



Mercer County Career Center Staff has developed a plan for the 2020-2021 school year that focuses on the health and safety of all our students and staff. However, we also understand that there will be many challenges, several operational differences, and a variety of potential educational. Please review this information and be sure to reach out to your instructors and administrative staff with questions or concerns.

Though our plan centers on the physical health of our students through COVID-19 prevention measures, we all need to be aware of the mental health and overall well-being of our students. Please contact MCCC's office immediately if you notice your child becoming overwhelmed.

Daily Health Screenings

- Please refer to the enclosed *Daily Wellness Checklist for Parent/Guardian* for procedures for screening your child(ren) before boarding the bus, being dropped off, or driving to school. This is the first line of defense in preventing the spread of COVID-19
- Secondly, all students will enter MCCC through a single point of entry where daily temperature checks will be done and monitored. Anyone with a temperature of 100.4 and above will be isolated and rescreened.

Bus Procedures and Driving Procedures

- Students will be expected to wear a face covering while on the bus.
- Students should wear a different personal face covering while riding the bus since student face shields will be stored in MCCC issued lockers or designated classroom spaces.
- Student drivers need to make sure they have a MCCC issued Parking Pass that can be obtained from MCCC's Safety Coordinator in the first couple weeks of school. Student parking is designated in the second row of parking spots behind the building.

Entering the School Building

- Whether riding the bus, being dropped off, or driving to school, students must enter through the bus-drop-off door (Door 36).
- Students will need to follow signs/directions to be screened. Any student with a temperature of 100.4 or higher will be isolated and rescreened.

Locker Rooms and Personal Items

- Only programs requiring uniforms will be issued school lockers. All other students will have classroom areas to store necessary items. Students need to get in and get out when using the locker room.
- Students are reminded to only bring what they may need and leave valuable items at home.

Building Procedures

- Students need to limit trips to the restroom to necessary usage only and be sure to wash their hands with soap and water for a minimum of 20 seconds. Also, each classroom is equipped with sinks, soap, and sanitizing stations. Frequent hand washing/sanitization will be enforced.
- Face coverings must always be worn in the hallways, classrooms, shops, labs. Students can wear school issue face shield, personal masks, or both. Disposable masks are available as well. Mask breaks will be given by instructors when distancing can be ensured.
- Student should bring a water bottle from home. Water fountains will be disabled; however, a touchless automatic refill station in the hallway is operational and will be sanitized frequently.

CANVAS Learning Management System

- In the event MCCC transitions to online/remote learning, students will access their curriculum via the Canvas Learning Management System.
- As we transition back to in person learning, students will be introduced to Canvas and progress through a training course designed to introduce all aspects of the learning platform to students.
- Instructions and access to this course will also be posted on our website.

Parent/Student Communication

- Please update any changes to contact information with Mercer County Career Center by calling our office.
- Important informational messages and updates will be made through our parent/student notification software, posted on our webpage (www.mercerccc.org), and placed on Facebook and Twitter.