



May 21, 2020

TO: ALL OREGON PRIVATE CAREER SCHOOLS
FROM: OREGON HIGHER EDUCATION COORDINATING COMMISSION (HECC)

RE: GUIDELINES FOR PRIVATE CAREER SCHOOLS LOCATED IN COUNTIES APPROVED FOR PHASE 1 REOPENING

As Oregon counties are receiving approval from the Governor for a Phase 1 reopening, the HECC is providing the following guidance for private career schools.

- If your school's county is in Phase 1 status, follow the guidelines on the [Governor's website](#) from Oregon Health Authority (OHA) for [businesses in general](#) or your sector in particular ([Personal Care](#) for cosmetology, tattoo, massage)
 - While in Phase 1 status, continue to offer the maximum flexibility to students who are sick, unable to resume in person instruction due to health concerns or are not comfortable returning during Phase 1. This includes continuing to offer instruction via distance learning as necessary and allowing Leaves of Absence.
 - Make sure you communicate to students that it is their choice whether to return to the classroom at this time.
 - Schools shall provide adequate PPE to students, staff and clients.
 - HECC strongly recommends that schools provide, in writing, the school plan, safety measures and expectations to students and have each student acknowledge by signature they understand the conditions of reopening under Phase 1. While certain terms of original enrollment may be different (such as schedule), these changes are temporary due to the COVID-19 pandemic and resulting State restrictions, and should not change the students original enrollment agreement.
- For determining how many people can be at the school site at one time, Schools should take into account the overall square footage of classroom and clinic floor space and schedule appropriately so that social distancing requirements of at least 6 feet between people is adhered to. Schools should account for students, staff and clients, if applicable. This means that some schools will be able to accommodate more people at one time than others. Schools may need to look at a split or staggered schedule.
- For all instruction in a "personal care" field, strictly adhere to the guidelines from OHA when taking clients, whether from the public or another student.
- Private Career Schools are both private business and schools offering education and training. This can lead to confusion by students and the general public that perhaps schools in Phase 1 counties should not be reopening. Be cognizant of this and follow all requirements from the Governor and OHA if you choose to reopen under Phase 1.
- If your county is not in Phase 1 status, continue to follow the guidelines previously issued under EO 20-12 and EO 20-17 until these Orders are suspended or canceled or your county is approved to enter Phase 1. Please use the information provided here to start thinking about and preparing for a reopening under Phase 1, once approved.

- Phased reopening requires a rigorous focus on public health data and best practices. Further guidance on phased reopening for all postsecondary schools, colleges, and universities will come from the Oregon Health Authority in the coming days and weeks. Until then, please rely on and follow as closely as possible requirements from the Governor and OHA. Information can be found at the following websites and we are including a pdf of the Personal Services Guidelines from OHA.

<https://govstatus.egov.com/or-covid-19>

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342F.pdf>

Should you have any questions, please contact your school specialist.

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