

# Capital Area Technical Center

## Quick Reference Guide Fall 2020

### **The Schedule**

CATC will be open and running *4 days per week (M,T,Th,F) for ALL students from All sending schools* for their regular scheduled session.

We are able to be open in this way because:

- We have smaller class sizes
- We have larger classroom/shop/lab space
- We don't have mass gatherings such as lunch
- We don't have passing time in the hallway

### **Wednesdays**

On Wednesdays, CATC instructors will be available remotely to provide remote academic support to students.

### **First Day of School at CATC**

The first day for CATC is Thursday, September 10th. Please note that your student's high school is likely starting before the 10th.

### **Early Release Days**

Early Release days for CATC and the Augusta School Department have been suspended until January for more instructional time. Please note, this may not be true for your student's high school.

### **Email**

Students and staff must check their augustaschools.org email account at least once per day. All CATC students will be issued an augustaschools.org email address. This email address will be used for all CATC announcements and notices.

### **Distancing Requirements and Common Areas**

Students must maintain 3 ft distance when moving in the hallways and lobby. Common areas are marked with lanes and directions that students must follow (stay to the right in the hallway). Students must not congregate in any common area including the lobby and bathrooms.

### **Face Coverings**

All students are required to wear a face covering that covers their nose and mouth when in the presence of others AND maintain three (3) feet of distance at all times throughout the day

- The purpose of masks is to keep respiratory droplets from reaching others to aid with source control.
- Face coverings must be capable of preventing respiratory droplets from being released.
- Prohibited Face Coverings: Face coverings with holes, including exhaust valves; face coverings made solely of mesh or lace; bandannas and other face coverings that cannot be secured under the chin; face shields without a face covering underneath. Neck gaiters must cover the nose and mouth and are secured under the chin and prevent respiratory droplets from being released.

**Please see opposite side for additional information**

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### Self-Checks

Students and staff must conduct a wellness check **BEFORE** school every day. If the student or staff member answers yes to any question, then the individual **must** stay home.

Parents need to call a student's high school AND CATC main office to report an absence. Staff will follow the procedure for reporting an absence.

The questions are:

- Does your student have or have taken cough/cold medication and/or fever reducers such as Tylenol/ibuprofen for the symptoms listed below?
- Has your student been tested for COVID-19 in the last two weeks?
- Has your student had close contact with someone with a confirmed diagnosis of COVID-19 in the past 14 days?
- Has your student had close contact with someone with a suspected diagnosis of COVID-19 in the past 14 days?
- Has your student traveled by air or traveled out of state in the past 14 days?

### Symptom List

Is your child experiencing any of the following symptoms?:

- Feeling unwell
- Cough
- Shortness of breath or difficulty breathing
- Fever-like symptoms such as body aches, body chills and/or sweating
- Temperature over 100.4 degrees F or 38.0 degrees C
- Muscle Pain
- Headache
- Chills or repeated shaking from chills
- Runny nose/congestion
- Sore throat
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

### Transportation and Arrival at CATC

Each high school provides transportation to CATC that will follow current DOE/CDC guidelines. Students must adhere to these guidelines.

In order to facilitate appropriate distancing requirements on buses, a limited number of student parking spots will be made available in the Cony student lot only. Only students receiving prior approval may drive to CATC. Please see your high school principal for a vehicle pass.

When arriving at CATC by bus, students will be held on buses and released slowly in order to maintain distancing requirements. Bus students must enter through door #12 at the rear of the building. Students driving to CATC must park in the Cony student lot, maintain distancing requirements from the lot to door #17 at the front of the building, and maintain distancing requirements while waiting to enter the building.