

Business, Finance, Law, and Marketing High Quality Programs COVID-19 Guidelines

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General Guidelines

- Access the [South Carolina COVID-19 resources](#)

Instruction

Districts should consider alternate forms of instruction that fit a traditional, hybrid, and/or eLearning Model to the extent possible. In Business, Finance, and Marketing courses/programs:

- Set high expectations. Create rubrics that incorporate all learning experiences.
- Develop all assignments prior to the week. Establish deadlines. Suggest using 2-week chunk model which suits students learning styles and creates road maps for the teachers, but do not post until the week of the lesson.
- Utilize Learning Management Systems such as: Google Classroom, Schoology (can stagger assignments and can set up to not move ahead) and Canvas.
- Instructional resources: Online textbooks, videos, Zoom/Teams, code.org, CodeAvengers, BusinessU, ICEV, EverFi, Cengage MindTap, for additional resources, see individual course Additional Resources/materials.
- Provide online Career and Technical Education simulations.
- Utilize CTSO Competitive Event Resources, e.g., [Future Business Leaders of America](#) (FBLA), [DECA](#), and [Business Professionals of America](#) (BPA).
- Continue to provide online credentialing opportunities.

Business, Finance, and Marketing teachers incorporate synchronous and asynchronous learning options for all.

- Teachers are recommended to acquire software skills and pedagogy for successful teaching in the virtual setting. Available options for software skills include Zoom, Teams, Google Meet, Google Hangouts, and [screencasting](#). Available options for pedagogy include [SCVirtual](#), [NIET](#).
- Master Scheduling: Create different class sections for students in classroom and for students who will be staying home.

In the event a student cannot or does not feel comfortable attending school on a regular basis, Business, Finance, and Marketing teachers should establish policies that allow participation in CTE courses and programs.

- Students must commit to do the work! (Be self-motivated, keep up with guidelines)

- Create an “Intent to Enroll” document that will notify the district that student will remain at home and still be part of the school
- Students who stay at home must have access to appropriate technology, resources (hardware/software, textbooks). Districts must provide appropriate hardware/software and hotspot.

In the event of school closure due to COVID-19, Business, Marketing, and Finance teachers should consider small group class setting options for those courses that require hands-on demonstration for mastery, completion, and/or attainment of an industry credential.

- Students need to have appropriate access to desktop/laptop computers for full software accessibility to practice tested skill attainment.
- Reference course materials/resource documents (found as hot link on the Standards document) for recommended resources and materials.

Districts should work closely with partnering Technical Colleges to ensure continuation of dual credit CTE courses for credit in the event of school closure or disruption in instruction due to COVID-19.

- Business, Finance, and Marketing programs have the opportunity to partner with technical colleges. Students follow procedures and policies as established in the partnership agreement between the technical college and school.

CTE Funding (CARES)

Districts should prioritize a portion of additional federal and local funding to include the CARES Act Funding for CTE instruction for local career centers, comprehensive high school CTE programs, and multi-district centers. In Business, Finance, and Marketing programs/courses:

- Students must have access to appropriate hardware: Laptops/desktops (Mac/IBM PC) and other related hardware/software, as well as hotspots to meet the South Carolina CTE Programs of Study Standards.
- Students must have access to appropriate course-specific software.
- Ensure students have the equipment and tools they need to obtain certification tied to the courses or programs of study.

Business and Industry Engagement

- Business, Finance, and Marketing students who participate in meaningful work-based learning experiences should follow appropriate industry and school policies and procedures.

Social Distancing (DHEC guidance below)

Business, Finance, and Marketing students practice appropriate social distancing as advised by DHEC.

- Educate students and their parents on the symptoms of COVID-19 and the importance of the student staying home if they have any of the symptoms or if anyone in the household tests positive for the disease.
- Require sick students and staff to stay home. Establish procedures for students and staff who are sick at school to be sent home as soon as possible and to be kept separate from others until they can leave.

- To the extent possible, maintain at least six feet of distance between each person.
- If desks are used, increase the space between them. Rearrange them to maximize the space between students. Make desks face in the same direction (rather than facing each other).
- Avoid students congregating in common areas. For example, have students eat lunch in their classrooms rather than mixing in the cafeteria or other common area.
- If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes.
- Create folders or packets for each student to have or get digital copies of materials instead of using textbooks if possible. Textbooks cannot be disinfected, but after sitting for 72 hours are good for use again.
- Restrict hallway use through staggered release of classes.
- Limit people present to only students and essential faculty and staff.
- Avoid assemblies or other congregate events.

Cleaning and Disinfection:

Business, Finance, and Marketing students practice appropriate cleaning and disinfection as advised by DHEC.

- Encourage frequent handwashing with soap and water for at least 20 seconds. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Ensure adequate supplies, e.g., soap, paper towels, hand sanitizer, to support good hand hygiene.
- Put up posters in key locations, e.g., bathroom, encouraging hand hygiene. CDC has a variety of educational and outreach print materials [here](#).
- Strongly encourage students and faculty and staff to wear masks or cloth face coverings as much as possible. The CDC has a pattern available to sew a cloth one, as well as a video demonstrating the no-sew method of making one.
- Routinely clean and disinfect surfaces and objects that are frequently touched, e.g., doorknobs, light switches, classroom sink handles, countertops. Using an appropriate disinfectant, wipe down items e.g., desks, chairs, and equipment before each use.
- Clean with soap and water or a cleaner typically used. Use all cleaning products according to the directions on the label.
- After cleaning, disinfect with a product that is EPA-approved for use against the virus that causes COVID-19 (a list of these is available [here](#)) or with diluted bleach solution (5 tablespoons, or 1/3 cup, bleach per gallon of water or 4 teaspoons bleach per quart of water).
- For any class that uses computers on a daily basis, student should wear gloves and face mask.
- Teachers wear face masks that do not interfere in instruction, e.g., face shields. Suggested: ZShield Flex (PRE-ORDER) – ZShields by ZVerse
<https://zshields.zverse.com/products/z-shield-flex-protective-face-shields>

<https://zshields.zverse.com/collections/available-products/products/z-shield-flex-protective-face-shields?variant=33668451041339>

- For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
- Consider use of wipeable covers for electronics.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- Follow the manufacturer's instructions for all cleaning and disinfection products, e.g., concentration, application method and contact time.
- Ensure adequate supplies to support frequent cleaning and disinfection practices.

Refer to CDC for additional information on Cleaning and Disinfecting a Facility, including guidance on appropriate personal protective equipment to wear while cleaning and disinfecting.

School-Based Enterprises/School Stores (Operations Management Program)

Integrated into the Business, Finance, and Marketing classroom is the embedded use of school-based enterprises / school stores. Below is suggested best practices for traditional/hybrid instruction in Business, Finance, and Marketing.

- Create an online alternative such as a website to sell products online in case of or in preparation of the physical school store becoming more limited or shut down. Take into account how you would fill orders and ship if students and or teachers aren't allowed back into the building.
- Determine an order and pick up system for outside visitors/customers, as most will not be allowed in the building.
- Order smaller quantities of perishable items or items with expiration dates.
- Plan for alternative assessments if the school store is part of a class or grade for students and if the schools would move to limited or a complete shut down again.
- Include new safety procedures as a part of your training program for your new "employees" (students) working in the enterprise.
- Use of shared objects such as writing utensils (for employees and customers) and equipment to make products and merchandise, should be limited when possible, or cleaned between uses.
- Develop a schedule for increased, routine cleaning and disinfection within the store and on surfaces.
- Consider having clearly defined pathways for outside customers to travel when in the school building, implementing contactless payment systems, and establishing a process to disinfect work areas before and after services are administered. Depending on your school rules, you may need to limit or not allow outside visitors.
- Alter the school store area to maintain social distancing examples include:
- Move electronic payment reader away from cashier.

- Use verbal announcements, signs, and visual cues to promote social distancing.
- Remove/rearrange furniture to meet social distancing standards.
- Provide remote shopping alternatives, e.g., delivery, pick-up.
- Develop a plan for cleaning and disinfecting. More information can be found [here](#).
- Clean and disinfect frequently touched surfaces, e.g., counters, shelving, displays.
- Provide students/ employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19. Click [here](#) for more information.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that students and customers remain at least 6 feet apart in lines and at other times.
- Limit the number of people (customers) allowed into the store area to ensure proper social distancing.
- Specialize responsibilities to students to limit contact with other areas of the store. For example, certain students are only assigned to the checkout, others are only assigned to re- stocking merchandise, etc.
- Limit the amount of students working within the store, especially if students cannot practice proper social distancing.
- Decide on a policy dealing with customers touching and trying on merchandise. Some examples may include:
- Encourage customers to use hand sanitizer/wipes before trying on items and to keep protective face coverings on during fitting.
- Determine procedure for disinfecting items that have been tried on or touched by customers. For example, consider separating and steam cleaning items that have been taken into fitting rooms, and wait a safe time period before putting items back on sales floor. More information can be found [here](#).
- Keep work groups of students that always work together, don't change schedules or students frequently. Additional guidance can be found [here](#).
- Signage in store for customers regarding new procedures. Additional information can be found [here](#).

Computer Labs

Business, Finance, and Marketing teachers integrate the use of technology on a daily basis. Below is suggested best practices during traditional/hybrid instruction in the computer lab.

- If possible, students should be assigned to a device/hardware (headphones, mouse, etc...)
- Space students out in labs so that they are not sitting next to one another. Additional information can be found [here](#).
- Utilize dividers between machines.
- Schools will provide a spray bottle with disinfectant (P-4D from Spartan or Oxivir Tb from Diversey) and paper towels to each computer lab.
- Note: Always wear protective gloves, e.g., nitrile or latex gloves, when using any disinfectant. If disinfectant is not present, or if protective gloves are not available, the computer lab should not remain open.

- Computer lab personnel must ensure that each lab has hand sanitizer, e.g., hand sanitizing station, small hand sanitizer bottles, present in the room. If hand sanitizer is not present, the computer lab should not remain open.
- Computer lab personnel must wipe down all surfaces, e.g., keyboard, mouse, desktops, computer monitors, with approved, computer-safe, EPA-registered disinfectant after every user. Paper towels, wipes or cloths should be sprayed with disinfectant and then used to wipe surfaces. Personnel must ensure that the surfaces are damp but do not saturate the electronics. Allow surfaces to air dry. Wash or sanitize your hands after removing gloves and carefully remove them as to not touch the exterior surfaces of the gloves.
- Computer lab personnel must ensure that hand-washing signage is displayed to encourage individuals to wash hands before entering the lab and to sanitize hands as they enter and leave the room.
- Social distancing should be encouraged in the computer lab. According to the Centers for Disease Control, social distancing means remaining out of congregate settings, avoiding mass gatherings, and maintaining distance — approximately 6 feet or 2 meters — from others when possible. Dividers should be used to separate stations if possible.
- School custodians will wipe down surfaces, e.g., keyboard, mouse, desktops, computer monitors, with the approved, computer-safe, EPA-registered disinfectants at the beginning and ending of each day.