

Plan for Returning to Campus for Lab and Bootcamps

PURPOSE: The purpose of this plan is to determine how students, faculty members, and staff will safely return to campus for course related labs while responsibly addressing COVID 19 concerns.

COMMUNICATION WITH STUDENTS PRIOR TO COMING TO CAMPUS TO COMPLETE LABS AND BOOTCAMPS

Information in this section must be compliant with the *EA Physical Entry Protocol rev 051320* document.

What do students need to know prior to coming to campus?

How will this information be communicated to students?

Who is responsible for communicating this information to students?

STUDENT SUPPORT

Take action to support students who express they are uncomfortable about returning to the campus and attending labs. When necessary, have a conversation with any student who expresses these concerns to determine what concerns they have and then address these concerns.

If you have WellConnect, how will this support service be utilized and who is responsible for referring students to WellConnect?

What information will be provided to students regarding community resources (for example, childcare, food banks, emergency shelters, etc.)?

Who is responsible for including information on any resources and support services students may need?

How will this information be provided to students (for example, a flyer that can be given to each student, a bulletin board with the information for all students to see, etc.)? Be sure to consider how this will be done at a distance as well.

WHEN STUDENTS ARRIVE ON CAMPUS – ENTERING THE FACILITY

Information in this section must be compliant with the *EA Physical Entry Protocol rev 051320* document.

Each location will designate one physical entry to be used at all times. Students and staff should not enter the school or facility if they do not feel well, or if they have any symptoms of COVID-19, including a fever, cough, sore throat, shortness of breath or difficulty breathing. It is everyone's personal responsibility to self-report these symptoms.

What entrance will be used?

A "STOP" sign should be placed at the entryway which clearly lists what students, staff and visitors will attest to in order to enter.

Who will be responsible for posting required signage and checking signage to ensure it remains posted?

Who is responsible for ensuring hand sanitizer is available for use upon entering the campus?

All students and staff should approach the entryway wearing a facemask which properly covers their nose and mouth. If multiple people approach the entry, they should practice safe social distancing, maintaining a minimum 6 feet of spacing.

Who will be responsible for ensuring all students and staff are wearing a facemask which properly covers their nose and mouth?

Who will be responsible for ensuring that safe social distancing of a minimum of 6 feet of spacing is maintained? If necessary, how will this spacing be marked on the floor in the entrance area?

Who will be responsible for ensuring all students and staff members sign and date the *Student and Staff Certification* form the first time that a student or staff member returns to the campus?

Health Screening Protocol

Each location will designate an individual (the Screener) to work near the designated entrance. This individual should be wearing a properly fitted facemask and gloves.

The Screener will administer a Health Screening consisting of a touchless temperature check along with verifying the person entering attests to the necessary questions. All individuals requesting entry should immediately sanitize their hands.

Who is your designated Screener?

The Screener will determine if the individual has been denied entry previously; if so the individual must present the documentation that is required for their reentry as defined on the *Health Screening Form* from the prior visit.

Where possible, the touchless temperature check should occur outside the designated entry door prior to entry.

Where will the touchless temperature check take place? If inside the designated entry door after entry, explain why.

If the individual requesting entrance has a temperature of 100 degrees Fahrenheit or below, they can proceed into the building.. If the individual's temperature is above 100 degrees Fahrenheit, they are denied entry, and the Screener will follow the *Denied Entry Protocol*.

Upon determining that their temperature is 100 degrees Fahrenheit or below, the Screener asks the individual if they have read the "Stop Sign" warning and will ask the person requesting entrance to attest that they are in compliance with these guidelines. The screener may ask the following questions from the *Health Screening Form*.

STUDENTS, FACULTY AND STAFF FACEMASK USE

Students, Faculty and Staff are required to wear properly fitted facemasks whenever they are: (a) in any common area of a facility, or (b) are in an enclosed room or space with other individuals. We encourage our Students, Faculty and Staff to provide their own facemasks for use in common areas.

Who is responsible for ensuring students, faculty, and staff are wearing properly fitted facemasks in common areas or in enclosed areas with other individuals?

How will gloves and other Personal Protective Equipment be provided at the beginning of a lab?

If face masks are provided for a lab and will be reused, how will these masks be stored?

PREPARING LAB SPACE

Maintain Social Distancing. Develop a concrete plan to maintain the recommended social distancing of six feet between people by limiting the number of students and faculty allowed in a lab at any one time. Depending on the size of a lab or classroom space, student to faculty ratios could be set at 4:1 or 6:1 at most.

Who is responsible for inspecting lab space and determining if lab space needs reconfigured?

Will tables, chairs, desks, or equipment need to be moved to create more distance between students and faculty members so that six feet of space between all individuals is maintained? If so, how will this be accomplished?

Will any classrooms need to be turned into temporary lab space? If so, how will this be accomplished?

Adjusting Schedules. Develop staggered shifts, i.e., having small groups of students attend labs for 2 to 3 hours at a time, with an hour between each lab so there is time to wipe down labs. Staggered shifts will also limit the number of students arriving, leaving, or attending lab at the same time. Create break schedules that reduce the number of students and employees in break rooms and cafeterias or other common areas at any one time.

Who is responsible for determining what students will attend labs and what faculty members will teach these labs?

What days and times will labs be held? Will labs be held on days not usually used for lab time (i.e. Friday, Saturday, or Sunday)? Please list these by program.

Will additional faculty members be needed to cover labs? If yes, how many and will these be returning faculty members or new hires? *(Note: If you are considering these options, the Deans of Education and Program Directors will need to work with the Campus Presidents, Regional Vice President, Regional/National Deans of Education, and National Programmatic Deans to decide what is needed.)*

If breaks are needed, will breaks need to be monitored, and who is responsible for monitoring these breaks?

CLEANING LABS

Labs should be cleaned before the first meeting, in between each meeting, and after the last meeting of the day. ***Note: All teaching devices need to be routinely sanitized between student use, and all cleaning should be documented to include the location/room number, day, and time of the cleaning. Cleaning logs need to be updated daily, and maintained in a central location.***

Who is responsible for cleaning labs between each shift?

Who is responsible for ensuring that all required areas are cleaned as needed.

Who is responsible for updating the cleaning log(s) for each program, and where will the cleaning log(s) be kept?

Allied Health and Dental Assisting Externship Students

What is your action plan for externship students with I grades posted for completion of modules that started between February 17, 2020 and March 9, 2020.

For any students returning to an externship site, what is your plan for these students signing the *Assumption of Risk and Waiver of Liability* form?

What is your action plan for externship students in modules starting after March 9th?

What is your plan for all other Allied Health and Dental Assisting students with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled in Allied Health and Dental Assisting programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

What is your plan for any Allied Health and Dental Assisting students needing to take certification exams on campus?

For Dental Assisting, what is the plan for students to complete Externship I before starting Externship II, and/or completing Externship II before starting Externship III if applicable?

For these students, consider setting up a “mock board” run like a state board exam with stations set up in a different room. Students can attend a lab at each station, practicing one week and testing on the same station the next week so that a grade can be determined. Then each student can rotate to the next station the third week.

***Special Considerations for Dental Assisting
Radiology Requirement***

What additional PPE, if any, is needed for Dental Radiology labs?

If needed, how will this additional PPE be distributed and stored?

If needed, who is responsible for ordering this additional PPE and ensuring it is used and stored properly?

Trades Programs

What is your plan for all students enrolled in Trades programs with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled in Trades programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

What is your plan for any students enrolled in Trades programs needing to take certification exams on campus?

CDL

When re-opening the range, students returning from ALOA need to re-enter at the same point in the course in which they left and must complete that course before moving to the next course. Once the students returning from ALOA complete the course in which they left, a new two-week term can start. At this point, new students can also start.

IMOPRTANT REMINDER: Any student who has not been attending classes, range or lab for more than 30 calendar days will need to take and pass a new D.O.T. drug screen in order to attend courses on the range or road.

While in trucks on the road, a faculty to student ratio of 1:1 will be maintained. An instructor ratio of 1:12 must be maintained on the range typically with the use of multiple trucks. Note: For schools in PA and MD a clear barrier (e.g. Plexiglas shield or other material) needs to be in place. In between use, this cleaning protocol must be followed:

What is your plan for all students enrolled in CDL programs with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled in CDL programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

Who is responsible for cleaning trucks between each trip?

Who is responsible for ensuring that all required areas are cleaned as needed.

Who is responsible for updating the cleaning log(s) for each program, and where will the cleaning log(s) be kept?

Medical Technology Programs

Follow the guidelines above and consult your National Programmatic Dean for additional guidance.

What is your plan for all students enrolled in Medical Technology programs with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled students enrolled in Medical Technology programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

What is your plan for any students enrolled in Medical Technology programs needing to take certification exams on campus?

What additional considerations are being made for each of your Medical Technology programs?

Massage and Cosmetology

Program Directors and Deans of Education should follow all state guidelines carefully to ensure that all required health and safety concerns are addressed when Massage and Cosmetology students return to clinic.

What is your plan for all students enrolled in Massage and Cosmetology programs with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled in Massage and Cosmetology programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

What is your plan for any students enrolled in Massage and Cosmetology programs needing to take certification exams on campus?

What additional considerations are being made for each of your Massage and/or Cosmetology Programs?

Nursing

Nursing students and faculty that are entering the campus environment to participate in any instructional activity (lab, simulation, classroom based activity (pre or post-simulation debrief or accessing the LRC) will in every case comply fully with the campus guidelines regarding health, safety and cleaning protocols.

Students will only be permitted to use lab and/or simulation equipment as directed by faculty.

If the Nursing students are enrolled in a course that requires completion of clinical hours at a clinical site, the following steps are required:

- 1. Students will be required to comply with all the clinical site/facility requirements and policies for being on-site, including use of masks, gloves and submitting to assessment for COVID-19 symptoms (for example check of temperature).*
- 2. Students will be required to check in with the designated faculty member prior to the assigned clinical session. Students are not to enter any clinical site/facility without having been approved by the designated faculty member.*
- 3. Students will use the safety/PPE supplied by the clinical site/facility while on site and comply with expectations for removal and return of safety equipment/PPE*
- 4. Students are required to notify the designated faculty member prior to leaving a clinical site for any reason*
- 5. Do not to enter a campus wearing garments that were worn at a clinical site*

What is your plan for all students enrolled in Nursing programs with I grades posted so that they complete lab skills to finalize a grade? For each of these courses, be sure to understand what labs are needed to check each need competency, and schedule faculty supervised lab time for each student to meet these requirements.

What is your action plan for all active students enrolled students enrolled in Nursing programs in the current module who need to complete lab skills to complete a course? For each of these courses, be sure to understand what labs are needed to meet these requirements.

What additional considerations are being made for each of your Nursing programs?

SUBMITTING FINAL PLAN

When completed, submit the plan to your Regional Vice President, the Regional/National Deans of Education, and any applicable National/Programmatic Deans for approval. They will work with you on any needed updates.

Submitted by

Dean of Education

Date

Dean of Nursing

Date

Campus President

Date

Approved by

Regional Vice President

Date

Regional/National Deans of Education

Date

National/Programmatic Dean (if applicable)

Date

National/Programmatic Dean (if applicable)

Date