



## RETURN TO SCHOOL PLAN

MCTI has safely re-opened in a reduced capacity for in-person instruction since October 12, 2020. We have based this plan on the stringent safety protocols outlined in the MI Safe Start Plan. Please understand this plan was written based upon Guidelines for Camp Operations during COVID-19 ([Day Camp Guidelines - 06.02.20 - FINAL TO PUBLISH 692694 7.pdf \(michigan.gov\)](#)) CDC Guidelines, MCTI Policies and will be controlled by Executive Orders and thus, subject to change.

MCTI is developing specific plans that address the unique needs of a vocational training facility. In many cases, MCTI is going beyond the guidelines in order to do everything possible to protect those on our campus. Everything we are doing now is aimed at offering the safest experience we can to protect all members of the MCTI community.

PROJECTED 21-22 SCHOOL CALENDAR: Step-Up and Trade students are projected to return to campus for the Spring Term over a two-day period, on April 11<sup>th</sup> and 12<sup>th</sup> 2022 and the following is the proposed calendar for this school year. Please note that these dates could be subject to change.

Fall Term: 09/13/21 - 11/18/21  
Winter Term: 1/18/22 - 03/24/22  
Spring Term: 04/11/22 – 06/16/22  
Summer Term: 06/27/22 – 09/01/22

Please note that we will have a break between each term. These breaks will give us efficient time to clean and sanitize the facility.

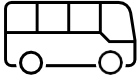


**HEALTH AND SAFETY:** The health and safety of all staff and students is our highest priority. Failure to comply with the safety measures and guidelines will result in immediate dismissal.

- Everyone on campus will be expected to follow all safety procedures. Students that are not vaccinated are encouraged to wear a mask when not in your dorm room.
- Each student will be provided two reusable face masks. Neck Gators, Bandanas are prohibited.
- Each day all members of the MCTI community will complete a daily questionnaire. (See Appendix A)
- Everyone will participate in training exercises to learn the required safety practices.
- Any student showing symptoms of COVID-19 will be placed on medical leave and expected to be picked up from campus that same day. Students will be scheduled to return the following term.
- All students and staff are highly encouraged to receive the flu vaccination offered by MCTI.
- All students and staff are highly encouraged to receive the COVID-19 vaccination prior to arriving to MCTI. If available, MCTI may offer the COVID-19 vaccination to interested students.
- No visitors will be allowed on-campus.



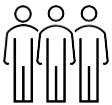
**REGISTRATION AND MOVE IN DAY:** Registration/move in arrival dates/times will be assigned to limit the number of individuals on campus. Students coming to campus will need to arrive on/at their assigned date and time. Students will only be allowed to bring two individuals to assist with move-in.



**TRANSPORTATION:** Students have been asked to identify two individuals that could provide transportation off campus on short notice should they show COVID-19 Symptoms. We will provide transportation to and from the bus station only at enrollment and term completion. It is imperative that students make arrangements ahead of time with the dorm staff on using this service. We need to be able to plan for these trips and ensure safety protocols are followed.



**CLASSROOMS:** Classrooms will be adjusted to allow for social distancing. We will be limiting the class size by keeping the student census below 180. This reflects a 49% decrease in the student population.



**SUPPORT SERVICES:** MCTI will continue to provide support services to our students. However, delivery of service methods may change. For example, a meeting with your Program Manager might be conducted through Microsoft Teams or in a conference room.



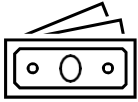
**DORMITORY:** The dorm life will look different in that students will be expected to social distance (6FT) and wear masks. We cannot guarantee that each student will have their own dorm room, some students may have a roommate as well as a suitemate. Students are permitted to have only one additional person in their dorm room at a time. We ask that students limit the number of items they bring on campus for the term. MCTI is not responsible for any items left on campus.



**LEISURE ACTIVITIES:** Leisure activities will be limited to small gatherings with social distance (6ft) required, students will unvaccinated students must wear masks and we will be encouraging outside activities. There will be no basketball or large group gatherings permitted. The number of students allowed in each leisure area will be posted: i.e., laundry room, canteen, library, activities room, craft room, music room etc. There will be no student government operating this term.



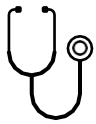
**CAFETERIA:** Meals will be served according to an assigned mealtime. Lunch dismissals will be staggered and assigned by trade to limit the number of students in the hallways. Dinner will follow a similar pattern. Students will be allowed to take food back to their rooms and eat. Being allowed to take food out of the cafeteria means that students will need to dispose of their trash daily. Outdoor seating will also be available whenever weather permits.



**STUDENT WORKERS:** There will be a limited number of student worker positions available on-campus. Any student worker position will require additional training for COVID-19. Students will be allowed to have a job off campus.



**OFF CAMPUS ACTIVITIES:** Students are allowed to return home on weekends, but we strongly suggest that they stay on campus. If students chose to go home, they are encouraged to follow the same guidelines as they would at school: avoid large gatherings, wear a mask, practice social distancing, wash hands frequently.



**EXPOSURE DETERMINATION:** Any member of the MCTI community that shows symptoms of COVID-19 will be expected to self-quarantine until they can be removed from campus. For students, that means staying in their dorm rooms and meals will be delivered. Staff or students who were potentially exposed to this individual will be asked to quarantine. Individuals who have been fully vaccinated may not be required to quarantine. If the individual tests positive at home, MCTI Medical Team will determine the exposure risk and determine the best course of action.

MCTI's COVID-19 Policy, as with any other infectious disease, students who show symptoms will need to leave campus. Some students may be able to finish out the term on-line while others will need to be placed on medical leave and scheduled to return at the next available enrollment.

If after reading the above information, you feel that this is not the time for you to return to campus, please contact the MCTI Admissions at [LEO-MRS-MCTIAdmissions@michigan.gov](mailto:LEO-MRS-MCTIAdmissions@michigan.gov) or at 269-664-4461

APPENDIX A

# Coronavirus Disease (COVID-19) Workplace Health Screening



Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time In: \_\_\_\_\_

**In the past 24 hours, have you experienced:**

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fever (100.0°F or higher) or felt feverish: Temperature if taken: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>OR TWO (2) or more of the following</b>		
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headaches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of taste or smell:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered “**yes**” to one (1) or more of the first three symptoms above, or “**yes**” to two (2) or more of the last seven symptoms above in light gray, please do not go to into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

**In the past 14 days, have you:**

Had close contact with an individual diagnosed with COVID-19?  Yes  No

If you answer “**yes**”, please do not go into work (unless exempt or otherwise approved for work with appropriate safety precautions). Self-quarantine at home for 14 day since return or exposure.

For questions, visit [hd.ingham.org/coronavirus](http://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.