

**Below is information on what to expect upon your arrival at Islip Career Center. Please read these highlighted areas that are important for all of our safety. It is necessary to read this in its entirety PRIOR to your first day of school in order to be prepared and gain entry.**

### **Health and Safety**

Classrooms have been arranged to afford adequate space for instruction while appropriately accounting for acceptable social distancing. Our center has adopted the policy that all staff and students are required to wear face coverings/masks at all times, with sufficient mask breaks, as an added measure of precaution when social distancing is not possible. The SCE environment requires many transitions within the classroom, along with side-by-side instruction and demonstrations. Students should supply their own acceptable, appropriate face coverings/masks. Replacement masks will be provided should a student's mask be forgotten, misplaced or damaged. All entrants to the building, including staff and students, are required to complete a health screening prior to attending school on a daily basis. Health screenings should include taking your temperature prior to leaving home in order to attest to the daily screening statements below that are required for entry. If a student answers NO to any of the following, they should not attend classes at our center that day and call 631-244-5900 to report their absence and reason.

- a. I am feeling healthy and well today and have a temperature of less than 100 degrees;**
- b. within the last 14 days, I have not been in close contact with anyone diagnosed with COVID-19;**
- c. within the last 14 days, I have not tested positive for COVID-19, nor have I been diagnosed as COVID-19 positive by a healthcare provider; and**
- d. I am not presently required to quarantine due to New York State travel advisories.**

Ill students who are in attendance for the day will be evaluated by our school nurse (registered professional nurse, RN) and sent home for follow-up with a healthcare provider. Students with a temperature, signs of illness, and/or a positive response to the COVID statements will be supervised in an isolated exam room prior to being picked up or otherwise sent home. In the case of a confirmed, positive result for COVID19, contact with Suffolk County Department of Health will be made for coordination of response and guidance.

### **Facilities**

All SCE classrooms/labs/shops are equipped with hand washing sinks and bathrooms. Students will follow the recommended guidance on frequent hand washing upon entry and exit, and as needed in between. These areas will be cleaned, sanitized and disinfected between sessions and before the arrival of the next cohort. Since each cohort attends only one program, there is a limited need to travel throughout the building and no bell schedule for the changing of classes.

Students and staff will receive adequate training on hand washing, respiratory hygiene and proper wearing of face coverings/masks. **We will increase our 20 minute cleaning bell to allow 30 minutes for each student to clean his/her area.** Signage will be posted in classrooms and throughout the building to serve as visual reminders.

## **Cleaning Protocols and Procedures**

The custodial staff sanitizes high-touchpoint surfaces throughout the day. Areas with higher use or occupancy receive more attention. In order to promote this practice, custodians will be equipped with a spray bottle and cloth at all times. Custodial supervisors are present in the buildings at all times and are aware of the way in which the cleaning and sanitizing of high-touch surfaces is being implemented. The proper use of Virex and Alpha HP helps keep our building healthier and clean. Additionally, special attention is focused on the following areas:

- doors: entire surface, including knobs, handles, and push plates;
- all desks/tabletops;
- light switches;
- shared telephones;
- stair railings;
- water fountains;
- faucets;
- restroom partitions and doors; and
- other high-touch areas.

## **Safety Drills**

Drills are proactive measures taken to ensure awareness and safety during emergency situations. We will adhere to our required number of drills but will do so with modifications since drills are not preempted by an emergency situation. Students will practice exiting the building while maintaining appropriate distancing and wearing a face covering/mask. Lockout drills will be executed as normal. Lockdown drills will be modified to avoid gathering students in a small, confined space. Safe spaces will be identified for students that they will use in the event of an actual emergency. Our evacuation drill will be staggered without the entire building exiting at once, yet still ensuring students are aware of procedures and meeting place.

## **Student Arrival**

The preferred method of transportation to our center is by the bus that school districts arrange for. All students should continue to wear face coverings/masks when exiting the bus and entering the building.

### **Students Arriving By Bus**

Students will wait on their bus until signaled by a staff member on bus duty to exit. We will utilize the 4 entry/exit points listed below, releasing 1- 2 busses at each area. The first few days can be confusing so please see a staff member immediately if you are not certain where to go. We want to avoid students unnecessarily walking through the halls.

North side (main entrance)  
North side (custodial entrance)  
Wing A  
South side rear doors

### Students Being Dropped Off By A Parent Or Guardian

In the event a student needs to be dropped off at our center they should wait with their parent or guardian in the car until the 7:45am bell rings for the morning session, or 11:15am bell for the afternoon. Cars should park/drop off only on the North side/main entrance of the building (newly constructed entrance). Students who are dropped off by a parent or guardian after the 7:55am bell for the morning session, or 11:15am bell for the afternoon session, will need to be escorted to the main entrance to be signed in.

### Student Dismissal

Students will be dismissed by a series of staggered announcements class by class. There are four entry points to be utilized for exiting.

### Uniforms

Students should arrive at our center already dressed in their uniform, and will leave in their uniform as well. Locker room access will be limited with lockers being used to secure minimal amounts of personal belongings (i.e. backpacks and tools). Students are encouraged to bring a single change of clothes with them to be kept in their locker or backpack in the event something extensively soils their uniform. The only exception to this will be our welding program whose heavy welding coats, elbow length leather gloves and face shielding helmets will remain in their lockers without transport between home and school.

### Meal Service

Breakfast is available to students attending morning session (am) with lunch provided for our full day SCE students. Outside food delivery services such as UberEats, Door Dash, etc., including parents, are not permitted unless approved in advance by the principal or assistant principal. During the day, food is available at our retail store for delivery. There will be no in-store options available. Teachers will utilize the store during their scheduled times and it is a privilege to order and not guaranteed.

### Communications

Important information to be communicated from school to home will be accessible via mass email communications, website, social media postings, the Remind messaging app, and when appropriate, mailings to home. Islip Career Center is a cell phone-free facility. Students are expected to store their cell phones in the provided locker to be charged. Any deviation from this rule is considered a disruption of the educational environment.

**Our goal is to maintain a safe and healthy learning environment and we cannot do this without the cooperation of our students and their families. In order to keep students in actively engaged classrooms, we must follow established practices and expectations.**

**Thank you for your anticipated understanding and support.**