



Guidelines for Career and Technical Student Organization Activities

North Dakota Department of Career and Technical Education

Purpose

The COVID-19 pandemic has challenged North Dakota K12 Education, putting much strain on Career and Technical Education and its respective Career and Technical Student Organizations (CTSOs). CTSOs supported by the ND Department of Career and Technical Education (NDCTE) include FFA, FBLA, FCCLA, DECA, SkillsUSA and TSA. NDCTE provides this document as guidance and recommendations on how to manage CTSO activities, safely, while still preserving the integrity of these events.

The guidelines and recommendations will be reviewed and edited on the 15th of each month, or as new executive orders are provided.

Benefit of CTSO Events

Although, students may not be able to attend face-to-face state and national events due to the COVID-19 pandemic, participation in a local CTSO still has many benefits.

- **Leadership Growth.** All of our students will someday, if not already, be employed. The valuable skill of leadership, that CTSOs teach and reinforce, will make our students more employable and marketable.
- **Entrepreneurial Spirit.** Many of our students will be their own boss and be our future generation of entrepreneurs and innovators.
- **Networking Opportunities.** Although our students and advisors are unable to network as in years past, virtual platforms can still provide that opportunity. This can provide a sense of belonging that during this time is invaluable to students and advisors.
- **CTSOs are Co-Curricular.** What is being taught in our CTE classrooms and labs are reinforced through CTSO membership.
- **Community Service.** An important component of CTSO members is Community Service. Now, more than ever, our students are needed to support our local communities and their residents. Engage our student organizations to find solutions to our local problems.

Checklist of Considerations for Practice

- Masks are required for all participants (students, advisors, etc.) at all times during practice except for participants when presenting.
- The North Dakota Department of Health (NDDoH) recommends monitoring and checking the health of students and all attendees before every practice, event, and competition.
- Daily attendance logs at practice/events/other gatherings for each team are required. This requirement is an effort to prevent spread of COVID-19 and to aid in contact tracing in the event of any positive tests within the team.
- Daily logs should indicate groups that were in close contact (within six feet of each other for a period of 15 minutes or longer) and if individuals were masked.

Transportation (if applicable)

- Masks are required for chapter personnel at all times while being transported.
- Recommendations from the NDDoH include:
 - Space seating so people are 6 feet apart.
 - If not possible, cohort into small groups and keep groups separated.
 - If possible, practical or feasible, keep windows open.
 - Assign seating and ensure that people stay in their assigned seats.
 - Consider using multiple vehicles.

NDCTE Guidelines for Events

- Masks are required for all participants (students, advisors, administrators, guests, judges, etc.) at all times during events except for participants when presenting.
- Transportation - see above.
- Meals and concessions stands should comply with the ND Smart Restart Restaurant and Universal Protocols: [ND Smart Restart Restaurants and Food Trucks](#)
 - Concessions are not recommended under the Orange/High Risk Level as it would limit proper use of face coverings.
 - Chapters should bring their own lunches and eat together with their chapter, a minimum of at least 6 feet from a non-chapter member.
- Crowd limitations: [ND Smart Restart Large Gathering Protocols](#) shall be followed for crowd limitations. Local school districts may choose to implement more stringent limitations.
- Daily attendance logs at practice/events/other gatherings for each chapter are required. This requirement is an effort to prevent spread of COVID-19 and to aid in contact tracing in the event of any positive tests within the team.
- NDCTE is in agreement with the ND High School Activities Association guidelines for attendance at CTSO Events. This includes CTSO participants, advisors, judges, etc. Current **Yellow/Moderate** Risk Levels are:

Tier	Seating Capacity	Maximum Number of Attendees
1	3,500+	50% of capacity up to 5,000
2	2,001-3,499	50% of capacity up to 1,750
3	1,001-2,000	50% of capacity up to 750
4	<1,000	50% of capacity up to 500

- **Attendance capacity will be adjusted to host site's county risk level**
- Awards ceremonies should be canceled, and results distributed electronically **or done virtually.**
- CTSO Advisor(s), local administration and advisory board, through cooperation with [local health units](#), will determine specific protocols during each event.

Guidance may be changed at any time, based on current conditions.

Local school districts may choose to implement more stringent measures than what is included in these guidelines. All CTSO events should seek input and approval from local health units.

As indicated in [North Dakota's K-12 Smart Restart Plan](#) member schools shall designate one person or a small team to plan and implement COVID-19 prevention measures.

CTSO advisors, students, exhibitors and judges that test positive for COVID-19 or are considered a close contact will be reported to the member school's COVID-19 designee. Isolation of the infected individual should begin immediately. The NDDoH process for [isolation](#) and [quarantine](#) will be followed.

Cleaning

- CDC guidance for cleaning and disinfecting should be followed.
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

References

- CTE Smart Restart
 - <https://www.cte.nd.gov/covid-19-updates-and-guidance>
- North Dakota CTSOs
 - <https://www.cte.nd.gov/educators/ctso>
- State of North Dakota Department of Health Order 2020-08:
 - https://www.health.nd.gov/sites/www/files/documents/Files/MSS/coronavirus/State%20Health%20Officer%20Orders/2020-08_Mask_Order.pdf
- North Dakota K-12 Smart Restart Guidance:
 - <https://www.nd.gov/dpi/sites/www/files/documents/Covid-19/NDK12restartguide.pdf>
- NFHS Guidance for Opening Up High School Athletics and Activities:
 - https://nfhs.org/media/3812287/2020-nfhs-guidance-for-opening-up-high-school-athletics-and-activities-nfhs-smac-may-15_2020-final.pdf
- CDC Resources:
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>