



Burlington County Institute of Technology

Adult Education

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Dear Student,

I hope that each of you and your family are doing well. As we prepare for your arrival, I have listed some items below that have been put into place and must be followed.

In addition, I have also provided a brief overview of the procedures that will be in place for entrance into each building, being inside each building, and dismissal from class and exiting each building. These practices will help to provide the safest environment for both students and staff. The act of wearing a face covering applies to all 3 areas below. Every student must bring and wear their own face covering at all times.

Entrance Into Each Building

- All students **must** come through the main entrance at the Westampton Campus and the main office at the Medford Campus. No one is permitted to enter either building through any other entrance.
- Each student must have and display their school ID and/or their driver's license that contains a photo to confirm identity.
- A COVID-19 screening and information form will need to be reviewed, completed and submitted as part of the screening process by each student outside of the building. **This document is required weekly on the first day you are in attendance each week. If you are off site attending clinical, this screening form will be a google form and must be submitted every Sunday by 4pm.**
- Student temperatures will be taken at each campus
 - Only one person (individual being screened) plus the specific staff members are permitted at a time inside the vestibule during the screening process.
 - If a student has a temperature of 100.4 or higher they will be asked to leave the grounds.
 - Stanchions, ground tape, markers on the ground, and/or cones will be stationed leading up to each vestibule at 6 feet intervals (to maintain social distancing). **Students please stand at these markers while waiting to be screened for entrance into the building.**

- Student entrance into each building will be in an assembly line format.
- Face coverings for students are mandatory at all times in the building and while waiting in line for entrance into each campus.
- Practice and ensure social distancing (6 feet) protocols are followed in preparation for entrance into each building.

Inside Each Building

- Practice and ensure social distancing (6 feet) protocols are followed in classrooms, shop areas, common places, offices, etc.
- Ensure desks/chairs are facing the same way and not towards each other.
- Students are to bring their own face covering and wear it at all times.
- Refrain from moving furniture to keep 6 feet of mandated space.
- Ensure desks and other work stations are 6 feet or further apart.
- Students should stay “Right” in the hallways to maximize the space in between people.
- Students are to utilize good hygiene techniques/practices. Students are to use the hand sanitizing stations frequently.
- Students must have no contact with the instructor(s) and/or another student or students.
- Students are to limit the use of shared objects, including Career Technical Education shop equipment, technology devices, and any other equipment that can be considered for more than one-time use. Shared objects, such as universal tools must be wiped down with the appropriate cleaning agent that will be provided from your instructor before and after each use by a student. Students are to wash their hands after utilizing the cleaning agent and wear protective eyewear when applicable.

Dismissal From Classes and Exiting Each Building

- All students **must** exit through the Adult Education Office entrance at the Westampton Campus and the main office at the Medford Campus. No one is permitted to leave either building through any other exit.
- Instructors should dismiss students one by one or stagger the dismissal of students from each class to maintain social distancing while students exit the class, and leave the building.

Again, these practices will help keep the safest environment for both students and staff. I appreciate all of your understanding and implementation of the above practices. I am looking forward to welcoming each of you back into the buildings.

Sincerely,

Jesse Pappler

Jesse Pappler
Adult Education Assistant Principal