Below is information on what to expect upon your arrival at Milliken Technical Center. Please read these highlighted areas that are important for all of our safety. It is necessary to read this in its entirety PRIOR to your first day of school in order to be prepared and gain entry.

**Health and Safety**

Classrooms have been arranged to afford adequate space for instruction while appropriately accounting for acceptable social distancing. Our center has adopted the policy that all staff and students are required to wear face coverings/masks at all times, with sufficient mask breaks, as an added measure of precaution when social distancing is not possible. The CTE environment requires many transitions within the classroom, along with side by side instruction and demonstrations. Our programs replicate workplace environments and will adapt to industry standards on COVID practices. Students are expected to wear acceptable face coverings/masks that cover their nose and mouth every day. Replacement masks will be provided should a student’s mask be forgotten, misplaced or damaged. All entrants to the building, including staff and students, are encouraged to complete a health screening prior to attending school on a daily basis. Health screenings include taking your temperature prior to leaving home in order to attest to the daily screening statements below that are required for entry. An under the tongue digital thermometer will be made available to students who do not have one at home. Students who cannot attest to any of the below may not attend classes at our center that day and should call in to the attendance clerk at 631-244-5819.

a. I am feeling healthy and well today and do not have a fever of 100 degrees or above;
b. within the last 14 days, I have not been in close contact with anyone diagnosed with COVID-19;
c. within the last 14 days, I have not tested positive for COVID-19, nor have I been diagnosed as COVID-19 positive by a healthcare provider; and
d. I am not presently required to quarantine due to New York State travel advisories.

Ill students who are in attendance for the day will be evaluated by our school nurse (registered professional nurse, RN) and sent home for follow-up with a healthcare provider. Students with a temperature, signs of illness, and/or a positive response to the COVID statements will be supervised in an isolated exam room prior to being picked up or otherwise sent home. In the case of a confirmed, positive result for COVID19 contact with Suffolk County Department of Health will be made for coordination of response and guidance.
Facilities

Fortunately, CTE is already separated into cohorts of an AM morning session and a PM afternoon session. All CTE classrooms/labs/shops are equipped with hand washing sinks and bathrooms. Students will follow the recommended guidance on frequent hand washing upon entry and exit, and as needed in between. These areas will be cleaned, sanitized and disinfected between sessions and before the arrival of the next cohort. Since each cohort attends only one program, there is a limited need to travel throughout the building and no bell schedule for the changing of classes is required. However, face coverings/masks will be required for all travel within our center. Students and staff will receive adequate training on hand washing, respiratory hygiene and proper wearing of face coverings/masks. Signage will be posted in classrooms and throughout the building to serve as visual reminders.

Cleaning Protocols and Procedures

The custodial staff sanitizes high-touchpoint surfaces throughout the day. Areas with higher use or occupancy receive more attention. In order to promote this practice, custodians will be equipped with a spray bottle and cloth at all times. Custodial supervisors are present in the buildings at all times and are aware of the way in which the cleaning and sanitizing of high-touch surfaces is being implemented. The proper use of Virex and Alpha HP helps keep our building healthier and clean. Additionally, special attention is focused on the following areas:

- doors: entire surface, including knobs, handles, and push plates;
- all desks/tabletops;
- light switches;
- shared telephones;
- railings;
- water refill stations;
- faucets;
- restroom partitions and doors; and
- other high-touch areas

Safety Drills

Drills are proactive measures taken to ensure awareness and safety during emergency situations. We will adhere to our required number of drills but will do so with modifications since drills are not preempted by an emergency situation. Students will practice exiting the building while maintaining appropriate distancing and wearing a face covering/mask.
Lockout drills will be executed as normal. Lockdown drills will be modified to avoid gathering students in a small, confined space. Safe spaces will be identified for students that will be used in the event of an actual emergency. Our evacuation drill will be staggered without the entire building exiting at once, yet still ensuring students are aware of procedures and meeting place.

**Student Arrival**

The preferred method of transportation to our center is by district provided buses. All students should continue to wear face coverings/masks when exiting the bus and entering the building.

*Students Arriving By Bus*

Students will wait on their bus until signaled by a staff member on bus duty to exit. As students approach the building they will look for their Wing Letter - A, B, C, or D and enter using only their class assigned wing letter to gain access (see below). The first few days can be confusing so please see a staff member immediately if you are uncertain on where to go. We would like to avoid students unnecessarily walking through the halls.

Wing A - Early Childhood Education, Cosmetology, Culinary Arts  
Wing B - Clinical Medical Assisting, Law Enforcement, Audio Production, Nurse Assisting  
Wing C - Welding, Automotive Technology  
Wing D - Auto Body, HVAC, Trade Electric

*Students Being Dropped Off By A Parent Or Guardian*

In the event a student needs to be dropped off at our center they should wait with their parent or guardian in the car until the 7:45am bell rings for the morning session, or 12pm bell for the afternoon. Cars should park/drop off only on the South side of the building (the driveway with the LED sign). Students who are dropped off by a parent or guardian after the 7:55am bell for the morning session, or 12:10pm bell for the afternoon session, will need to be escorted to the main entrance to be signed in.

*Approved Student Drivers*

Since all districts provide transportation to our center the necessity for students to drive themselves is significantly reduced and discouraged. In the event that a
student applies for a driving pass and is approved, they will park only in the South parking lot outside of the main entrance. Students must display a student parking pass in their window and present their wallet size driving pass upon entry to the building. Driving applications are available in the front office. Students are not permitted to drive until the application has been completed and approved.

**Approved Student Walkers**

Since all districts provide transportation to our center the necessity for students to walk to and from our campus is significantly reduced and discouraged. In the event that a student applies for a walking pass and is approved, they will enter and exit through the main entrance on the South side of the building only. Students must present their walking pass upon entry to the building. Walking distance and major highways are taken into consideration before approval is decided. Walking applications are available in the front office. Students are not permitted to walk to or from our campus until the application has been completed and approved.

**Student Dismissal**

Students will be signaled to dismiss by a series of staggered announcements and bells. Students taking district transportation will be the first released by order of wing letter and classroom.

**Uniforms**

Students are not required to have their uniforms to start the school year. However, once purchased students should arrive at our center already dressed in their uniform, and will leave in their uniform as well. Locker room access will be limited with lockers being used to secure minimal amounts of personal belongings (i.e. backpacks and tools). Students are encouraged to bring a single change of clothes with them to be kept in their locker or backpack in the event something extensively soils their uniform. The only exception to this will be our welding program whose heavy welding coats, elbow length leather gloves and face shielding helmets will remain in their lockers without transport between home and school.

**Meal Service**

Meals are not available to students attending half-day CTE centers. Outside food delivery services, such as UberEats, Door Dash, etc., including parents, are not permitted unless approved in advance by the principal or assistant principal. The only food available at our
center is from vending machines. Teachers will provide instruction on specific classroom procedures for accessing and safely consuming food inside of the classroom. Teachers will have developed plans that are unique to their program and consider class size, instructional timing, classroom support, space available and guidance provided for safe eating practices.

**Communications**

Important information that needs to be communicated from school to home will be accessible via mass email communications, website, social media postings, Remind: School Communication app, and when appropriate, hard copy mailings home. You are encouraged to follow us on Twitter @academyli and on Instagram @easternliacademy. Our website address is [www.academyli.org](http://www.academyli.org) where you will be able to register to receive emails and directions on how to sign up for Milliken Tech’s Remind messaging.