*](#). See the Student Health & Safety subsection titled "Cleaning and Hygiene" and the section titled, "STUDENT LEARNING: Academic Implications of NCDHHS Requirements" which has recommendations for sanitizing lab settings per DHHS. Each teacher must know and follow all general safety, cleaning, and hygiene procedures as well as know and follow specific procedures for their program area.

Hand Hygiene

- Hand hygiene (handwashing or alcohol-based sanitizer) should be followed. Soap and water for 20 seconds of vigorous washing or if hands are not visibly soiled following CDC recommendations for hand sanitizer.
- Frequent hand hygiene is needed after touching high touch surfaces, when entering or exits rooms, before practices, and after using the restroom.

All Class Requirements:

- Follow the guidelines provided in the above resource and the specific program guidelines at the bottom of the CTE and Cultural Arts sections.
- Students **MUST wash hands** at the beginning and end of the in-person lab activity/experience. *Classrooms without sinks, must have students hand hygiene with hand sanitizer.*
- Sinks in classroom and lab settings will be equipped with soap and paper towels. Teachers must have their school create a work order if soap and paper towels are needed. Teachers in labs without a sink will request a hand sanitation station.
- Students will wear any and all required **PPE** throughout the classroom activities/experience.
- Students **MUST practice safe social distancing** within the classroom and lab space of at least six feet. Equipment, stations, and desks will be set to allow for social distancing. Teachers will

ensure the classroom is set up prior to the first day of in-person instruction. Teachers will ensure that 6-foot distances are clearly marked throughout the classroom and lab areas.

- Teachers **MUST** train students on all **COVID safety measures** just as teachers train all students on the safety of equipment in labs.
- Class size reduced to no more than 50% capacity with staggered schedules to allow all students to have the opportunity to perform hands-on activities.
- Time **MUST** be allowed between activities for proper cleaning and disinfecting of high-touch surfaces and equipment used.
- Staff will clean, and disinfect tables, chairs, shared equipment, and high touch surfaces between classes and/or cohorts. (doorknobs, phone, student and teacher laptop, mouse, and light switches).
- When possible, all lab equipment should be numbered. For example, in a lab with hammers, the hammers should be numbered and each student should use the numbered item assigned to them.
- Disinfect shared classroom/lab materials between uses OR provide supplies labeled and assigned for individual student use.
- As much as possible, choose activities that limit the use of shared equipment, and any close contact between students.
- Nonessential visitors and activities involving external organizations or individuals should be limited. Consider virtual presentations or prerecorded presentations in lieu of in-person engagement.

Apparel and Textile Production I & II

- students must practice safe social distancing within the lab space. For example, teachers should spread sewing machines out in the room to provide the proper social distance for students.
- sewing machines should be used by only one per student per class and should be cleaned or disinfected between classes.
- when students are using limited equipment such as sergers and irons, they can wear disposable gloves, and the equipment should be cleaned or disinfected between classes.
- students should have individual supplies (thread, fabric, scissors, pins, marking tools, notions, measuring tapes). These supplies should be kept in individual bags/boxes.
- alternate students between laboratory experiences and other learning activities.

Core Construction, Construction Technology, Woodworking, Agricultural Lab courses

- Outdoor work may be possible some of the time, but social distancing in the labs (inside or outside) will be required.
- Students should not be required to be on an actual job site.
- Habitat home construction site may continue to provide work-based, hands-on learning opportunities, if the site agrees and students, with parent approval and support, agree.
- All shared tools and equipment will be wiped with a disinfectant prior to use and prior to the end of each class.
- As much as possible, tools should be numbered and assigned to individual students. Sanitizing solutions must be approved for the material being disinfected (wood, metal, plastic) as to not damage the equipment/tools.
- As much as possible, create a set of tools and equipment to be used by individual students when they attend in-person class/labs.
- If the equipment is not assigned and cannot be disinfected with a solution, the equipment will need to be quarantined (not used) for 72 hours.

Extracurricular Club Meetings (CTSO - Career Technical Student Organizations)

CTSO clubs may still meet but must follow guidelines under the Governor, county and city orders, and Orange County Schools.

As much as possible, continue to have CTSO meetings virtually.

If meeting in person, maximum of 10 people indoors or 25 people outdoors. Must have enough space for everyone to be socially distanced at least 6 feet apart from each other and all must wear a mask.

Food and Nutrition

- Practice social distance within the lab space.
- Use more individual recipes (think each student should prepare a small individual pie instead of the whole kitchen-group preparing a whole pie).
- Separate sampling into individual portions before eating.
- Alternate students between laboratory experience and other learning activities.
- Conduct weekly kitchen cleanings.
- Wash aprons/chef jackets, towels, and all other cloth items such as pot holders after each lab experience.
- Require students to wash their hands at the beginning of the experience and frequently throughout.
- Follow CDC guidelines on not sharing food inside or outside of the classroom.
- Use of dishwasher (if available) for cleaning or eating utensils, paper products can be used if a dishwasher is not available.
- Dispose of any uneaten food and require all food to be consumed inside the classroom.
- Maintain recommended social distancing while consuming food.
- Limit time students have masks off for eating - keeping social distance as a priority while eating.
- ADDED 12/22/2020: When eating in the classroom and masks are off for a maximum of 15 minutes, there will be NO TALKING!
- ADDED 1/7/2021: Ensure students have access to ample sanitizing solutions and add cleaning and disinfecting of high-contact surfaces (cabinet handles, refrigerator doors/handles, equipment handles, etc.) to the list of student duties upon completion of their lab.

Firefighter

- Limit sharing of equipment and tools.
- As much as possible, equipment and tools will be numbered and assigned to individual students to limit cross-exposure.
- If quantities are not sufficient to assign each student individual equipment, equipment that can not be disinfected shall be quarantined for 72 hours prior to use by another student to prevent cross-exposure.
- A designated space shall be identified to allow for equipment to be quarantined.
- All tools and equipment will be wiped with a disinfectant prior to use and prior to the end of each class.

Internships

Most off-site learning will be discontinued; however, some businesses with proper safety measures may still offer internship opportunities. Orange County Schools will still allow students to engage in internship work for course credit if the business follows CDC guidelines for COVID safety and the student, with parent approval and support, agrees.

HN43 Nursing Fundamentals

The current program requires 270-300 hours. The hours may be reduced based on the following:

- Amount of time spent on theory instruction, in the laboratory (to include skills demonstration, student practice & student proficiency checkoff), and clinical hours.
- Total Program Hours cannot be less than 150 hours.
- Programs must notify the Nurse Aide Specialist if they need to decrease Total Program Hours.

Theory content knowledge instruction can be provided virtually. Students **must** complete curriculum skills in the laboratory setting. This includes teacher demonstration of skills, student practice, and skills proficiency check-off. Skills cannot be demonstrated online or by video. Students **cannot** video themselves performing a skill and send a video to the teacher to demonstrate skill proficiency.

Students must complete 40 hours of clinical. These hours can occur at the approved clinical site or as scenario-driven in the school laboratory. If for some reason a program is unable to use the laboratory at the high school, they may use another approved state Nurse Aide Laboratory (community college or private Nurse Aide Training Program).

- Once the student has completed all of the above at 75% or greater, they will receive a Certificate of Completion and be eligible to attempt the North Carolina Nurse Aide 1 Certification Exam.
- Districts that are on Plan C for 2020-2021 will need to make provisions for students to complete the laboratory portions of the class.
- Clinical experiences may continue to provide work-based, hands-on learning opportunities, if the site agrees and students, with parent approval and support, agree.
- *If students are unable to complete laboratory and clinical hours, they should be transferred to HN42 Nursing Fundamentals and Non-Practicum.*

Project Lead the Way

- All tools and equipment will be wiped with a disinfectant prior to use and prior to the end of each class.
- As much as possible, tools should be numbered and assigned to individual students.

Classes with Desktop Computers

- Computer stations will be numbered.
- A specific computer station number will be assigned to a specific student. I.e. Student A is assigned to computer 1.
- Computer stations will be spaced to keep social distance between students of 6 feet. If stations cannot allow for social distancing, then spaces will need to be designated every other space for use.
- Students will use hand sanitizer before they enter the class and as they leave the classroom.
- Teachers will use alcohol wipes to disinfect the keyboard, mouse and monitor. The alcohol wipe should be damp when cleaning the devices. Please refer to the alcohol wipe guidelines in the cleaning and disinfecting section under operations.
- ADDED 12/22/2020: Consider using a laptop only.

General Resources CTE

NCCTE Guidance for Re-Opening During Covid-19 v4

Click here for a link to the document: [NCCTE Guidance for Re-Opening During COVID-19 v4](#)

ACTE: High-quality CTE, Planning for a COVID-19 Impacted School Year

An excellent CTE specific resource to consider is the ACTE publication titled [High-quality CTE, Planning for a COVID-19 Impacted School Year](#).

Advance CTE: Prioritizing CTE Through and Beyond COVID-19

Advance CTE's new resource is designed to help states identify and prioritize those actions and activities that will ensure that learners stay supported and that CTE programs continue to grow and thrive.

Prioritizing CTE Through and Beyond COVID-19 is a tool CTE leaders can use when planning for short- and long-term priorities. The resource asks CTE leaders to reflect on the past and future impact of COVID-19 on CTE learners and programs, consider how to use data and engage the field to make informed decisions, and identify key action steps to assist the state in preparing for and implementing strategies to provide quality, equitable CTE this coming year.

Click here for a link to the document: [Prioritizing CTE Through and Beyond COVID-19](#)

ADDED: Jan 7, 2020 LEAD FCS Guide to Safe and Effective Family and Consumer Sciences Programs

This guidance document was developed as an easy way of locating information needed to (re) open the FCS classroom and related activities. Industry has been included where deemed appropriate. See links below for additional information. [LEAD FCS Guide to Safe & Effective FCS Programs](#)

General Cultural Arts Guidelines for Band, Chorus, Theatre, Visual Art

- Self-isolation – if you are sick, stay home.
- Practice social distancing before, after, and during class.
- Choose activities that minimize the use of shared equipment, instruments, tools, and music.
- All shared equipment and tools will be disinfected before use and after use. If an item cannot be disinfected with cloth and cleaner, the item will be quarantined for 72 hours. A designated space will be identified for quarantined items.
- Choose activities that limit close contact between students.
- Avoid activities that require touching, singing, and/or playing in circles.
- A NO TALKING POLICY will be required while practicing with band masks or during the transitions of a personal mask to a band-specific mask.
- No clothing or towels may be shared during practices or rehearsals.
- No sharing of food or water will be permitted during practices.
- Students will be assigned a seat or area of the classroom.
- Mark standing/sitting spots on the floor for students.
- All students should face the same direction in the classroom (no circles or semi-circles).
- Teachers/Conductors should face the classroom/chorus/band/orchestra with as much distance away from the first row of singers (possibly install a plexiglass shield or wear goggles).
- Project information and music rather than hard copies (continue to follow copyright laws when sharing music). If hard copies are provided, students should not share copies.
- Classes can utilize other classrooms or spaces for sectionals or small group rehearsals in order to allow for social distancing.
- Blended Learning/Flipped classroom utilizing technology platforms is suggested.
- Minimize the use of soft surfaces like cloth-covered chairs or area rugs that are more difficult to clean or disinfect.

- Record class rehearsals to share with students who cannot attend school due to illness or compromised immune systems.
- If teaching in a large space, consider the use of a system to broadcast instruction due to increased social distancing (ex. A Microphone with a portable system or an app with a BlueTooth speaker). Louder speech spreads more aerosols.

Per Orange County School District Plan Guidance, students, faculty, staff, and visitors must observe a minimum of 6-feet of physical distancing, when possible.

When actively practicing in the band, it is recommended that staff and students in the band maintain at least a 10-foot distance, if possible. This requirement will apply only to the band and its associated groups.

Band

- Band groups will be allowed to conduct practices and training indoors at increased physical distances with approved air purifying devices. (See the air-purifying section below)
- Attendance at each practice will be taken for tracking purposes and/or for potential contact tracing efforts.
- A seating chart must be created by the band director prior to practicing.
- The band will be allowed to play inside with these mitigating strategies:
 - specialized band masks,
 - bell covers, and
 - Recommended physical distancing of a 10-foot square
- Before setting up, students and teachers should practice hand hygiene steps.
- When masks are being exchanged from personal mask to band mask, NO TALKING, and ALL in the classroom will make the exchange at one time. For example, “It is now time to put on your specialized band mask, there will be NO TALKING. Now, quickly remove your mask, and put on your band mask.”
- When playing inside, a band mask must be worn at all times and wind instruments must have a bell cover.
- When playing inside, it is recommended the students be physically distanced 10 feet. A **minimum** physical distance of 8 feet (trombones must be minimum of 9 feet), but the **preferred physical distance is 10 feet**. Physical markings are required to show student position and location.
- The active playing of wind instruments must not exceed 30 minutes. When outside, a 5-minute break is required before continuing to play. When inside, the air must exchange at least once before playing resumes. An air purifier or similar will assist with this air exchange.
- When playing indoors, a large space (such as an auditorium) can be used to ensure physical distancing is accomplished.
- Outdoor playing of wind instruments is still advised and is allowed by OCS.
- If the band will play outside, the band directors will work with the school administration to determine the best outside location that is close to the classroom, safe, and reasonable. The infrastructure of the outdoor space must be considered to reduce setup and take downtime to reduce the impact on remote students while in-person students set up.
- Outdoor band ensembles may need the use of up to two practice areas for spacing.
- Everyone must wear a mask at all times.
- OCS purchased specialized band masks and instrument bell covers. When playing instruments, students will wear specialized band masks and bell covers.

- Please see the [International Coalition Performing Arts Aerosol Study](#) which says, “bell covers are 1 highly recommended as “masks” for the instruments. Bell covers can be made of multi-layered high denier nylon material and provide a barrier for aerosols.”
- Music stands will not be shared to assure social distancing.
- Limit numbers of students in storage areas at any one time. Students should use 70% alcohol wipes to clean up touched surfaces in the storage room and discard the wipe on the way out of the storage room.
- Avoid sharing of any equipment (i.e. percussion mallets, sticks, and accessories). Any equipment that must be shared (i.e. keyboard instruments, etc.) needs to be disinfected before and after each use.
- Do not release water and “spit” from instruments onto the floor. Consider using disposable “puppy pads.”
- Directors consider using a portable amplifier to keep your voice at a low conversational volume with a mask.
- Teachers should use the most effective mask possible since they are assumed to talk the most in a classroom. While an N95 mask is best, there could possibly still be a shortage, so use the closest to an N95 you can find available.
- Students should all face the same direction to minimize exposure.
- Trombones should have an additional three feet of distancing to accommodate the extension of the slide making their space 9x6 instead of 6x6.
- Outdoor rehearsals are best when possible - for marching and concert bands. A large outdoor tent would help shelter students from the sun while maintaining better circulation of air.
- Limit rehearsals to allow the HVAC to circulate air from outdoors or filter air through the room. The Performing Arts and Aerosol study recommends 30-minute rehearsals. Five-minute breaks for outdoor rehearsals, and at least one “air change” for indoor rehearsals.

K-5 General Music/Art:

- Use instruments such as guitar and ukulele rather than recorders. If recorders are used, students should play them at home during remote instruction, not in the classroom.
- If possible create student instrument packets with unpitched percussion so there is no sharing between students and classes.
- Plan lessons that limit the number of singers and instruments.

Chorus/Choir

- Singing is ideal and preferred outdoors, but the ABC Science Collaborative does support indoor singing when students are 8 feet or more physically distanced and properly masked.
- Singers will always wear masks. OCS has purchased specialized singers masks for student use.
 - <https://www.broadwayreliefproject.com/singersmask>
- When masks are being exchanged. NO TALKING and ALL in the classroom make the exchange at one time. For example, “It is now time to put on your specialized chorus mask, there will be NO TALKING. Now, quickly remove your mask, and put on your chorus mask.”
- Limit singing rehearsals to no more than 30 minutes. When outdoors, a break of 5 minutes is required. When inside, singing must stop until the air has exchanged at least once. An air purifier or similar will assist with this air exchange.
- Humming with closed lips should be an encouraged practice during indoor classes.
- Each singer should have their own materials. Do not share materials. No music storage should be available for student use.
- Deliver music electronically to students whenever possible. If hard copies are provided, students should not share copies.
- Avoid touching, choreography, singing/playing in circles. Stretching or “warm-ups” activities should not require touching or exaggerated exhalation.

- For developing choirs, consider repertoire that encourages successful part-singing and flexibility of parts to include: Partner Songs, Ostinato Songs, and Canons ([ACDA Doc page 107](#))
- When possible choose a repertoire with digital teaching resources already available
- Live-streamed concerts with limited audience for family members ([ACDA Tech Resources page 92](#))
- Expose students to virtual performances ([ACDA Doc page 95](#))

Theatre

- If singing or playing instruments in theatre class, please refer to those sections above and follow that specific guidance.
- Teachers will use a voice amplification system and students will rehearse with softer volumes.
- Create separation in large spaces to rehearse smaller groups simultaneously in order to comply with social distancing requirements.
- Minimize numbers of students in rehearsal rooms and theatres by rehearsing scenes or sections.
- Students should be provided with their own theatre props, make up, costumes and all other equipment for class, rehearsal or performance. Sharing of these items should not be allowed and disinfect all items after each use.
- When rehearsing/performing musical numbers follow the guidelines for choral music and choreography should follow guidelines for dance education.
- Students should not be required to use costumes until final rehearsals and performances.
- When dressing rooms are needed, utilize bathrooms and nearby classrooms to comply with social distancing requirements.
- Consider plays with small casts or A/B casts (double casting).
- Rehearsals should be limited to 30 minutes with at least a five minute break.
- Curtains and drops should be flown out or drawn open during rehearsals.
- When possible use recorded music for rehearsals and performances.

Visual Art

- Where appropriate place tools in containers of disinfectant until needed or items should be stored in an individual closed container that is disinfected at the end of each use, prior to being returned to storage.
- Supplies that have been taken home should be disinfected when returned to the classroom or be quarantined for 72 hours.
- Teachers should demonstrate proper handwashing and cleaning of tools, equipment and media.
- Open top trash containers are preferred to prevent touching the lid.
- Teachers should consider a staggered schedule when planning for use of school media/tools by class (for example pastels for class 1, paint for class 2, scissors for class 3) in order to give cleaning time between use.
- Special considerations for use of clay
 - Store clay in a safe place out the student's reach
 - Tools used will be sterilized or quarantined (72 hours) between use.
 - Consider simple hand-building techniques that do not require shared supplies or use disposable supplies (plastic spoons, craft sticks, etc).
 - When reconstituting clay after student use, use 1 part bleach to 4 parts water (can be increased to 1 part bleach to 9 parts water) to spray the surface of the clay before bagging and storing.
 - Clay issued to students should not be shared.

Performances

Discontinue in-person activities that involve bringing together large groups of people or activities that do not allow for social distancing (assemblies, performances, field trips, etc.) *This order is subject to change and must be approved by the Orange County School Board in conjunction with the guidance of the District Staff and Administration.*

Air Purification Devices

The use of supplemental ventilation (such as air purifiers, bi-polar ionization, etc.) to increase the overall room airflow and filtration is highly recommended. Currently, a decision on the type, style, and system planned for these schools is forthcoming.

General Resources Cultural Arts

Recommendations for ARTS EDUCATION as North Carolina Reopens Schools

Click here for a link to the document: [Recommendations for Arts Education as North Carolina Reopens Schools](#)

North Carolina BandMasters Association

Click [here](#) for a link to the document.

[NCDPI Arts Ed Remote Learning resources](#) - Arts specific content links for lessons, virtual field trips and remote teaching strategies.

[NCDPI Arts Webinar Archive](#) - All of the arts content webinars are archived at this site

[Guidance for arts classes](#) - Links to ongoing research on aerosol transmission and to documents on best practices for safely resuming in person arts classes

[Air Table](#) - resource enabling NC music educators to share lesson plans and tips with NC music educators as we pivot to remote learning. Teachers, please submit a lesson to share. This resource is available to teachers starting August 17th. Here is a [Video Presentation](#) to show you how to use this resource.

[Virtual Learning Resources for music educators](#) by the National Association for Music Education (NAfME) Archived webinars to support remote teaching

[NC K-8 Music Standards](#)

[NC 9-12 Music Standards](#)

[NC 9-12 Theatre Standards](#)

[North Carolina Symphony Concert](#)

[ACDA resources](#)

[NC Visual Arts Standards](#)

[Art of Education resources](#)

[The North Carolina Museum of Art lessons](#)

[NFHS instrument cleaning guidelines](#)

General Resources

The State Board of Education (SBE) and NC Department of Public Instruction (NCDPI), in consultation with the North Carolina Department of Health and Human Services (NCDHHS), have developed [Lighting Our Way Forward: North Carolina's Guidebook for Reopening Public Schools](#) in response to the COVID-19 public health crisis. The purpose of the guidance document is to support NC public schools and communities in developing plans and strategies for reopening schools in the 2020-21 school year. As public school units (PSUs) work to operationalize these recommendations, it is critical to be intentional and prepared for change as the year unfolds considering public health

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needs. CTE encourages all district administrators to consult that document for non-CTE specific reopening guidance.