



Starting Well Practices for South Dakota Career & Technical Education

This document outlines considerations to assist local CTE programs for the 2020-21 school year. Find additional resources and guidance on the South Dakota Department of Education's [Starting Well webpage](#). Local district guidelines take precedence over these suggestions.

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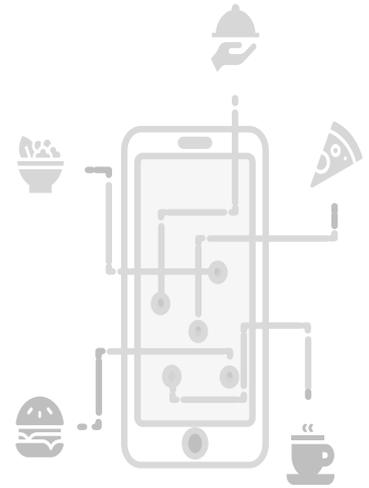


General Guidance

- Reinforce school policies related to students staying home if they are sick or have been exposed to COVID-19.
- Monitor students for signs of anxiety, fear, and loss. Refer students to counselors as needed. See this [School Reentry Considerations](#) publication from the American School Counselor Association and National Association of School Psychologists for more information.
- Spend time during the first few days of class to ensure students are familiar with your school/district's online learning platforms in case the need arises to switch to distance learning.
- Explain what you would expect from students during distance learning.

The CTE Classroom

- Consider re-arranging seating to maintain six feet of separation whenever possible.
- When social distancing is not possible, consider the use of cloth face coverings and physical barriers.
- Arrange seating away from the classroom entrance to minimize traffic.
- When planning group activities, consider how to allow students to maintain social distancing.
- If possible, sanitize frequently touched surfaces between classes.
- Encourage students to bring their own materials to limit sharing.
- When providing materials, have them set out prior to students entering the classroom when possible.
- Use digital curriculum materials (rather than paper) whenever possible.
- Post signage with reminders on how to slow the spread, including washing hands, wearing gloves when appropriate, and using cloth face coverings when social distancing is impractical.





Career & Tech Student Organizations

FFA, FCCLA, HOSA, Skills USA, Ed. Rising, FBLA, DECA

CTSOs are a key component of a robust CTE experience. Although extra care must be taken to ensure student safety and parent confidence, those extra steps are worth it if educators can continue to provide their students with these valuable experiences.

- Reach out to state advisors to collaborate on best practices for ensuring robust student experiences.
- Work with your school leaders to understand what protocols and/or restrictions may be in place when planning events, meetings, and travel.
- When traveling, understand the level of community spread in your area and your destination area by checking the South Dakota Department of Health's [COVID-19 webpage](#). If traveling to another school, communicate regularly with other school leaders to ascertain the level of spread and recommended preventative steps, particularly if the destination area is experiencing substantial community spread.
- Consider temperature and wellness checks before departing.
- Refer to the [Department of Health's School Bus Guidelines](#) if traveling by bus.
- Utilize larger spaces for meetings (gym, park, cafeteria, etc.). Maintain social distancing when possible.
- Consider virtual CTSO competitive events when feasible.

Work-based Learning



On-the-job experience is a vital component of a well-rounded education for all students. Although experiences may look different this year, consider how to adapt to the current reality:

- Work-based learning opportunities will depend on employers' and businesses' current practices in accordance with local health guidelines. Students should be prepared to follow industry-specific hygiene practices.
- Be prepared for alternative work-based learning, especially in Health Science and Human Services, due to the high-risk populations served in these clusters.
- Communicate early and often with local businesses to ensure safe experiences. If in-person experiences are not possible at this time, see if there might be virtual alternatives, such as virtual tours, pre-recorded tours, or interviews with professionals in the field.
- When placing students in internships or apprenticeships, work with the local business to find alternatives to in-person monitoring visits.
- Use Zoom and/or phone calls to connect with mentors when possible.
- When transporting students, follow the local district transportation policy.



Cluster Specific Guidance

Click on any link to travel directly to that section

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Architecture & Construction, Manufacturing, Transportation, Distribution, & Logistics

Precautions in workshop/lab settings

- To reduce the number of students in a workshop/lab and maintain physical distancing, consider having half of your students remain in the classroom while the other half participates in lab instruction. Do this only if appropriate supervision can be provided.
- Ensure students understand expectations for special hygiene practices (i.e. more frequent handwashing, use of cloth face coverings, gloves, etc.).
- Avoid sharing of safety equipment (glasses, aprons, welding helmets, etc.).
- Mark floor to help maintain social distancing where students may need to line up (i.e. stationary tools, work benches, tool cabinets, sinks, etc.).
- Set up individual workstations for students and avoid having students share tools and equipment whenever possible.
- If tools and equipment must be shared, consider using assigned numbered tools and establishing “pods” of students (Ex: Student #1 uses hand tool #1 or students #1-4 use hand tool #1).
- Plan for cleaning/disinfecting equipment between uses/classes.
- Do projects outdoors or with windows/doors open while weather permits.
- Consider redesigning workflows to decrease close physical interactions.



Ag, Food, & Natural Resources

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Animal Handling

- The risk of animal-to-person spread is considered to be low.
- Encourage frequent hand hygiene when working with animals.
- Avoid introductions of new or “outside” animals to existing populations.
- Monitor animals for signs of illness.
- Clean and disinfect animal areas frequently, including equipment, tools and other items.

Greenhouses

- Consider posting capacity limit to ensure social distancing can be maintained.
- Consider providing hand sanitizer for use upon entry and exit.
- Consider signage to restrict entry to students and teachers.
- Develop a schedule for increased, routine cleaning and disinfection.
- If possible, conduct public sales online or outside.

- **Arts, A/V, & Communications**
- **Business Management & Administration**
- **Finance**
- **Government & Public Administration**
- **Information Technology**
- **Marketing**
- **STEM**



Computer & Equipment Use

- Assign devices and hardware to students to limit sharing.
- If possible, alternate which computers are used each class period to allow more time for regular cleaning/disinfecting of keyboards, mice, monitors, computer desks, etc.
- Encourage students to bring personal headphones. If this is not possible, ensure proper sanitation between uses.
- Ensure students have access to necessary software at the start of school to allow for smoother transition if the need arises for distance learning.
- Explore alternative tools/ technologies that may be more accessible for distance learning (phone cameras, apps, web based platforms, etc.)

School Stores

- Include safety procedures as part of your training for new “employees” (students).
- Develop a schedule for increased, routine cleaning and disinfection.
- When possible, limit use of shared objects such as writing utensils and equipment to make products and merchandise or clean/disinfect between uses.
- Order smaller quantities of perishable items or items with expiration dates.
- Consider digital or online payments to decrease handling of cash, checks, and credit cards.
- Use current conditions and restrictions to teach innovation:
 - Consider creating an online alternative such as a website to sell products, taking into account how you would fill orders and ship.
 - Determine an order and pick-up system for outside visitors/customers, as most will not be allowed in the building.



Education & Training

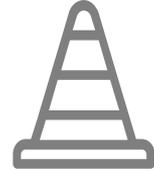


Human Services

- If utilizing simulators (babies, pregnancy, etc.) disinfect between each use.
- Ensure that all teaching materials, toys, etc. that students will be using in work-based learning are sanitized daily and easily cleanable (laminated, etc)
- Early childhood education students participating in work-based learning in the community should wear masks, follow proper personal hygiene and follow all industry-based guidelines for safely working in those settings.
- Communicate early and often with industry providers with whom the school has placed students for work-based learning opportunities to ensure the safety of everyone.
- Students participating in work-based learning in the community should wear cloth face coverings, follow proper personal hygiene and follow all industry-based guidelines for safely working in those settings.



Health Science Law & Public Safety



- Sanitize blood pressure cuffs, stethoscopes, manikins and other healthcare simulation equipment between each student's use and/or class periods.
- All disposable equipment (e.g. gloves, face shields, lung bags, gauze, bandages) must be single use and only per student and instructor.
- If possible, maintain a 1:1 ratio of student to manikins and AED.
- Incorporate COVID protocols specific to this cluster into your lessons, including PPE and pandemic procedures in healthcare.
- Incorporate COVID-19 precautions into written lab procedures, as would be common in the industry.
- Students participating in work-based learning in community should wear masks, follow proper personal hygiene and follow all industry-based guidelines for safely working in those settings.
- Be prepared for alternative work-based learning due to increased visitor restrictions due to the high risk populations served in this cluster.



Hospitality & Tourism

- Students preparing food in a Culinary Arts or Foods Lab should wear the following safety attire at all times: foodservice disposable gloves, cloth face covering, apron or chef's coat. Aprons, skull caps, and chef coats should be assigned to individuals and laundered after use.
- Provide checklist for equipment sanitation: work surfaces, sinks (including faucets and handles), stove dials and doors, refrigerator door handles. Complete sanitation prior to gathering equipment and food/supplies.
- Provide a pail of sanitizer for each lab unit.
- Incorporate COVID-19 procedures into written lab procedures.
- Make mandatory stops throughout class for handwashing, sanitizing, and disinfecting.
- Consider COVID-19 protocols specific to the Hospitality & Tourism cluster and incorporate those into lab procedures (i.e. ServSafe has free COVID-19 training and resources available).
- Provide additional spacing between workstations and establish work space assignments.
- Remove flour, sugar, spices, etc. from individual kitchen spaces and locate in a centralized area. Limit student access to these bulk ingredients.
- Use stainless steel utensils and food preparation equipment when available.
- Reduce recipes so less of a product is made.
- Separate sampling into individual portions before eating. Assign each student individual food portions to sample away from others. Use disposable tasting spoons.
- Towels should be laundered after each lab. Ensure clean towels/aprons/potholders are handled with clean hands and while wearing a cloth face covering.
- If food is offered at an event, provide pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
- If remote learning becomes necessary, students may be preparing food lab experiences at home and should practice food safety (i.e. wash food, wear gloves, use correct cutting boards, and prevent cross contamination) as normally expected.
- If possible, provide pre-measured ingredients for students to take home to complete lab experiences with remote learning experiences.



Still have questions about COVID-19 precautions in your CTE program?

[Contact your regional or
program specialist](#)