



## **Coronavirus Policy and Procedures**

### **1. INTRODUCTION**

The following outlines Remington College's policy and procedures addressing the Coronavirus Disease 2019 (COVID-19) at our campuses or administrative offices. As the COVID-19 outbreak continues to evolve Remington College is continually monitoring the situation and will periodically update College policies and procedures based on current recommendations from the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO).

### **2. PURPOSE**

The purpose of the Coronavirus policy is to inform employees and students on the procedures that will be followed at each campus and administrative office to help prevent exposure of the Coronavirus at each of our locations and move back to normal operations at all of our locations. The policy and procedures should be followed at all times, unless amended at a later date, by all employees, students, visitors, and contractors.

### **3. POLICY AND PROCEDURES**

#### **a. General Practices**

- i. It is recommended all students, employees, visitors, and contractors follow these preventive measures to help reduce the spread of COVID-19.
  1. Stay home if you are sick.
  2. Inform your instructor, supervisor or human resources if you have a sick family member at home with COVID-19.
  3. Wash your hands often with soap and water for at least 20 seconds (sing Happy Birthday to yourself).
  4. Avoid touching your eyes, nose and mouth.
  5. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and IMMEDIATELY wash hands with soap and water or use hand sanitizer containing at least 60% alcohol.
  6. Avoid using other employees' or students' phones, desks, or other work tools and equipment. Always clean and disinfect them before and after each use.
  7. Practice social distancing and avoid congregating in large groups.
- ii. Face masks are no longer required for unvaccinated and fully vaccinated individuals, unless required by any applicable federal, state, local, tribal, or territorial laws, rules, or regulations. If an individual is exposed to or diagnosed with COVID-19, that individual must still wear a mask in accordance with this policy (covered in Section E below). If a face mask is required due to exposure

or positive diagnosis, it must cover nose, mouth, and chin and must be worn at all times while at the campus or administrative office and for the five (5) days after returning to the campus/administrative office, as described in Section E below.

1. Fully vaccinated means an individual has completed the primary series of a COVID-19 vaccine. Individuals up to date on their vaccines include those who have received a booster shot once eligible for a booster shot (6 months out from second dose of a two dose vaccine series or 2 months out from a single dose vaccine).
  2. Employees wishing to wear a mask while at a campus/administrative office, may still do so. It is required that students, employees, visitors, and contractors bring their own mask to wear each day. If a person does not have a mask, a mask will be provided to them for that day.
- iii. Social Distancing Posters/Signage
1. Each campus and administrative office must post the Social Distancing posters/signage on preventing the spread of germs on each entrance door to the campus or administrative office, in each breakroom, on each bathroom door, and on the door to each lab room that will be used.
  2. Each campus and administrative office must keep posted the Social Distancing floor stickers in the reception area to encourage social distancing while people wait for the receptionist or wait to complete the Attestation of Health Form. The floor stickers must be placed at least 6 feet apart from one another.
  3. Each campus and administrative office should post signage on all campus and administrative office entrances aside from the main entrance designating a specific entrance for individuals to go to complete the Attestation of Health Forms.
- iv. Breakrooms
1. Breakrooms will remain open for people to access food and water; however, all tables and chairs will be removed from the student and employee breakrooms to discourage individuals from congregating in those areas.
- v. Plexi-glass shields
1. Remington College has installed plexi-glass shields on Reception, Director of Campus Administration, and Campus Dean Desks at each campus and administrative office location.
- vi. Class and Lab Scheduling and Rooms on Campuses
1. All class and lab scheduling must be strictly followed and students are not allowed on campus unless they have a class, lab, or other campus required event they must attend.
  2. All class and lab rooms should be set up to maintain social distancing guidelines.
  3. For each lab completed on campus, the Lab Attendance Sheet must be completed. The completed Lab Attendance Sheets must be sent to the college designee.
- vii. Close Contact

1. Close Contact, as used in this policy, is defined as being within 6 feet from an infected person (laboratory-confirmed or clinically diagnosed) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.
- viii. Illness Reporting to Human Resources
1. Any suspected case of COVID-19 at a campus or administrative office location must be immediately reported to the Human Resources department.
- b. Attestation of Health and Vaccination and Waiver of Liability Form
- i. All employees, students, visitors, and contractors will be required to complete an Attestation of Health and Vaccination and Waiver of Liability Form (Attestation of Health Form) when they first arrive at a campus or administrative office location. All individuals entering the campus or administrative office must enter through the designated entrance and proceed to the Attestation of Health Form completion area prior to entering any other area of the campus or administrative office.
    1. Delivery drivers (i.e. USPS, FedEx, UPS, etc.) will only be subject to the Attestation of Health Form requirements if they progress beyond the reception area into the campus.
  - ii. Campus and Administrative Offices will have marked spots for people to maintain social distancing while waiting to complete the Attestation of Health Form.
  - iii. If an employee, student, visitor, or contractor answers affirmatively to either of the first two questions on the Attestation of Health Form, then they will be denied access to the campus or administrative office location until they can answer both of those questions in the negative.
  - iv. If an employee, student, visitor, or contractor refuses to complete the Attestation of Health, they may be denied entry to the campus or administrative office.
  - v. The Director of Campus Administration for their campus and the administrative office manager for their office location shall maintain the Attestation of Health forms in a locked confidential file separate from all other records.
- c. Action to be taken if Student or Employee is diagnosed with the Coronavirus (COVID-19) or Exhibits Symptoms of COVID-19
- i. If an employee or student is diagnosed with COVID-19 or an employee or student is exhibiting or begins exhibiting symptoms of COVID-19 (including, but not limited to, fever/chills, cough, sore throat, respiratory illness, muscle pain, headache, loss of taste or smell, diarrhea, vomiting, shortness of breath or difficulty breathing), the employee or student must immediately be separated from all other employees or students and will be sent home with information on when they may return to the campus or administrative office.
  - ii. In most cases, the campus or administrative office will not need to be shut down. If it has been less than 7 days since the sick individual has been in the

campus or administrative office, the campus or administrative office will need to close off any areas used for prolonged periods by the sick individual.

1. After 24 hours has elapsed since the sick individual last used the area, then the College will utilize its third party cleaning companies to thoroughly clean the area. Waiting 24 hours before cleaning and disinfecting will help minimize the potential for exposure to respiratory droplets. If 24 hours is not feasible, wait as long as possible.
- iii. If it has been 7 days or more since the sick individual last used the facility, additional cleaning and disinfection is not necessary. Even though additional cleaning is not needed, Remington College will continue to routinely clean and disinfect all high-touch surfaces in the facility.
- iv. Operations in the affected area(s) can resume as soon as the cleaning and disinfection are completed.
- v. Attendance logs need to be pulled and Close Contact Letters need to be issued to anyone who is determined to have come into close contact with the employee or student diagnosed with COVID-19 within the 48 hours prior to symptom onset or diagnosis.

d. Cleaning Practices

- i. Remington College, through its third party cleaning companies, will be following all CDC cleaning and disinfecting recommendations including:
  1. Cleaning dirty surfaces with soap and water before disinfecting them.
  2. Disinfecting surfaces using products that meet EPA's criteria for use against SARS-Cov-2, the virus that causes COVID-19, and that are appropriate for the surface.
  3. Following the manufacturer's instructions for all cleaning and disinfecting products for concentration, application method, contact time, and required PPE. This includes always wearing gloves and equipment appropriate for the chemicals being used when a person is cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed to be worn depending on the setting and disinfectant product being used. If a person is in need of PPE, they should notify the Director of Campus Administration or administrative office manager immediately and prior to conducting any cleaning.
- ii. After each lab or after each individual use of piece of equipment, the lab room, equipment, door handles, and any frequently touched surfaces must be cleaned in accordance with CDC guidelines.
- iii. Cleaning staff will also clean and disinfect all areas including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces.
- iv. Each lab room will also be outfitted with a Ultra-Violet Air Filter that will clean the air in the room once delivery of the ultra-violet air filters occurs at each location.
- v. A Campus Cleaning Log must be kept of each lab cleaning that occurs each day. The Director of Campus Administration must collect the Campus Cleaning Log after each day for all cleanings that occurred that day.

1. The Campus Cleaning Log should be provided to the Director of Facilities at the conclusion of each week.
- vi. An Administrative Office Cleaning Log must be kept of each office cleaning that occurs each day. The administrative office manager must collect the Administrative Office Cleaning Log each day for all cleanings that occurred that day and the Administrative Office Cleaning Log must be provided to the Director of Facilities at the conclusion of each week.
- e. Returning to Campus or Administrative Office After Being Sent Home
- i. If a student, employee, visitor, or contractor has been diagnosed with COVID-19, then that student, employee, visitor, or contractor may be able to return only if they meet at least one of the two following sets of criteria:
    1. If the individual with COVID-19 has symptoms and were directed to care for themselves at home may leave home and return to campus or administrative office after these three conditions have been met: (1) At least 5 days have passed since symptom onset; AND (2) The individual has had no fever for at least 24 hours without the use of fever-reducing medications; AND (3) Other symptoms have improved (for example, cough or shortness of breath have improved). Individuals must ensure they wear a face mask per policy upon returning to the campus or administrative office for at least 5 days after return.
    2. Persons infected with COVID-19 who never develop symptoms may leave home and return to campus or administrative office 5 days after the date of their first positive COVID-19 test. Individuals must ensure they wear a face mask per policy upon returning to the campus or administrative office for at least 5 days after return.
  - ii. If a non-fully vaccinated student, employee, visitor, or contractor has been in close contact with someone who has been diagnosed with COVID-19, the non-fully vaccinated student, employee, visitor, or contractor will only be allowed to return when five (5) days has elapsed since they were last exposed to someone diagnosed with COVID-19. A mask must be worn for at least 5 days after returning to the campus/administrative office.
  - iii. If a fully vaccinated student, employee, visitor, or contractor is exposed to someone with COVID-19 and is asymptomatic they will be allowed on campus provided they wear a mask for at least 5 days after returning to the campus/administrative office, per policy, and test on day five (5), if possible. This policy is subject to change if guidance from the CDC is modified.
    1. Fully vaccinated means an individual has completed the primary series of a COVID-19 vaccine. Individuals up to date on their vaccines include those who have received a booster shot once eligible for a booster shot (6 months out from second dose of a two dose vaccine series or 2 months out from a single dose vaccine).
  - iv. Further, if a student, employee, visitor, or contractor has been in Close Contact with someone who has been diagnosed with COVID-19 and they have exhibited symptoms of COVID-19 (including but not limited to fever/chills, cough, sore throat, respiratory illness, muscle pain, headache, loss of taste or smell, diarrhea, vomiting, shortness of breath or difficulty breathing) then they

will not be allowed to return until they provide proof of a negative COVID-19 test completed at a testing facility.

f. Employee Specific Information

- i. Employees will be required to complete an Attestation of Health Form each day they report to their campus or administrative office. Employees will be paid for the time it takes to complete an Attestation of Health Form and any time spent waiting to complete an Attestation of Health Form. If an employee is paid hourly and they were not able to punch in prior to completing the Attestation of Health Form, they will need to do a punch change request for their start time.
- ii. All private information obtained pursuant to this policy will be kept confidential.
- iii. If an employee is sent home they will need to be provided with the COVID-19 Return to Campus or Office Employee Information Sheet.
- iv. If an employee is sent home due to (1) close contact with someone who has been diagnosed with COVID-19 (if the employee is not fully vaccinated), (2) being diagnosed with COVID-19, or (3) exhibiting symptoms of COVID-19, then they will be allowed to work remotely if they are able to work remotely to complete all of their job responsibilities. Employees are encouraged to take time to recover should they not feel able to work. If an employee is sent home, and it is either not possible for them to work remotely or they do not feel able to work remotely then they may use PTO, if available, or may take Leave, if applicable, in accordance with the policies contained in the Employee Handbook.

g. Student, Visitor, and Contractor Specific Information

- i. All private information obtained pursuant to this policy will be kept confidential.
- ii. Students, Visitors, and Contractors will be required to complete an Attestation of Health Form each day they report to the campus or administrative office.
- iii. If a student, visitor, or contractor is sent home they will need to be provided with the COVID-19 Return to Campus Student, Visitor, and Contractor Information Sheet.
- iv. If a student is sent home and not able to complete the lab work, then the student will need to request an incomplete or a leave of absence. The student must submit this request to the Provost at [sser@remingtoncollege.edu](mailto:sser@remingtoncollege.edu).

#### **4. LOCAL ORDERS**

- a. If there is a local order that is stricter than this policy, then that local order will control the procedures that must be followed at the campus or administrative office.

#### **5. QUESTIONS OR CONCERNS**

Any questions or concerns should be directed to the Director of Campus Administration at your campus of attendance or to the administrative office manager for your office location.

## **6. COMPLIANCE WITH POLICY**

All Employees must comply with and abide by this policy. Any employee who violates this policy may be subject to discipline, up to and including termination of employment.