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To: District Administrators, Building Principals, CTE Faculty

From: Sharon Wendt, Director
Career and Technical Education Team

Subject: Career and Work-Based Learning Programs

As districts determine how to manage instruction, extracurricular activities, and out-of-school learning experiences in 2020-21, the Career and Technical Education Team is offering additional guidance for student safety consideration.

Adoption of any of these guidelines depends on how each school opens. Furthermore, requirements for school and workplace safety may vary between communities and counties for social distancing, hand washing, and face masks. Always consult current guidelines from the national Centers for Disease Control and Prevention (CDC), as well as state, city, and county health departments before determining local school policy.

Career and Work-Based Learning Experiences

Exploring careers through experiential learning is a critical component of Academic and Career Planning (ACP). These experiences connect academic coursework to career opportunities in school, at a workplace, or in partnership with business mentors. They also allow students to gain additional knowledge, employability skills, and technical skills through job shadowing, industry speakers and tours, entrepreneurial experiences, internships, and youth apprenticeship.

Work-based learning (WBL), in particular, is an immersive experience primarily occurring at the workplace. The state-certified WBL programs, DPI State-Certified Cooperative Education (State-certified Co-Op), and Youth Apprenticeship (YA), must still be implemented according to long-standing program requirements for hours, wages, and training. An evolving situation may necessitate changes, but these requirements are expected to apply through the 2020-21 school year. In addition, school-based or consortium WBL coordinators are responsible for ensuring coordination at the workplace with the student and employer, including safety training, as part of any state-certified WBL program.

Because career and WBL is delivered primarily outside the local school district, it is important the local school work closely with the community organizations and employer mentors and businesses to review current safety policies and procedures. To ensure that

students remain safe and healthy, districts, schools, and consortiums should consider the following:

- Review current state, county, and local COVID-19 safety requirements. The Wisconsin Department of Health Services (DHS) website at <https://www.dhs.wisconsin.gov/covid-19/index.htm> describes current state recommended guidelines.
- Look into alternatives to workplace career learning experiences for job shadows, speakers, and tours. Consider virtual opportunities to connect with employers and companies.
- Develop a plan that includes strategies to supervise and monitor students who are taking part in immersive WBL opportunities. The plan should include addressing the following:
 - Specific skills students need to adhere to safety and cleanliness policies
 - Options to withdraw from the program before or during the WBL experience
 - Additional school and employer safety and workplace training
 - Actions to take if a student is exposed or contracts COVID-19 at home, school, or workplace
 - Specific safety protocols for students such as maintaining distancing requirements while students are on site
 - Innovative methods for student supervision and documentation like online record-keeping, skill journal systems, photo documentation, video conferencing, etc., instead of in-person visits
 - Contingency plans if the school district or business closes again
NOTE: Consider remote projects that would allow WBL to continue if students are unable to be on site (e.g., research projects, social media management projects). Work with employers now to develop a few projects to have at the ready.
- Follow up with all partner employers to ensure company safety practices follow current recommended COVID-19 safety guidelines issued by the local community and county for student employee safety *prior to the beginning of school.*
- Partner with employers to re-evaluate the skills identified within students' checklists and training plans, and consider ways students might complete those hours in alternative settings or over an extended period of time. *See "NOTE" above.*
- Inform families and students enrolled in career and WBL experiences for fall 2020 of the options and requirements to continue to participate or opt out.
- Contact specific state-certified program staff at DPI, or the Department of Workforce Development (DWD) for YA, for additional specific program implementation questions.
 - DPI State-Certified Co-Ops (diane.ryberg@dpi.wi.gov)
 - DWD Youth Apprenticeship (ya@dwd.wisconsin.gov)

School Stores, School-Based Enterprises, Student-Run Companies and Concessions

DHS outlines and links basic guidance for employers

(<https://www.dhs.wisconsin.gov/covid-19/employers.htm>) and schools

(<https://www.dhs.wisconsin.gov/covid-19/schools.htm>). Resources for employers are available at the links above to use to ensure safety of employees, customers, and communities from COVID-19. In addition to the recommendations above, school stores, school-based enterprises, student-run companies, and concessions should operate according to the same restrictions and requirements for employee and customer safety operations that apply to other community and county businesses.

Food Handling

The Wisconsin Restaurant Association (WRA), UW-Extension office, and ProStart® have resources to assist schools for safely handling food whether in a classroom or a workplace setting. The following information should be reviewed thoroughly by schools *prior to the beginning of school*.

- WRA
 - COVID-19 and restaurants: <http://wirestaurant.org>
 - Culinary safety classroom materials: Alex Vernon, ProStart® Program Coordinator, avernon@wirestaurant.org
- UW-Extension food handling
 - Updates for educators: <https://fyi.extension.wisc.edu/safefood/educators/>
 - <https://fyi.extension.wisc.edu/safefood/>
 - <https://fyi.extension.wisc.edu/safefood/2020/07/09/updated-food-and-covid-19/>

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