

August 24, 2020

Dear Adult Education Academic Learners,

Welcome back!!! Governor Mills, the CDC, and our SAD 1 School Board have all given us the "green light" to begin working with our students in-person and face-to-face. We couldn't be any more excited to be working with students again! We will, however, still continue to offer remote and blended learning opportunities for all students as an option, when appropriate. These are, without a doubt, very strange times. Please know that all of this can change at a moments notice. We appreciate your understanding and your willingness to be flexible.

Registration for all students has started. Please call 764-4776 or complete the registration form on our website to set up an appointment to enroll. Appointments are currently available Monday – Friday, 9:00-12:00 and 1:00-4:00. Classes are set to begin on September 8<sup>th</sup>.

Our priority remains to keep both students and staff as safe as possible. In order to do that, things will look a bit different when you come in. First and foremost, please ask yourself the following self-screening questions prior to coming into our building each day. If the answer is "Yes" to any of the following questions, please contact Karen for further direction.

**Daily self-assessment questions:**

- Have I been out of the state in the last 14 days?
- Do I or have I been living with anyone who is sick or quarantined?
- Do I or have I been around anyone exhibiting these symptoms within the last 14 days:
  - Do I or have I had a loss of taste or smell?
  - Do I or have I had shortness of breath?
  - Do I have a fever or feel feverish?
  - Do I have a cough or sore throat?
  - Do I feel unwell today?

Our new Covid-19 safety protocols at school include:

- Masks **MUST** be worn at all times. It **MUST** cover you mouth and nose at all times. This is **NOT** optional. Masks will be available for those who do not bring one with them. You will need a note from your medical provider to be able to wear a shield. Mask breaks are permitted by stepping outside. Gloves are also available if wanted or needed.

- You will be required to sign in when you arrive and out when you leave. This is for contact-trace purposes should we have a positive case of COVID-19.
- You MUST sanitize your hands after signing in. There are several sanitizing pumps throughout the office and classrooms.
- Class sizes will be limited. The number is based on the size of the classroom and if students reside in the same household. If you choose in-person classes, you will be required to sign up for time slots that fit your scheduled availability. PLEASE call, email or Facebook message if you are unable to come in at your designated time for any reason (764-4776). Your absence opens your slot up for another potential student to come in that day.
- Social Distance guidelines must be followed at all times. Students must remain at least 6 feet apart at all times. The only exception to this rule is for those who reside in the same household.
- Cleaning and sanitizing will happen throughout the day by the SAD 1 custodial staff.
- There is a drop box available outside of the office. You can always drop completed work off. You can also make arrangements with your teacher(s) to pick up work from the box as well.

There is no doubt, things look very different these days. Circumstances are making it more challenging than ever before for all of us. But I am confident in the measures we have in place and the flexibility and creative problem solving skills of our teachers that we will be able to develop a plan for each and every one of you to help you continue to move forward and get ahead.

Please watch our Facebook page for the most up to date information and changes to our schedule and office hours. Changes may happen with little advanced warning.

Thank you for choosing SAD 1 Adult & Community Education to help you reach your goals and begin a new chapter. It's a fresh start and new beginning.

Sincerely,

Mrs. LeRae Kinney  
Director