



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN REHABILITATION SERVICES

JEFF DONOFRIO
DIRECTOR

September 24, 2020

Dear Student,

We are looking forward to your enrollment at Michigan Career and Technical Institute.

As you know there are concerns over the Coronavirus (COVID-19) pandemic which has spread across the United States and the world. We would like to remind people that there are common-sense steps that everyone can take right now to limit the spread of Coronavirus. The CDC recommends individuals take the following everyday actions to protect their health:

- Wash your hands with soap and water for at least 20 seconds especially after you have been in a public place, after using the restroom or after blowing your nose, coughing, or sneezing. Use alcohol-based hand sanitizers placed strategically around campus.
- Avoid touching your eyes, nose or mouth as this is the way viruses are spread.
- Limit close contact with others by maintaining a 6-foot social distance.
- Cover your mouth and nose with a cloth face cover or disposable mask when around others. You could spread COVID-19 even when you do not feel sick. The face covering is meant to protect other people in case you are infected. Discard the disposable mask in the trash at the end of the daily use or wash the cloth mask daily.
- Always cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze and do not spit.
- Clean and disinfect frequently touched surfaces daily including tables, keyboards, doorknobs, light switches, phones, faucets, toilets and sinks.

MCTI is not anticipating an outbreak of COVID-19 although, if you are sick with symptoms of COVID-19 (fever >100.0, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea), we (in accordance with the CDC recommendations,) are asking that you stay home from school at this time. This also applies to anyone who might accompany you on enrollment day. You can call MCTI Admissions and other arrangements will be made for enrollment after your illness is over. If you have health related questions or concerns, you can contact MCTI Health Services at 269-664-9207.

On enrollment day, we will check everyone's temperature as part of the registration process. If you feel or appear ill and are running a temperature of 100.0 or >, we will ask you to seek medical attention at that time. You will not be permitted to enroll at this time. Other arrangements will be made for your enrollment.

We also ask students to limit visitors on enrollment day to 1-2 immediate family members. This will help avoid unnecessary exposure of students and staff to the COVID-19 virus. We would like to minimize any possible spread of disease as much as possible. Your cooperation in this matter is much appreciated.

Thank you for your understanding and cooperation,

MCTI Health Services Staff