



Adult Technical Training
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Friday, May 1, 2020

Adult Tech Plan to Return to Campus Using Precautionary Guidelines

Adult Tech Students, Office Staff, and Instructors,

Thank you for your willingness to be flexible in these unprecedented times. Below outlines our plan to bring back to campus students and staff using strict precautions. WCCC will be rotating office staff, reducing office traffic, maximizing the use of technology for office business, and keeping as many programs online as possible for the weeks to come.

1. Office staff: Beginning Monday, May 4, office staff operates on rotating schedule and works from home as each is able to reduce the number of people in the office.
2. Office protocols:
 - a. WCCC Adult Tech will encourage appointments, payments over phone, and emailed documents when at all possible.
 - b. Assessment center testers will go directly to assessment center for sign in.
 - c. All staff wear masks, take/record temperatures daily, maintain six feet distance when at all possible.
 - d. No more than three non-staff members in WCCC office at once. A temporary waiting room will be created in the foyer of the Annex building.
 - e. Prospective students, guests to WCCC, current students, clients, etc., adhere to the following before entering the office:
 - i. Temperature is taken, recorded, and less than 99.7 F.
 - ii. Wearing a mask
 - iii. They are invited into the office by a staff member
 - f. Sneeze screens/plexiglass shields will be installed at front counter
 - g. Conference room will be reserved/set up for meetings where more distancing is required.
 - h. A box will be established in the foyer and as much as is possible, documents will be traded using this box to reduce office traffic.
 - i. Additional table top areas will be used/installed to create a barrier at front counter. A transfer tray will be used to pass documents from clients to office staff.



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3. Programs back to campus:
 - a. Resume industrial programs back to WCCC campus on May 11. ITP, Medical Assistant, Phlebotomy and Surgical Technology continue online as much as possible.
 - i. Programs with more than 10 students should seek alternative delivery methods
 1. Use two instructors
 2. Take volunteers to participate from home via MS Teams
 - b. Temperature taking/recording for all students and instructors upon entry into building
 - c. Shared tools and equipment should be sanitized after each use. Disinfect common worktop surfaces often. Custodial staff will be supplying classrooms with disinfectant spray and paper towels.
 - d. All campus commons areas including break-rooms and vending machines will be off-limits to students.
 - e. Students will not be permitted to socially interact with students from other classes. As much as is possible, students and staff entering WCCC campus should report directly to classrooms/lab areas and refrain from entering other classes/lab areas of WCCC campus.
 - f. After a student enters campus property, they are asked to refrain from leaving the property for food or other reasons until the conclusion of their class.
 - g. **Face masks (home-made/self-furnished/or WCCC-furnished) worn by all students and staff while on campus. Masks must cover both nose and mouth.**
Students and staff are encouraged to bring their own but WCCC will furnish masks if necessary.
 - h. 6 feet maintained in labs and classrooms
4. Modified schedules/make up time:
 - a. Medical Assistant, Surgical Technology, Phlebotomy, and Information Technology continue online as much as possible and come to campus to complete labs or skills checks only when directed by instructor/program manager. Resume clinical setting and internships as soon as partnering organization permits it. These programs stay on same quarterly schedule as originally designed on 2020 Adult Tech calendar.
 - b. Aspire stays online for now until further notice.
 - c. Chem Op, Chem Tech, I & E, Maintenance, Welding, HVAC, and Commercial Construction move to 40 day quarters instead of 45 day quarters for spring, summer, and fall. 30 minutes added to four-hour evening sessions and 60 minutes added to eight-hour daytime sessions. This should allow for the equivalent number of clock hours of training compared to the previous quarter design.
 - i. **Spring quarter begins May 11, ends July 17**
 - ii. **Summer quarter begins July 20, ends Sept. 25**
 - iii. **Fall quarter begins Sept. 28, ends Dec 17**



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5. Textbooks: please continue to check our website and Facebook page for information regarding book pickup.
6. Call ahead: If you're planning to come to campus the week of May 4, please call ahead to ensure the office staff member is present and to ensure the office schedule has availability at your desired arrival time as we will be limiting the number of non-staff members in our office.

Please call or email if anyone has questions.

Sincerely,

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