

# **District 1199C Training & Upgrading Fund**

## **Return to Work Safety Plan**

**June 8, 2020**

### **Student Protocol**

#### **Safety Protocol to students prior to returning to classroom:**

1. Prior to having students on site:
  - a. Students will review updates on web page with announcements and/or video with instructions to educate students, instructors and staff on important information about returning to the center for classes.
  - b. Students will review instructions/video highlighting new safety protocols and CDC guidelines to be followed upon return.
  - c. Non-essential visitors will be discouraged from visiting the facility but will also provide instructions to access program information and services.
  - d. Students will review information about upcoming virtual and in-person classes and the steps needed to apply and enroll. Some details may be "in-development" with further information being provided as updates occur.
  - e. Students will attend Zoom meetings/orientations conducted by program managers/coordinators informing them of new classroom safety guidelines and protocol while attending classes at the facility.
  - f. Students will agree to the Student Classroom and Safety Protocol.

#### **Protocol for classroom and lab skills activities:**

1. Protocol for students on site:
  - a. Unscheduled visitors will be instructed through the intercom system to visit our website or call to register for classes and/or services and staff will contact them to follow up. Each floor will post instructions on signage.
  - b. Students will follow a staggered schedule for class start/end times to minimize the number of students entering/exiting the facility at the same time (and occupying common areas such as lobbies and elevators).
  - c. Students will abide by signage directing people to handwashing stations and entry and exit to the building and floors. Also students will abide by postings designating staff/student restrooms. Students will practice social distancing as designated floor tape or markings placed in classrooms and hallways 6 feet apart.
  - d. Students will use handwashing/ hand sanitizing areas set up for personal use.
2. Each student will have their temperature assessed upon arrival to the Training Fund. An area either right outside or just inside the designated entry point of the Training Fund will be designated as the temperature assessment area. When entering the temperature

assessment area, a mask is required. This can be a cloth or medical mask. If an individual does not have their own mask, one will be provided. If the person presents with a temperature of 100.4 degrees Fahrenheit or higher, they will be asked to leave for the day.

3. Students who have temperatures below 100.4 will have clearance to proceed with activities.
4. Temperatures will either be self-assessed or assessed by the program manager or course coordinator. If a student is asked to go home, a report will be sent to the Program Director by the program coordinator.
5. All students will verify that they are symptom free upon arrival by completing the symptoms survey (see below). Additionally, all persons will complete a self-screen before coming to classroom or lab (see below).
6. After entering the facility, all students will wash hands minimally 20 seconds using [CDC handwashing guidelines](#) and monitored by a faculty member.
7. Social distancing will be maintained as much as possible. For EMT, LPN, & nurse aide simulations, students may need to be less than 6 feet apart but should be at least 3 feet. If less than 6 feet a face shield should be worn. For EMT, LPN & nurse aide skills, students will have independent areas for practice that are six feet apart. A cloth mask may be worn if social distancing is maintained.
8. Before the start of the first class, students will attend a briefing conducted by instructors and/or staff for the purpose of reviewing the safety protocol. (Students, faculty and staff must wear a cloth or medical mask or face shield at all times and while in the classroom, maintain six feet social distancing, cover coughs or sneezes not with their hands). Students will not be permitted to roam the hallways or floors or gather in groups or bathrooms.
9. Students will utilize hand cleaning/sanitizing supplies made readily available in all classroom and laboratory areas.
10. Upon exiting the classrooms and labs, all persons will dispose of PPE in designated area, and wash hands again. Desks should face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
11. If any student is symptomatic and sent home, the following criteria must be followed before they will be allowed to return to school.
  - a. At least three days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) **and**
  - b. At least 7 days have passed since symptoms first appeared.
  - c. If the individual has tested positive for COVID-19, medical clearance by a physician must be obtained before returning to school.
  - d. These guidelines are based on the Center for Disease Control return to work criteria for health care professionals with confirmed or suspected COVID-19.
12. After the student returns to school, they should:
  - a. Wear a facemask **and** shield for source control at all times while in the classroom or laboratory until all symptoms are completely resolved or until 14 days after illness onset, whichever is longer.

13. If a student faculty or staff person knows that they have been exposed to COVID-19 (sick roommate, friend or family member who lives in the same house), they should notify the school immediately. They will be asked to self-quarantine and will not be allowed to return to school for 14 days. We should follow the ***Contingency Plan in the Event of Probable or Confirmed Exposure to COVID-19*** (appendix to this document) and follow procedures for contact tracing.

## Miscellaneous

### • Student Belongings

- Students should only bring items needed for class or lab.

### • Restroom

- Students will follow CDC handwashing guidelines be posted in all restrooms.
- No more than 2 people at a time should be accommodated in order to maintain social distancing.
- Students will follow restroom usage policy. The 10<sup>th</sup> floor Chestnut Street side restroom will be designated for female students while the Sansom Street female restroom will be designated for staff. The men's restroom will continue to be across from room 1031.
- Upon returning to classroom or lab student will enter through the designed area, wash hands and put on required PPE.

### • Breaks

- In order to limit exposure, you will not be able to leave your assigned floor for breaks (food, smoke breaks, etc.).
- Students will be required to bring all food, drinks, and snacks for the day.
- All meal breaks will occur in your assigned classroom.

### • Classroom Cleanup

- You will be responsible for cleaning up the area where you eat.
- You will be responsible for cleaning up your classroom
  - Removing any papers or materials
  - Throwing away any trash
  - Pushing in your chair
  - Wiping down your desk

### • Common Areas/Lobbies

- Students will utilize hand sanitizing stations placed throughout the facility as well as in common areas and lobbies. Social distancing must be maintained at all times including break times in all areas.
- Breaks, if taken, will be taken by going through exit/entrance procedure of removing/putting on disposable PPE.