

COVID-19 Student Information

Red & Yellow Phases – ESC will remain closed to the public and staff will work remotely. Classes will be offered remotely.

Green Phase – ESC will open, by appointment only, for limited hours. Staff may meet one-on-one with students to provide the following services: administer assessments (pre and post-tests); conduct intake and orientation; and provide case management.

In-person classes may resume under green, with significant changes to reduce the spread of infection and adhere to health and safety guidelines.

Health & Safety Guidelines

- Students and staff must maintain a safe distance of 6 feet while in the building. This includes classrooms, offices, common areas, lobby, restrooms, and computer lab.
- Face coverings are required while in the building. If a student or visitor does not have a face covering, one will be provided.
- Chairs and desks have been repositioned to allow for social distancing
- No more than 4 people can be waiting in the lobby area at a time
- Class sizes have been reduced to 10 participants
- Class schedules have been modified to allow for only one class to be in session at time, reducing the number of students in the building at a given time
- No more than 25 individuals will be in the building at a time
- Front doors will remain locked during business hours and students will be let into the building by a staff member and directed to their classroom.
- Students who arrive more than 15 minutes after the start of class will not be permitted to enter the classroom.
- Students may not congregate in the hallways
- If an individual is unable or unwilling to wear a mask, then their intake/assessment will need to be conducted virtually. If he/she is unable or unwilling to attend in-person classes, then remote learning options will be encouraged.
- When students are in a testing room, they can remove their face covering, but must have it on when they leave the room.
- Lysol wipes and hand sanitizer will be available and signs will be posted at the entrance and throughout the building.

Cleaning—Additional cleaning supplies have been provided to custodial staff and program staff in order to maintain a sanitary learning and working environment. All tables, chairs, computers/keyboards, and writing utensils will be disinfected after each use and after every class.

Reporting—If a student is ill, he/she should stay home and not return to class until symptoms have resolved.

If a student has tested positive for COVID-19, he/she should notify their instructor, who will in turn notify the program administrator to ensure that proper CDC reporting occurs. He/she should stay home for 14 days until symptoms have resolved and it is deemed safe for them to return to class.

Students who have traveled outside of the United States must self-quarantine at home for 14 days before returning to work/class.