



Northland CAPS COVID-19 Guidelines and Procedures

Northland CAPS and the North Kansas City School District

North Kansas City School District guidelines for employees are available at [this link](#). Northland CAPS will follow district guidelines and procedures whenever possible. This document is intended to supplement district guidelines for situations and scenarios specific to Northland CAPS.

About COVID-19

People with **COVID-19** have reported having a wide range of symptoms, from mild symptoms to severe illness. Children have similar symptoms to adults and generally have mild illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (defined as being 100.4° F or higher)
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea (CDC, 2020).

If a student associate is experiencing any of these symptoms, he/she should not travel to the business partner location nor should he/she enter the Northland CAPS classroom. Instead, the student associate must communicate this information with his/her instructor. Northland CAPS administration will communicate with the sending high school/district administration to determine a plan of action, and the associate will be required to work remotely until cleared to physically return by Northland CAPS administration.

Please refer to the Northland CAPS Parent-Student Handbook for expectations about the process of reporting student associate absences.

Scheduling and Participation

Due to restrictions and protocols set forth by our business partner host sites, Northland CAPS will not be able to offer a fully in-person scheduling option. Instead, Northland CAPS will operate on a blended A/B schedule; a calendar with full details is undergoing final revisions and will be released as soon as possible.

- First-year student associates will physically attend Northland CAPS two times per week while participating remotely three times per week. Synchronous, engaged participation is expected for the duration of class time while working remotely.
- Senior associates will have a unique schedule to meet the specific demands of our second-year program and can expect to physically report 5 days per week; many of these days will be at the associate's internship location.

This blended format will allow Northland CAPS the ability to maximize interaction with local businesses and industry professionals while maintaining adequate physical spacing between individuals.

Arrival and Dismissal

Northland CAPS student associates will undergo daily temperature screenings at the entry point to their business partner host location. A student associate with a fever (defined by the health department as 100.4° F or greater) will be sent home; if possible, that student associate should participate remotely. Northland CAPS will work closely with sending schools/districts to determine a plan of action on when the student is cleared to return.

To prevent large groups congregating at the building entrance, student associates should not attempt to enter the building until 10 minutes before the beginning of their assigned class time. While waiting to be screened, student associates should maintain physical distancing of 6 feet or greater and masks are required to be worn. Once a student associate has been cleared to enter the building, the associate should walk directly to the classroom.

At the conclusion of class time, student associates will maintain physical distancing of 6 feet or greater while exiting the building. Masks will continue to be worn until the student associate exits the facility. Walking in groups before, during, or after Northland CAPS time is not allowed.

Physical Distancing in the Classroom

To the extent possible, student associates will be spaced throughout the classroom to promote physical distancing. Desks and tables will be placed in rows with all student associates facing the same direction. Associates will be placed in assigned seating, and a seating chart will be recorded by the instructor.

Safety and Cleaning Protocols

Staff and student associates will be required to wear masks for the entirety of Northland CAPS meeting times. Students are welcome to provide their own cloth mask; a limited number of cloth masks will be provided for student associates and will be available on the first day the student associate is in physical attendance. The only time masks may be removed is if individuals are outside AND physical distancing of six feet or greater from other individuals is maintained.

Common surfaces, such as doorknobs, seats and desks will be cleaned with disinfectant spray at the conclusion of each morning and afternoon class. Use of community supplies (such as pencils, technology, and other equipment) will be limited; borrowed equipment will be disinfected between use.

In most situations, student associates will be able to complete tasks and projects using their district-provided technology device. Should a student associate need a special device to accomplish Northland CAPS tasks, a process will be in place to ensure that the device is cleaned before another student associate can use it.

Eating will not be allowed in the classroom, as this necessitates the removal of a face covering. Student associates are encouraged to eat before or after their class time. A student may bring an drink, though it may not be shared with other individuals.

Northland CAPS will adhere to business partner guidelines should they be more stringent than those listed in NKC Schools guidelines or in this document.