

**DPOS COVID-19 Case or Outbreak Policy to Temporarily Amend Method of Delivery:** As part of the DPOS approval and renewal process, schools submit course schedules, including confirming the method of delivery for each class. A school **cannot** change its method of delivery without DPOS approval. See 8 CCR 1504-1(III)(B)(1).

The CDC and State of Colorado recognize the COVID-19 pandemic is a threat to public health. During the height of the pandemic schools were permitted to rapidly change method of delivery in response to the public health crisis. As the vaccine becomes more widely available and in-person learning resumes more regularly, *if a DPOS-approved private occupational school has a COVID-19 Case or Outbreak*, the school should follow then-current public health guidelines, including where appropriate, ceasing in-person learning. If a school has a confirmed case of COVID-19, a school should notify and cooperate with their local public health agency on next steps. See <https://covid19.colorado.gov/higher-education#Planning>.

1. **Initial Notice:** Anytime a school must cease in-person learning or otherwise amend its method of delivery to students in a course due to a COVID-19 Case or Outbreak, the school should submit a written notification, including a description of its temporary method of delivery, to its assigned DPOS program specialist within three business days.

2. **Attestation:** If the occurrence of COVID-19 Case or Outbreak necessitates a change in the method of delivery to students that *exceeds* 14 calendar days, the school must submit an attestation for that temporary change in method of delivery by submitting an attestation as follows:

“I [school owner] hereby attest that [school name] has had a COVID-19 Case or Outbreak, which has necessitated a temporary change in method of delivery for [list course(s)]. The date the temporary change began was [date]. Because of the COVID-19 Case or Outbreak, classes are now being temporarily offered via [method], or were canceled and will be rescheduled.”

The attestations should be sent via email to its assigned DPOS program specialist. The school must resubmit this attestation every 14 calendar days while the temporary change in method of delivery is ongoing.

This policy is **only** applicable to a change in a school’s method of delivery due to a COVID-19 Case or Outbreak. Schools should maintain copies of all attestations that they submit to DPOS. In all other circumstances, schools **must** follow the process as required by 8 CCR 1504-1 to seek approval to amend the method of delivery.

***This Policy Replaces DPOS’s Prior Notice to Schools Regarding Method of Delivery Changes (dated September 8, 2020)***