



July 15, 2020

Dear Parents/Guardians and Job Seekers,

Welcome to the 20/21 school year and job training programs. As a CEVEC staff, we are excited to welcome all of you back to programming and work experiences. Our Spring and Summer brought us new learning experiences and a “new normal” as we all learned new ways to adjust to being at CEVEC and our community job sites during the pandemic while staying healthy!

As we get closer to the start of school, I will be communicating weekly as things may change quickly. I will communicate with you via **Infinite Campus** as this is the best means of sending out parent/guardian communications. If you need assistance with your parent portal login, email: ichelp@mayfieldschools.org. If you have portal questions, please view this link: <http://www.mayfieldschools.org/InfiniteCampus1.aspx>. If you have further questions, please call CEVEC at 440-995-7450. I will also send the same communication to the sending districts. Your job seekers’s training team will also be communicating with you in the method that you establish. The purpose of this communication is to outline our return-to-school processes and protocols. More processes and protocols will follow in the weeks ahead.

1. COME TO THE BUILDING - THINGS LOOK DIFFERENT!:

- On August 17th and 18th, parents, job seekers, and district personnel have an opportunity to come to CEVEC at a scheduled time to tour the building and go over our new safety protocol.
- Your job seeker’s teacher will reach out to you with a scheduled time. This is not mandatory but being offered to those that may need some additional time and or those who may be experiencing some anxiety about returning to CEVEC.
- Deanna Paglio, LISW, will be available to meet with any family that needs additional time. We want all not just to be physically ready, but emotionally ready as well.

2. All students will be reporting to CEVEC on Monday, August 24, 2020 for their job training programs. The start and end times will remain the same as in the previous year. If you are a new family to CEVEC the time for our morning session is 8:00 AM - 10:20 AM and the afternoon session is from 12:00 PM - 2:20 PM.

3. TRANSPORTATION PROTOCOLS:

- Please work with your home district regarding transportation. CEVEC will also have a parent drop off if you choose to drop off your job seeker prior to your district transporting. It is important that each job seeker attend programming no matter how they arrive ie: bus, van, parental vehicle.
- Stay tuned for a new traffic pattern for pick up and drop off.
- Masks/Face coverings are required while riding transportation

4. ARRIVING AT CEVEC:

- Students will be entering through a specific door depending on their team.
- This will be communicated to you by your child's Job Training Coordinator.

5. BUILDING SAFETY PROTOCOLS:

- Temperature checks **at home prior to arrival.**
- We ask that if your son/daughter has a temperature of 100.4, and or does not feel well, that they remain home. This is for everyone's safety.
- CEVEC job seekers will wear a mask/face covering when: entering the building, in small group instruction, less than 6 feet from each other and transitioning in and out of their work area. CEVEC is a great building to practice wearing face masks in preparation for work sites. Job sites require masks/face coverings for all students.
- All staff will be masked or wear a face covering during the instructional day and while in the building
- 6 feet markings will be throughout the building as well as directional walking patterns. Students will be educated in these patterns.
- Sanitizing items will be available in each student area.
- Bathrooms will be sprayed after each student use and only one student per bathroom at a time.
- Students are allowed to bring a backpack with only the following items: their lunch, an extra mask, personal hand sanitizer, and a change of clothes if they need it. Backpack must fit in their lockers or assigned area. Please note that many of our job sites are requiring that NO backpack be brought into the site. So it's important that we keep items at our building to a minimum. Whatever they bring daily, will go home daily.
- If you want to purchase lunch, all lunches will be pre-ordered through Infinite Campus -a week at a time. Free and Reduced Lunch are already pre-ordered through Infinite Campus (additional information on the process will be sent at a later date).
- No items will be stored at the building overnight.
- The building will be thoroughly cleaned after lunch and at the end of each work day with specialized equipment that has been ordered to clean the building.

6. SPECIALIZED LESSONS:

- To be taught during the first weeks of programming.
- To reinforce face coverings/mask wearing.
- To reinforce safety protocols inside and outside the building.

Job Seekers were in our building this summer and even those that for sensory reasons wouldn't wear a mask, learned to wear one and keep them on. I would encourage all families to begin introducing and wearing a mask. It's important that this practice become a solid routine prior to August 24, 2020.

I encourage you to reach out to me if you have questions, comments etc. The CEVEC community's health is of the utmost importance to me. I am energized at the prospect that, in August, our building will be home to the many individuals who work so hard to become ready to enter the workforce! Can't wait to greet you all on day one!

Thank you and Welcome to the 20/21 CEVEC Job Training Year!
Denise Cirino

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