



March 12, 2020

Dear Adult Technical Training Staff and Students,

All school districts in Washington County, including WCCC Adult Technical Training, are working together with Marietta/Belpre City Health Department and Washington County Health Department to implement best practices regarding minimizing risk associated with influenza and COVID-19.

The Washington County Career Center plans to stay open for the foreseeable future, unless conditions change. We are all adopting the following procedures in our buildings, effective immediately:

- All staff and students that haven't already gotten a flu shot should obtain one from their medical provider. Everyone is at greater risk for developing the flu during this particular flu season and getting flu shots will help keep people healthy and out of the health care system.
- Sick students and staff must absolutely stay home. Students and staff must be symptom free for 24 hours before coming back to school. Students and staff that become sick while at school should go home immediately. Persons with compromised immune systems should stay home. Reference the 'Leave of Absence' guidelines in our Adult Technical Training student handbook should need for an extended absence become necessary for you.
- All students and staff are being encouraged to wash their hands often throughout the day. Hands should be washed with soap for at least 20 seconds and paper towels should be used for hand drying if possible. We will also be providing hand sanitizer for use after handwashing.
- All students and staff are being asked to always cover coughs and sneezes by covering them with a tissue whenever available (or into their elbow or sleeve when tissues aren't available). We will be providing extra tissues in classrooms for this purpose, as well as containers for the used tissues that we can disinfect daily.
- We will be providing sanitizer wipes for students to use to clean phones and electronic devices upon arrival at school and throughout the day as necessary. We will also be cleaning and disinfecting anything that people routinely touch with their hands in the schools and on the busses (for example, door knobs, computer keyboards, etc.).
- We are encouraging everyone to practice "social distancing" at school as much as possible, which means trying to maintain as much distance between people.

In addition, we encourage everyone to be good neighbors by checking on grandparents and others in the community that are alone, isolated, or quarantined. Please offer to provide them with food, water, prescriptions, etc., if needed.

While these are our current plans, please know that we may need to make adjustments as the local situation changes.

For general COVID-19 information, see [coronavirus.ohio.gov](https://coronavirus.ohio.gov) or call the state COVID-19 call center at 1-833-4-ASK-ODH (1-833-472-5634).

Sincerely,

Tony Huffman, Ed.D., Director, Adult Technical Training