

COVID-19 has forced us to make several changes in how we operate at Northeast Tech, and to help you quickly navigate this new and ever-changing landscape, we've compiled this list of frequently asked questions.

1. WILL NORTHEAST TECH BE OPEN NEXT YEAR?

Yes. Northeast Tech students will be on a modified schedule next year. Students will attend in rotations with half of our students (Group A) attending in person on Mondays and Tuesdays, and the other half (Group B) attending in person on Thursdays and Fridays. When not attending in person, instruction will be delivered online.

2. WILL I HAVE TO WEAR A MASK?

Students WILL be required to wear a mask in situations that prevent social distancing (ex. Lab partners working closely with the same equipment, clinical visits, etc.) Masks will also be required on any Northeast Tech bus or school vehicle used to transport students. Students are encouraged to bring their own masks for daily use.

3. WILL MY ATTENDANCE BE TRACKED?

Yes. Your attendance will be counted. Attendance will be counted on in-person days as normal, and attendance on virtual days will be counted based on completion of assignments.

4. WILL MY WORK BE GRADED?

Yes. Every assignment given by your instructor - whether in-person or online - will be graded.

5. WILL MY INSTRUCTOR STILL MAKE ACCOMMODATIONS FOR MY IEP?

Yes. Make sure your instructor is aware of your IEP before the start of the school year so that Northeast Tech staff can work to provide the accommodations you need.

6. WHAT IF I DON'T HAVE ACCESS TO TECHNOLOGY AT HOME?

Wi-Fi devices and laptops will be available for students who may need them, however a security deposit of \$20 for Wi-Fi and \$100 for the laptop will be required. The deposit will be returned in full when the devices are returned in good working order. If you need help covering this cost, talk with the Student Advisor at your campus about a Foundation scholarship. The computer labs at each of our Northeast Tech campuses will also be available for use in the evenings Monday through Thursday. Please contact your campus to make arrangements to use the lab.

7. I PLAY SPORTS OR ATTEND EXTRACURRICULAR ACTIVITIES. CAN I STILL ATTEND NORTHEAST TECH?

Yes, but talk with your student advisor as soon as possible to review your schedule.

8. CAN I STILL GET SNACKS IN THE CAFETERIA?

Yes. Food services WILL still be available to students during breaks and the lunch hour. Self-service will be restricted to prevent cross-contamination of utensils, and social distancing will be maintained in the food service and seating areas.

9. WILL YOU CHECK MY TEMPERATURE EVERY DAY?

Yes. On your in-person instruction days, your temperatures will be checked and recorded. Any students with a temperature greater than 100.4 will be immediately sent home. Students who develop symptoms or are exposed to COVID-19 should immediately communicate with their instructor to initiate quarantine procedures.

10. HOW OFTEN WILL THE CLASSROOMS AND SHOPS BE CLEANED?

Students will be asked to disinfect their work areas and tools at the end of every day. Cleaning supplies will be provided. Common spaces in facilities, buses and school vehicles will be disinfected on a daily basis. Wednesdays and Fridays are the designated "deep clean" days when Northeast Tech custodial staff will disinfect all facilities in preparation for the new group of students in the A/B rotation.

11. WHAT DO I DO IF I GET SICK?

If you develop a temperature greater than 100.4 or display any of the signs of COVID-19, stay home. Communicate with your instructor regarding your situation, and your training may continue online during your absence. If you test positive for COVID-19, please inform your instructor so that the required notification can be sent out to anyone who may have had contact with you during your illness.



FREQUENTLY ASKED QUESTIONS

STAFF GUIDE

COVID-19 has forced us to make several changes in how we operate at Northeast Tech, and to help you quickly navigate this new and ever-changing landscape, we've compiled this list of frequently asked questions.

1. SHOULD MY STUDENTS AND I WEAR A MASK?

Students and staff WILL be required to wear a mask in situations that prevent social distancing (ex. Lab partners working closely with the same equipment, clinical visits, etc.) In classrooms and shops with adequate social distances – fewer than 10 people able to maintain 6 ft. of space between them – masks are NOT required. Students are encouraged to bring their own masks for daily use.

2. SHOULD I HOLD STUDENTS ACCOUNTABLE FOR ATTENDANCE AND GRADES?

Yes. Student attendance will be counted both on in-person days as well as on virtual days. Every assignment you give – whether in-person or online – should be graded.

3. DO I NEED TO MAKE ACCOMMODATIONS FOR STUDENTS ON AN IEP?

Yes. Please work with your student advisor and representatives from the student's sending school in attempting to make reasonable accommodations for their learning.

4. WHAT IF MY STUDENTS OR I DON'T HAVE ACCESS TO TECHNOLOGY AT HOME?

Wi-Fi devices and laptops will be available for students and staff who may need them, however a security deposit of \$20 for Wi-Fi and \$100 for the laptop will be required. The deposit will be returned in full when the devices are returned in good working order. The computer labs at each of our Northeast Tech campuses will also be available for use in the evenings Monday through Thursday.

5. WILL WE CHECK EVERYONE'S TEMPERATURE EVERY DAY?

Yes. Student and staff temperatures will be checked and recorded on a daily basis. Anyone with a temperature greater than 100.4 will be immediately sent home. Students who develop symptoms or are exposed to COVID-19 should immediately communicate with you to initiate quarantine procedures. Temperature check procedures may vary by campus, so communicate with your Campus Director for site specific guidance.

6. HOW OFTEN WILL THE CLASSROOMS AND SHOPS BE CLEANED?

Students should be asked to disinfect their work areas and tools at the end of every session. Cleaning supplies will be provided, but you will need to provide students with guidance on what areas/tools should be cleaned and how. Common spaces in facilities, buses and school vehicles will be disinfected on a daily basis. Wednesdays and Fridays are the designated "deep clean" days when Northeast Tech custodial staff will disinfect all facilities in preparation for the new group of students in the A/B rotation.

7. IF I GET SICK, WHAT DO I DO?

If you develop a temperature greater than 100.4 or display any of the signs of COVID-19, stay home. You may use normal sick leave for this absence. If you test positive for COVID-19, or if you are advised by a healthcare provider to self-quarantine, you may be eligible for up to two weeks of paid sick leave which will be coded differently from typical sick leave. Please communicate with the district's HR Office to ensure proper coding of leave. Substitutes will not be used, so plan accordingly for online lessons.

8. AM I REQUIRED TO GET A COVID-19 TEST?

No. However, if you have been in contact with someone who has tested positive for COVID-19, you could be required to quarantine for 14 days if you refuse the test. A negative test will allow you to return to work immediately.

9. IF A STUDENT GETS SICK, WHAT DO I DO?

If one of your students develop a temperature greater than 100.4 or displays any of the signs of COVID-19, send them home immediately. Communicate with your Campus Director and Student Advisor to follow the safety protocols established at your site, and be prepared for any follow-up actions that may be necessary. For example, if the student tests positive for COVID-19, you and the other students who were exposed may need to quarantine for 14 days while learning can continue online.

10. CAN STUDENTS DO OJT?

Yes. Students can do as much OJT as allowable, and documentation for their hours will be of critical importance.