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Randy Griffith, Superintendent  
Michelle E. Seckman, Treasurer

July 1, 2020

Dear Parents/Guardians:

Maplewood Career Center will follow the 2020-2021 school calendar as attached. **The only known exception to the attached calendar will be Junior Orientation.** We are reorganizing orientation to reduce health risks related to COVID-19. In early August, parents/guardians will receive a packet containing information about Junior Orientation.

**The first day of school for students will be August 31, 2020.** Maplewood Career Center has spent a great deal of time preparing to open school in the safest manner possible. In an effort to keep staff and students safe, we ask you to encourage your son or daughter to adhere to the safety precautions we have created so that we can ensure their safety and those around them. We feel that the support and cooperation from parents/guardians will allow for a smoother transition during these uncertain times.

**We have taken the following steps to keep our staff and students safe:**

1. We have a scheduled cleaning regiment that takes place during the day and evening.
2. We purchased three machines that can sanitize a 1000 sq. ft. room in a matter of minutes. These machines will be used throughout the day to disinfect classrooms, labs, food service areas, etc. when they are not inhabited.
3. Staff, visitors, customers, students, etc. will walk through a temperature screening machine upon entering the facility.
  - Students, whose temperature is outside of the “normal” range, will be sent to the School Nurse for further evaluation. Students with a confirmed temperature outside of the “normal” range will be sent home until their temperature returns to normal.
  - Staff members who display a temperature outside of the “normal” range will be sent home for the day.
  - Visitors with a temperature outside of the “normal” range will be asked to leave.

4. Hand sanitizer stations will be available throughout the facility for visitors, staff, and student use. We encourage all of the individuals, who are in the building, to use the hand sanitizer stations frequently.
5. Conference room(s) will be used for lunches so that students will have additional space to social distance.
6. Students and staff will practice social distancing when possible; however, social distancing at a distance of six-feet from others will not be feasible in every space throughout the facility. These areas include classrooms, hallway transitions, and possibly during lunch.
7. **Due to the fact that social distancing is not feasible at all times, students must wear a mask in the classrooms, hallways, and lunch until they are seated. They may also be required to wear a mask in their program areas if social distancing is not feasible.**
  - Students are welcome to bring and use their own mask. However, **the face covering must be a mask and not a bandana or neck gaiter.**
  - Maplewood will provide every student with a cloth face mask that can be washed.
  - Students who refuse to wear a mask at the appropriate times will receive disciplinary consequences and/or be removed from the typical educational setting or school if necessary.
  - Should a student invade the personal space of another to cough or sneeze as a joke or otherwise, they will be removed from the educational setting and receive disciplinary consequences.
8. Maplewood Career Center will not host outside organizations/large gatherings during the 2020-2021 school year.
9. Maplewood Career Center will not have field trips during the 2020-2021 school year.
10. We have a variety of options at our disposal to sanitize computer labs and laptop carts that will be utilized throughout day and evening classes.

As preparation for the 2020-2021 school year continues, we anticipate adding additional safety measures to decrease health risks related to COVID-19 and influenza. The stipulations outlined above will be in place until further notice. We hope that we will be able to relax these safety precautions at some point during the 2020-2021 school year. However, we intend to err on the side of caution while adhering to C.D.C.'s guidelines as closely as possible.

Many students will ride the bus to Maplewood Career Center. Maplewood Career Center does not have jurisdiction over transportation provided by our Associate Schools. Maplewood Career Center C.T.P.D. includes the following school districts: Crestwood Local Schools, Field Local Schools, James A. Garfield Local Schools, Mogadore Local Schools, Ravenna School District, Rootstown Local Schools, Southeast Local Schools, Streetsboro City Schools, Waterloo Local School District, and Windham Exempted Village Schools. Maplewood's Associate Schools are required to transport, student's residing in or open enrolled to their District, to Maplewood Career Center in accordance with Ohio Revised Code 3327.01 Transportation of pupils. Should you have busing issues, please contact your District of residence/enrollment first. If you continue to have issues, contact Maplewood Career Center and we will attempt to provide assistance.

Attached, you will find the following documents from the Center for Disease Control and Prevention: How to Protect Yourself & Others, 10 things you can do to manage your COVID-19 symptoms at home. We encourage students and parents to take the preventative steps recommended by the Center for Disease Control and Prevention whenever possible. The best way to ensure the health of students and staff, keep the school open, and meet the needs of our students is to follow the C.D.C. guidelines as closely as possible. In short, we need to work together to maintain good health in our community and school system. We look forward to working with you and you daughter(s), sons(s), or both in the coming school year.

Sincerely,



Randy Griffith, Superintendent  
Maplewood Career Center

# Maplewood Career Center

## 2020-2021 School Calendar

July 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 20

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23	24	25	26	27	28	29
30	31					

September 20

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19	20	21	22	23	24	25
26	27	28	29	30		

October 20

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24	25	26	27	28	29	30
31						

November 20

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 20

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19	20	21	22	23	24	25
26	27	28	29	30	31	

July  
3 - Independence Day

August  
19-20-26-27 - New Teacher Inservice  
24 - Teacher Inservice/Workday  
25 - Student/Teacher Orientation (PM)  
Teacher Workday  
31 - Students' First Day

September  
7 - Labor Day - School Closed

October  
7 - Parent/Teacher Conferences (PM) School Open/No Adult Ed  
9 - NEOEA Day - School Closed  
14 - All Boards' Dinner

November  
3 - End of First 9 Weeks Grading Period  
4 - Sophomore Visit & Showcase Day  
6 & 7 - Christmas in the Woods Craft Fair  
12 - Career Night & Spaghetti Dinner  
24 & 25 - Blood Drive  
26 - Thanksgiving Day - School Closed  
27 - Thanksgiving Break - School Closed  
30 - Teacher Comp Day - School Closed

December  
23-31 - Winter Break - School Closed

January  
1 - Winter Break - School Closed  
18 - Martin Luther King, Jr. Day - School Closed  
20 - End of Second 9 Weeks Grading Period

February  
3 - Spring Parent/Teacher Conferences (PM) School Open/No Adult Ed  
15 - Presidents' Day - School Closed

March  
22 - 26 - Spring Break - School Closed  
31 - End of Third 9 Weeks Grading Period

April  
2 - Good Friday - School Closed  
7 - Dinner with Teachers

May  
31 - Memorial Day - School Closed

June  
4 - End of Fourth 9 Weeks Grading Period  
4 - Students' Last Day  
7 - Teacher Workday

When calamity days must be made up, Blizzard Bags will be used for the first three days. Following the use of Blizzard Bags, Maplewood Career Center will begin making up school days beginning on June 7<sup>th</sup>.

Portage County Randolph Fair: August 25 - 30, 2020

Adopted: February 20, 2020

January 21

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February 21

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March 21

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April 21

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24	25	26	27	28	29	30

May 21

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23	24	25	26	27	28	29
30	31					

June 21

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# 10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## If you have possible or confirmed COVID-19:

- 1. Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



- 6. Cover your cough and sneezes.**



- 2. Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



- 7. Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



- 3. Get rest and stay hydrated.**



- 8.** As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



- 4.** If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



- 9. Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



- 5.** For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



- 10. Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



## Coronavirus Disease 2019 (COVID-19)

### How to Protect Yourself & Others

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. More information on Are you at higher risk for serious illness.



#### Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

### Everyone Should



#### Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



#### Avoid close contact

- **Avoid close contact with people who are sick, even inside your home.** If possible, maintain 6 feet between the person who is sick and other household members.
- **Put distance between yourself and other people outside of your home.**
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.



- Keeping distance from others is especially important for people who are at higher risk of getting very sick.



## Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.



## Cover coughs and sneezes

- If you are around others and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



## Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants  will work.



## Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

- Follow CDC guidance if symptoms develop.

## Stop the Spread of Germs

### COVID-19 Stop the Spread of Germs

Help stop the spread of COVID-19 and other respiratory illnesses by following these steps.

#### Handwashing Resources



Handwashing tips



Hand Hygiene in Healthcare Settings

#### More information

Symptoms

What to do if you are sick

If someone in your house gets sick

Frequently asked questions

Travelers

Individuals, schools, events, businesses and more

Healthcare Professionals

10 Things You Can Do to Manage COVID-19 at Home

10 Things You Can Do to Manage COVID-19 at Home (ASL Version)

Social Distancing (ASL Video)

ASL Video Series: What You Need to Know About Handwashing

Page last reviewed: April 24, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases