



WESTERN MONTGOMERY CAREER AND TECHNOLOGY CENTER

77 Graterford Road, Limerick, PA 19468
Phone (610) 489-7272 Fax (610) 489-8778

www.westerncenter.org

Serving the Pottsgrove, Spring-Ford and Upper Perkiomen School Districts

July 24, 2020

Dear WMCTC Students, Parents, Staff and Community,

As many of you are aware this has been one of the most challenging times in education anyone has ever faced. The Administration at the WMCTC has been working diligently to plan and prepare for a safe return to the WMCTC this fall. Understanding that we serve multiple school districts, we have been working hand in hand with them to create a plan that will allow your students to safely return to WMCTC, as well as work online if needed. This has not been an easy task. Hours upon hours of planning and preparation have gone into doing our best to provide a safe, clean environment for your students to work in.

While our plan has not been approved by our JOC as of yet, we wanted to share the following information and provide some answers to some of the most frequently asked questions. Currently, our goal at the WMCTC is to open fully in August. The unique size and space available to the WMCTC will allow for every classroom and lab to have 6' of social distancing with our current enrollment. This would only increase as districts choose to follow an "A/B or Blended" schedule. Regardless of the schedule your district is offering students would be able to attend the WMCTC 5 days a week (*Subject to district transportation schedule, parent ability to drop-off/pick-up and/or students' ability to drive*). We recognize the importance of the hands-on portion of our curriculum and we are doing everything possible to ensure students can take advantage of the training we offer.

Finally, we understand that not every plan is perfect. We are cognizant of that there may be subtle changes along the way, we are doing our best to predict those issues ahead of time however there may be times when changes may occur within an instant similar to the March closing in 2020. We greatly appreciate your flexibility and understanding during these ever-changing times. The Administration, Instructors, and all Staff greatly appreciate your support and we look forward to seeing your student(s) in August. If you have any questions or comments, please contact us at info@westerncenter.org.

Sincerely,

A handwritten signature in black ink that reads "Chris Moritzen".

Christopher E. Moritzen
Administrative Director



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Full Re-Opening of WMCTC with Hybrid Learning Options for Students

- WMCTC will remain open 5 days a week for students to attend. If students sending school districts are operating on an A/B hybrid/online rotating schedule, they still may attend WMCTC on online days. However, if they choose to stay at home for that day, they will be able to follow along remotely. (It is strongly encouraged that students follow along when not in physical attendance at WMCTC)
- For students who are online with their sending school per their weekly schedule, students may take district transportation to WMCTC or be dropped off by a parent. PM students, if licensed, will have the opportunity to drive to WMCTC. While they may be bussed back to their home school, they will have to find transportation home.
- For students and parents who are not comfortable with attending school due to health and safety concerns, students and parents will be able to choose an online virtual option (WMCTC Blended Learning Option). This option is not 100% virtual since it is critical for career and technical education students to be hands on, even if it is not every day. WMCTC will move to 100% remote/virtual only if schools are closed by the Governor.
- WMCTC can accommodate up to 25 students in each classroom/lab while remaining 6 feet apart.
- Attendance will be taken within each class, either in-person or remotely.

Why Full Re-Opening?

- With our AM/PM structure, at most we would only have 350 students (potentially in the AM) in our building across 19 programs during any given day. The most one class would have on any given day is 23 students and that particular classroom and lab is 2,566 square feet. The most students our smallest classroom and lab would have is 21. That particular classroom is 1,800 square feet.
- Each of our classrooms are attached to large labs, which we plan to utilize during theory lessons so that each student has at least 6 feet of distance from his or her peers. Masks will be required for when students are in the hallways, lunch lines or they are not able to remain socially distant.
- Each classroom is equipped with restrooms, sinks, and hand sanitizing stations.
- We have zero transitions to other classrooms so our students are coming into a controlled environment with a set number of individuals coming into contact with desks, doors, equipment each and every day reducing the risk of contact spread.



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- Students that are on an A/B schedule remote learning schedule at their home school, will have the option to come to a brick and mortar environment every day.
- WMCTC focused on upgrading ventilation systems in the school building this summer and each classroom will be equipped with humidity control and air purification equipment.

Blended Learning Option

- For students and parents that deem every day, in person instruction, a risk to their own safety or the safety of those near them, the WMCTC will be able to offer a Blended learning model for students.
- As stated above, this model would still require individuals to attend WMCTC to complete hands-on learning. The frequency of in person instruction would vary depending on the program that the student is enrolled in. An example of a weekly schedule could be:
 - **Monday: online/ Tuesday: online /Wednesday: in person instruction/ Thursday: online /Friday: online**
 - *****Please note that this option will potentially inhibit the students' ability to complete the program of study due to the hands-on nature of the programming*****
- For in person instructional days, students are required to transport themselves to the WMCTC whether through district transportation or being dropped off/picked up by a parent.
- Students and parents would be required to stay in this mode of learning for at least one marking period and make their intentions known to the WMCTC two weeks before the subsequent marking period begins.
- Students and parents will need to make their intentions for marking period one known to the WMCTC between August 11th and August 20th of 2020.

Face Coverings

- Face coverings will be required for students and staff and must be worn when social distancing is not possible per state orders/directives.
- Face coverings must be worn at all times in the hallways and lunch lines. They must be readily available to be put on when students are working in the lab and in hands-on situations.
- The WMCTC are in the process of ordering face shields and masks for students and staff but the expectation is that all students and staff will have their own face coverings.
- WMCTC will not continually supply face coverings, we hope to have enough on hand as needed in emergency situations.



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Wall Barriers/Partitions

- All secretarial staff, the Cosmetology salon and Cafeteria workers, will be provided by clear PVC/vinyl barriers for additional protection.
- Barriers will be provided to additional high-risk staff members for desks.

Transportation

- Students who use school district transportation must adhere to each district's protocols.
- Revised procedures to loading and unloading will be implemented.
- Districts have assured that enhanced cleaning protocols will be followed.
- Families should conduct a daily screening for their child(ren) at home, before leaving for school.
- Face covering protocols implemented by the sending school district should be adhered to.
- *There may be assigned seats and social distancing when feasible. (Please contact your school district with questions pertaining to bus transportation)

Social Distancing

- There will be signs and floor decals indicating social distancing parameters and traffic flow throughout school buildings.
- Layouts for desks, tables, chairs and other items will be implemented to promote social distancing in classrooms and common areas.
- Staggered times will be in place for hallways.
- The use of restrooms and facilities will be monitored to minimize the number of students or staff in restrooms and hallways at any given time.

Health Screenings

- All students and staff should conduct a daily self-screening before coming to school. This will involve monitoring for COVID-19 symptoms and recent exposure to someone diagnosed with COVID-19.
- At the start of the school year, families will be required to sign the COVID-19 School Health and Safety Agreement that says they will keep their student home when sick and seek appropriate medical care.



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If a student or staff have COVID-19

- If a WMCTC student or staff is confirmed with COVID-19 or is suspected or has been in contact with someone with COVID-19, WMCTC will notify the Montgomery County Board of Health and receive direction for contact tracing and next steps, which could include quarantine measures.
- Please contact us immediately if your student is confirmed with COVID-19. Flexible attendance policies have been developed and implemented to support staff and students this school year.

Cleaning/Sanitizing

- Hand sanitizer stations will be located at the main entrances, cafeteria, and throughout the building and in classrooms.
- Classrooms will be provided with cleaning supplies.
- Identified "high touch points" will be disinfected daily and high touch doors will be propped open (school safety will not be compromised to prop doors).
- To increase ventilation, WMCTC upgraded its HVAC system to include 20% more outside cold air and will be purchasing humidifiers and air purification systems for every classroom.

Meals/Water bottles

- Students should maintain proper social distancing and wear masks when traveling through serving lines and sit at assigned seats in the cafeteria. All tables in the cafeteria will face in the same direction.
- Students will clean their hands with soap and water and/or sanitizer before and after eating.
- Students may bring their own water bottles to school.

Summer Travels

- As cases of COVID-19 ebb and flow throughout the country and world, staff and students should be mindful as to where they travel, especially two weeks prior to the start of school.
- WMCTC strongly recommends that students and staff avoid regions where COVID-19 is on the rise and where Pennsylvania has been designated as a quarantine state.



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Safe Return

- Our goal remains to continue working through the details necessary to allow our students and staff to be physically present this fall in a safe and healthy manner.
- The school will continue to develop health and safety precautions to protect staff and students.
- Please note, these plans and procedures are subject to change as more information and new strategies become available.