

**Tri-County Opportunities Industrialization Center (OIC)**

**Student Protocol – COVID-19 Pandemic**

To keep everyone safe during the COVID-19 pandemic, students must adhere to the following procedures.

* Students are encouraged to park in the lot located at the corner of 4th and Maclay Streets due to limited space in the parking lot next to the building. Parking on the street is permitted, but students must abide by all requirements and are responsible for paying any tickets received as a result of a parking violation.
* All students will be required to be buzzed into the building, sign in at the front desk, and have an electronic forehead scan for a temperature reading. If the temperature is at or higher than 100° Fahrenheit, the students will have to leave the premises at once and return home. Temperature checks will be conducted again for any students who leave the building and then return during the same day.
* Students are required to wear face masks or face coverings while in the building unless they have a condition that would worsen by wearing a mask or face covering.
* Students must maintain social distancing of at least 6 feet from other people inside or outside the building whenever possible.
* Students may not congregate in the hallways.
* Students are encouraged to wash their hands frequently for at least 20 seconds and use hand sanitizer as an alternative, especially when they arrive at OIC or are preparing to leave, prior to eating, after using the restrooms, after coughing or sneezing, and after touching any communal object, such as a door handle.
* Sneezing and coughing must be done into the crook of their arm and not into their hand.
* If students develop symptoms that they believe to be related to COVID-19 during their time at school, they are excused to go home immediately. If they cannot leave immediately, they must go outside to wait for their ride.
* If students believe they are experiencing COVID-19 symptoms at home, they must notify their instructor, who will alert the OIC leadership for follow-up with anyone who may have been in contact with the students while at OIC.
* If students test positive for COVID-19, they must stay at home for a mandatory minimum of 10 business days and notify their instructors that they have tested positive. The instructor will notify OIC leadership for follow-up with anyone who may have been in contact with the students while at OIC.
* Students who are at high risk for COVID-19 or are uncomfortable attending face-to-face classes are encouraged to participate in remote learning from home.
* To assist our students, OIC will provide the following:
	+ Soap, paper towels, and hand sanitizer will be available at all times.
	+ Face masks will be provided to any students who do not have one.
	+ Classrooms will be arranged to allow social distancing of at least 6 feet between students and instructors.
	+ All tables, chairs, writing utensils, computers, and other community objects will be disinfected after every class session.
	+ Staff will be required to follow all safety procedures required of students.