



HAYWOOD EARLY COLLEGE

ONE PACK • ONE GOAL



January 10, 2021

As we excitedly welcome you back to campus, it is necessary to establish new COVID-19 guidelines. Our priority is to maintain who we have always been while keeping everyone safe. You have always taken such great care of each other and we know this will continue.

First and foremost, we must practice the 3 W's at all times.

- 1) Wear your mask over your nose and mouth.
 - Please remember to bring a clean mask each day. Let us know if you need a mask.
 - Masks must be worn at all times in all buildings - can remove mask when actively eating and drinking in cafeteria - return mask to face in cafeteria when finished eating and drinking.
 - Mask breaks will be given during class time if needed.
- 2) Wait six feet apart. Avoid close contact.
 - Remain conscious of your proximity to others at all times - this includes walking to and from class, standing in line in cafeteria, while you are in outside areas.
 - The hallway in our building is one way - please enter the building on the faculty parking lot/ basketball goal end.
 - Please enter cafeteria from door closest to parking lot.
 - Restrooms are limited to two students at a time.
 - One person per table in all areas - classrooms, cafeteria, picnic tables, library.
- 3) Wash your hands and use hand sanitizer.
 - Hand sanitizer stations are located at exterior doors and in every classroom in the 400 building.
 - Hand sanitizer can also be found in the cafeteria.

Other important items:

- Cafeteria will open at 7:45, HEC building will open at 8:25
- Students will need to be off campus by 3:30
- All students must answer health screening questions and have temperature checked before entering any building
- Breakfast and lunch are free for ALL students for the remainder of the school year
- HEC students are allowed in two building on campus this semester: HEC (Dogwood) building and Alder (200) building - classrooms, library, cafeteria, sunroom
- Students can be in the following areas during class time: HEC building, cafeteria, Alder building classrooms
- Students can be in the following areas during lunch: cafeteria, sunroom, picnic tables outside HEC building, picnic tables outside cafeteria
- Until further notice, no basketball or outdoor games during lunch
- Students will be supervised in cafeteria/sunroom during scheduled college class times - please bring headphones with you for participation in Zoom meetings
- Our building and the sunroom have been completely re-furnished to match the cafeteria - please help us keep furniture clean - teachers will be cleaning classrooms between periods
- Check-in and check-out procedures will remain the same - please check in and check out in the front office on the iPad - ask Mrs. Ballance if you have any questions
- Contact Mrs. Ballance with any bus questions

We will make changes if we find better ways to navigate being back on campus. Please make suggestions as you see ways we can improve. Be where you're supposed to be, doing what you're supposed to be doing, as well as you can possibly do it, and we will have a great semester!

Lori Fox, Principal

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