

Chester Career College Plan for Reopening

Purpose: Chester Career College plans to reopen on September 1, 2020. The purpose of this plan is to outline reopening procedures and to provide necessary information to ensure the safest possible environment for students and employees. This reopening plan consists of two phases.

The first phase will begin on September 1, 2020. During this phase, the school will continue to offer all of its classes online through distance education. The physical facilities will reopen on a limited basis for these groups:

- Some of the administrative staff
- Students will return to complete the required lab portion of their training and practice skills
- Students will continue to perform externship training in accordance with current guidelines.

The second phase will consist of reopening the school with face-to-face classroom instruction. The date for moving to phase two of this reopening plan has not been determined. It is dependent upon the pandemic and when it is safe to proceed to this phase. We will keep SCHEV as well as other regulatory agencies abreast of our plans to move to this phase prior to the scheduled date. We have no plans to start this phase prior to January 2021.

Procedure:

A. Repopulation of Campus

1. COVID-19 Team. The School Director, Debbie Harris, will serve as coordinator of the COVID-19 team. Team members are Sandy Kerrick, Academic Dean and Candace Staton, Director of Nursing Education.
2. Contact Information for Local Health Department.

Chesterfield County Health Department
9501 Lucy Corr Circle
Chesterfield, VA 23832
Phone Number: 804-748-1691

Hours of Operation: Monday through Friday from 8:30 a.m. until 5:00 p.m.

3. Students Initial Return. Students will began returning to school on September 1, 2020 for lab and skills training only.

Chester Career College does not provide housing.

4. COVID-19 Prevention Education. Student orientation is currently conducted remotely. All students must complete orientation prior to starting school. Orientation will include training on COVID-19 prevention which includes watching videos from the CDC's website, social distancing, handwashing hygiene, wearing a mask, staying home when sick, reporting illness, etc.

5. Physical Distancing.

- a. During phase one of this reopening plan students will return to school for lab training and to practice skills. No more than 10 students will be permitted in any classroom/lab at the same time. Only one instructor will be with a student group. Labs will be conducted so that students may maintain social distancing keeping at least 6 feet apart.

Student work areas will be labeled to indicate which areas may be used and which may not be used in order to ensure that students maintain a distance of 6 feet apart.

- b. In order to maintain social distancing outside of the classrooms/labs, only one student will use the restrooms at a time. Hallways and other common areas will be marked to direct the flow of traffic and maintain social distancing. Students will be directed to maintain social distancing when entering and exiting the building. They will be instructed not to congregate on the premises when their training is completed.

Chester Career College does not have on-campus housing or dining facilities.

- c. In order to restrict occupancy and stagger use of communal, shared spaces, only one group of not more than 10 students will be in any classroom/lab at a time. Restroom breaks will be staggered so that only one student at a time will use the

restroom. Student will be dismissed from class one at a time to avoid crowding in the halls.

Chester Career College does not have dining halls, exercise rooms, etc.

- d. Limitations on size and physical distancing will be maintained by allowing only one group of 10 or fewer students in one classroom/lab at a time. Labs will be scheduled so that students will have at least 6 feet of distance between them.
- e. Chester Career College does not have dining facilities.

6. Hygiene Practices and Cleaning/Disinfecting Protocols.

- a. Only one group of students will utilize a classroom/lab on any given day. Each classroom/lab used will be cleaned and disinfected after each use. Disposable equipment and supplies will be used whenever possible. Non disposable items will be cleaned and disinfected after each use and daily after each class. The School Director will ensure that adequate cleaning supplies are available at all times and that they are properly stored.

Chester Career College does not have transportation vehicles.

- b. Each lab in the school is equipped with a handwashing sink. Liquid soap and paper towels will be available at each sink. Hand sanitizers will be available in each lab and throughout the building.
- c. The use of shared objects will be minimized by using disposable objects whenever possible. Non disposable items will be assigned to individual students whenever possible. Shared items will be cleaned and sanitized between usage and at the end of the training session.

7. Housing. Chester Career College does not offer housing.

8. Consideration for Vulnerable Individuals. During this first phase of reopening, students and teachers will be on campus for lab/skills training. Any teacher considered to be vulnerable or for any other reason is not comfortable with returning to school during

this time may opt out of the face-to-face training during this phase. This will not negatively impact their job.

Students who are considered to be vulnerable or are not comfortable returning during phase one of the reopening plan may postpone this portion of their training until the school returns to normal operations after the COVID-19 closure.

9. International Students. Chester Career College does not have international students.
10. Communications/Information Sharing. Chester Career College will notify the local health department if anyone from this school is diagnosed with coronavirus and has been on campus with other students and employees. All students, faculty and staff will also be notified.
11. Face Coverings.
 - a. All of the programs taught by this school are in the healthcare industry, thus, most of the teachers are nurses or have other experience working in the healthcare industry. They have also taught for this school wherein wearing a mask or training students to wear a mask has been required. Teachers will be directed to the CDC website for more information and demonstrations. We will put a link on the school's website to this information.

Student orientation is conducted remotely. It includes information from the CDC website regarding the proper use and care of cloth face covers. Students will be required to wear a cloth face mask while they are in any of the Chester Career College buildings. Cloth face masks will be provided to students who need them.

- b. Faculty will also be required to wear a cloth face mask while they are in any of the Chester Career College buildings. The exception to this would be when the instructor is teaching where they could remove their cloth face mask but would be required to maintain six feet from the students and wear a face shield.
- c. Students will be required to wear face covering whenever they are inside a Chester Career College building.

- d. Chester Career College does not have additional requirements for relevant business-sectors. The requirements outlined in this plan are sufficient to ensure compliance with daily operations.

12. Student Health Services.

Chester Career College is a small school that offers training during the day and evening hours only. Housing, transportation or dining facilities are not provided. In order to address the health services needs of its student population, we utilize a written plan which is required by the accrediting commission. This *Plan for Health and Safety of Students in Cases of Sickness, Accidents or Emergency Health Care Needs* is attached for review.

- a. Chester Career College does not have onsite health services staff. Students in need of health services are referred to outside health care facilities.
- b. Non-COVID-19 health services are provided according to the attached Plan for Health and Safety.
- c. Students are referred to the local health department in the area which they live for mental health services. Chester Career College does not provide on-site mental health services.
- d. Chester Career College does not provide onsite SHS facilities.
- e. Chester Career College does not provide onsite SHS facilities.
- f. Chester Career College does not provide onsite SHS facilities.

13. Large Events. Chester Career College will not hold any large events, ceremonies or performances.

14. Communications Strategy.

- a. The registrar will maintain an updated list of student and faculty contact information to include phone number and email address.

- b. Any confirmed case of COVID 19 concerning a faculty member or student will be communicated via text message and email as soon as possible to other students/faculty in the same lab/classroom.

15. Orientation and Education/Training.

- a. Orientation will include training on COVID-19 prevention which includes watching videos from the CDC's website, social distancing, handwashing hygiene, wearing a mask, staying home when sick, reporting illness, etc.
- b. Instructors will modify lesson plans to include training on proper COVID 19 prevention procedures for the workplace. This will be especially important since all of our programs are in the healthcare industry.
- c. The Program Directors will closely monitor the CDC website for new/updated COVID 19 information. This will be communicated to the instructors who will then pass it along to their students.

B. Monitoring Health Conditions to Detect Infections

- 1. A daily health screening questionnaire will be used to monitor the health of the campus population. A copy of this questionnaire is included at the end of this plan.
- 2. Chester Career College does not maintain electronic student health records. This is a very small school. We will collect questionnaires from students and the COVID-19 Team will surveille each student's data manually.
- 3. Any students, faculty, or staff with COVID-19 symptoms. Referrals with be made to the health department. Individuals may elect to seek testing through their private physicians or other healthcare facilities. Documentation is required in order to return to school. If an individual test positive, they must quarantine for at least 14 days prior to returning to school.

C. Containment to Prevent Spread of Disease

1. Chester Career College will partner with the VDH for contact tracing. VDH is getting ready to roll out its new COVIDWISE app. This is a COVID-19 exposure notification app which will be available for download at the App Store or Google Play Store. All faculty, staff and students will be encouraged to upload this app and to use it consistently to make themselves aware of outbreaks and COVID-19 exposures. School administrators will use the information provided by this app in order to monitor conditions in the surrounding area and to make informed decisions about school openings and if necessary, closings. The VDH will hold a Webinar on July 9 and 10, 2020. We will participate in this webinar in order to better serve our students and employees.
2. Chester Career College does not provide housing. If there is a need for an employee or student to quarantine or isolate, they will be instructed to do so at home.
3. In the event of an outbreak on campus, the campus will immediately shut down and notify the Health Department, faculty, staff, students and anyone else who may have been affected. The school will be closed for a minimum of 24 hours to be thoroughly cleaned and disinfected. Any student or employee who was in the affected area of the school will be required to get tested. Anyone who receives a positive test will be required to self-quarantine for at least 14 days prior to returning to campus. Notification of any outbreaks on campus will be posted on the school's website.
4. Chester Career College will work closely with the local health departments in order to assure care of symptomatic individuals as needed. Referrals will be made to the Chesterfield County Health Department or other local health departments which service the area where the student resides. Individuals will need documentation from the health department or private physician prior to returning to school. All COVID-19 cases if not detected through the health department will be reported to them.

D. Shutdown Considerations

1. In the event of new or worsening cases within the school, the campus will immediately shut down and notify the Health Department, faculty, staff, students and anyone else who may have been affected. The school will be closed for a minimum of 24 hours to be thoroughly cleaned and disinfected. Any student or employee who was in the affected area of the school will be required to get tested. Anyone who receives a positive test will be required to self-quarantine for at least 14 days prior to returning to campus. Notification of any outbreaks on campus will be posted on the school's website.

If cases increase within the state, but not directly associated with CCC; we will implement a plan to reduce local traffic within the school to appointment only, and require Students, Faculty, Staff and Visitors to be temperature tested prior to entering the campus. All of these populations will continue to be required to wear face coverings at all times and continue to use social distancing practices. If the State should advise there is a requirement to shut-down, the college will immediately shut down and move all students to distance education learning.

Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

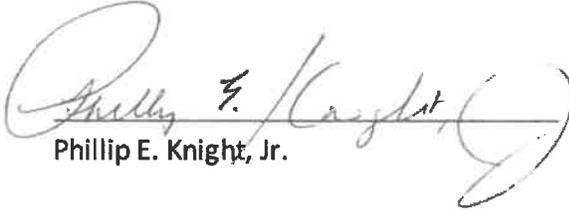
2. If an outbreak occurs that requires a reduction in campus activities the college will schedule swing shift classroom training where students will report to campus on shifts. The shifts will allow us to limit the number of students in the classroom to five or six. Students will be required to practice social distancing (6ft apart) as set by the guideline of the state. Students will rotate training days during the week, depending on the number of students being serviced to every other day or every 3rd day depending on how many students need to be put under reduced classroom time in any given week.
3. In consideration of keeping students moving forward in their education, the college has placed safety measures in affect from day one of reopening. All students when entering the campus MUST wear a face covering in order to enter the campus. Instructors will modify lesson plans to include training on proper COVID 19 prevention procedures for the workplace. Each student will be trained to disinfect areas of their workspace upon entering and leaving the building. In addition, the college will sanitize each classroom, each workstation and all equipment throughout the day to ensure that students remain in a safe, clean

and Covid-19 virus free zone. A daily health screening questionnaire will be used to monitor the health of the campus population. A copy of this questionnaire is included at the end of this plan.

4. In the event that the college must shut down temporary or long-term; each student will be advised of how to move back to on-line class training. Instructors and students will be provided contact information via Email and/or Phone. The college will post on its website the closing details and an expected timeline for reopening.

Attestation by the Chief Executive Officer:

As Chief Executive Office of Chester Career College, I attest that this plan for reopening Chester Career College is in compliance with the Higher Education Reopening Guidance.


Phillip E. Knight, Jr.

11/6/2020
Date

Contact Information:

Please direct any questions or communications regarding this plan to:

Phillip Knight, CEO
Email: pknight@ccc-va.com
Phone: 804-425-5797

Or

Margarett Knight, President
Email: mknight@ccc-va.com
804-712-4743

COVID-19 SCREENING QUESTIONNAIRE

To be performed upon entrance

DATE

TIME

NAME

BIRTH

YEAR

GENDER

MALE

FEMALE

OTHER

A. Please perform hand hygiene with hand sanitizer and answer these questions

B. MEASURED TEMPERATURE

C

F

C. Over the past 14 days, have you had ANY of these symptoms?

YES

NO

DID NOT
ANSWER

1 Dry Cough (change from baseline)

2 Shortness of Breath (change from baseline)

3 Muscle Aches (myalgias)

4 Sore Throat

5 Headache (influenza like illness)

6 Fatigue (influzena like illness)

Have you had close contact with anyone who has
COVID-19?

7 (close contact is defined as <6ft for >10 minutes)

NOTES: