Pontotoc Technology Center

601 West 33rd Street | Ada, Oklahoma 74820 | PontotocTech.edu | (580) 310-2200 | David Lassiter, Superintendent

Public Access Plan | Updated: May 26th 2020

Pontotoc Technology Center is working to open high-demand services at our campus in a safe way. We are following the state of Oklahoma guidance as well as other public and governmental resources. As we progress through a three-phased opening plan, please keep in mind that plans are subject to change. For questions about campus access, please call:
- Full-Time Programs: (580) 310-2200
- Business and Industry Services: (580) 310-2248
- If you, or someone you care for, falls into any of the following categories, you are encouraged to follow CDC guidelines for "safer at home" and/or Quarantine Procedures (if applicable):
    - Over 65 or with underlying health conditions
    - Have received a positive COVID-19 test
    - Have have had close contact with a positive COVID-19

PHASE I
Begins May 18th, 2020
- Access to campus is by appointment only.
- All common areas on campus, including break areas and lobbies are closed to gatherings.
- The snack bar ~~and all vending machines are~~ is closed.
- Testing center open (Call 580-310-2271 to schedule an appointment.)
- FT students returning for skills requirement completion should contact his/her instructor to discuss your schedule.
- Critical BIS courses may resume: (CNA, EMT, Firefighter I Daytime and Evening, Electric, HVAC, Dental Assisting, Phlebotomy). To enroll, call 580-310-2248. We will also list upcoming classes on our social media accounts. Facebook | Twitter
- All other areas of the campus remain "Closed to the Public" except on a case by case basis and subject to Superintendent approval.

For the safety of all those on campus, visitors are screened and must follow all standard practices described below. If you are found in violation of these guidelines you may be asked to leave campus.

Where to enter the building:
When you visit PTC, use one of two entrances:
- Entrance A (Full-Time Programs)
- Entrance C (Business and Industry Services)

All dates, guidelines, and requirements subject to change based on current conditions and federal, state, and local health guidance.

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What to expect when you visit PTC: (This is to ensure the safety of those on campus and to comply with potential contact tracing requirements.)

1. **Temperature Check:** Temperature reading must be **UNDER 100 ℉** and should be visually confirmed by the administrator or designee. We use an infrared (no-touch) device.
2. **Face Mask Check:** All visitors on site are required to bring and wear a face mask covering the nose and mouth while on campus (no exceptions).
3. **Answer Screening Questions:**
   a. Had a fever in the last 24 hours? If "yes" campus access will not be granted.
   b. Do you have a cough? If "yes" campus access will not be granted.
   c. Do you have shortness of breath? If "yes" campus access will not be granted.
   d. Have you had close contact with an individual who has been diagnosed with COVID-19? If "yes" campus access will not be granted.
   e. Have you traveled outside of the state in the last 14 days? If "yes" campus access will not be granted.
4. **Visitors who develop symptoms during his/her visit should leave campus immediately.** Symptoms include, but are not limited to, an elevated temperature above 99.9, cough, shortness of breath or any cold / flu-like symptoms. If you must leave, you should contact your healthcare provider or the COVID-19 hotline at 1-833-528-0063.
5. **If you, or someone in your household, has been diagnosed with COVID-19,** do not visit PTC unless you have received prior approval from PTC to do so. *If this applies to you, Contact Full-Time Programs or Business and Industry Services for guidance.*

After successful screening:
- ALWAYS follow Social Distancing practices.
  - The number of people in the room should be determined by the size of the room and capacity to maintain at minimum a 6 ft distance per person.
  - Regardless of room size, no more than 10 people in any room at any one time.
  - Maintain 6 ft distancing from all individuals.
- Visitors shall refrain from gathering in small spaces.
- Work supplies should not be shared (work desks, phones, computers, pens/pencils, etc.) without proper disinfecting measures taken between use.

Additional Considerations:
- If you become uncomfortable with the distance between you and another person, it is appropriate to say, "We need to keep a social distance" and move to a safe six foot distance.

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Page 2

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Phase II - June 1st: subject to current events, will be defined closer to launch date.

We are committed to the safety of our students, customers and staff and therefore our plans remain flexible. Campus access and policies are subject to change based on current events. Phase II will carry forward most of the original guidance found in Phase I, and includes the the following modifications:

- Campus access remains primarily by appointment only.
  - Full-Time Programs: (580) 310-2256
  - Business and Industry Services: (580) 310-2248
  - Testing Center (580) 310-2271
- If approved by the Superintendent, scheduled events/classes may occur allowing a broader access to campus by the public while still following all screening/access guidelines as well as social distance guidelines set forth by the CDC. (For example, full-time programs will host its annual "Summer Up" orientation days on June 4th, 18th, and July 16th.)
- Vending machines on campus will resume service, but common areas remain closed. It is recommended after using a vending machine that you wash your hands thoroughly following CDC guidance.
- Due to the uncertainty surrounding current events and how they may affect access to campus in the future, PTC is not scheduling community rooms at this time. We are unsure when we will be able to resume scheduling at this time, but if you'd like to be notified when we do, please call (580) 310-2248 to let us know. You can also sign up for PTC email updates at: https://www.pontotoctech.edu/bis/bis

Phase III (tentatively August 3rd): subject to current events, will be defined closer to launch date.

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Page 3

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RESOURCES

Government
- Federal: Coronavirus.gov
- Federal: CDC - Covid-19 Information Page
- State: Oklahoma State Department of Health
- State: Oklahoma Open Up and Recover Safely Plan (Published April 22, 2020)
- County: Pontotoc County Health Department
- City of Ada: Covid-19 Important Information

Helpful Tools and Tips
- Covid-19 Self Checker (CDC)
- Covid-19 Screening Tool (Apple Developed)
- How to Make a Face Covering (Sew and No Sew Instructions)
- Are you at High Risk? (CDC)

GENERAL HYGIENE TIPS
- Wash your hands frequently during the day for a minimum of 20 seconds using soap and water.
- Refrain from touching nose, mouth, face without washing hands immediately before and after.
- Proper sneeze/cough etiquette should be followed.
- Ensure you are familiar with the basic COVID-19 facts via the CDC website: https://www.cdc.gov/coronavirus/2019-nCoV/index.html

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Page 4