



**Health & Safety Plan**  
**Campus Guidance for COVID-19**  
**Pandemic Preparedness & Response**

Developed by:  
Ross Education, LLC

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# INTRODUCTION

In response to the recent COVID-19 pandemic, Ross Education, LLC has assembled a preparedness and response document developed as “roadmap” to raise awareness of new health and wellness protocols and practices in our campuses. This “roadmap” includes practical recommendations, existing protocols for health and safety, and guidelines from the Center of Disease Control and Prevention. The document contains the following:

- Guidance for setting up a pandemic response team
- Protocols for steps post virus exposure
- Recommendations for self-assessment for symptoms
- Preventative protocols to help ensure the health and safety for students and staff
- Guidance for Social Distancing
- Cleaning and disinfection procedures

## CAMPUS OPERATION PROTOCOLS

### Pandemic Response Team

Ross Education, LLC’s will assemble a Pandemic Response Team (PRT) for that will be comprised of the following staff members and will report to Executive Management.

- Associate Director
- Vice President or Regional Campus Director
- Executive Vice President of Operations
- Director of Personnel Services or Director of Recruiting, as designated
- Director of Education
- Director of Facilities

The Pandemic Response Team will be responsible for coordinating the following activities:

- Operational continuity for optimum student experience
- Implementation of preventative protocols for standardization for all campuses
  - Execute the Ross Campus Guidance for COVID-19 Pandemic Preparedness & Response
  - Communicate healthy hygiene & cleaning disinfection practices
  - Monitor absenteeism for variances for the norm
  - Limit occupancy in Ross campuses to 50% occupants or less
- Coordination of preparation for a campus exposure
  - Maintain contact information for the local Health Department within 24 hours from notification of a positive COVID-19 case
  - Maintain contact information for local emergency services
- Coordination of efforts for the re-opening of campus post exposure with the local Health Department

### Signs & Symptoms, Self-Screening Away from Campus

Staff & students should be aware of the latest signs and symptoms of the COVID-19 virus as identified by the Center for Disease Control & Prevention. Virus carriers can be symptomatic or asymptomatic, so use the guidelines listed below to mitigate exposure.

People with COVID-19 have had a wide range of symptoms reported\*, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

**Staff or Students experiencing symptoms or think they may have Covid-19 should:**

- Remain/Return home
- Contact a medical professional
- Contact Associate Director via phone to inform them and identify areas on campus that were recently accessed (if applicable).
- Follow Medical Provider's instructions re: self-monitoring, quarantine, testing, etc.
- Return to work/campus based on CDC recommendation
  - At least 10 days since symptoms first appeared
  - **and**, at least 24 hours with no fever without fever-reducing medication
  - **and** symptoms have improved
  - Provide medical clearance, or negative test results

#### **EMERGENCY WARNING SIGNS/PROCEDURES**

*Individuals with any of the emergency warning signs\* for COVID-19 should seek immediate medical attention*

- *Trouble breathing*
- *Persistent pain or pressure in the chest*
- *New confusion or inability to arouse*
- *Bluish lips or face*
- *Lesions on feet*

*\*Not all inclusive. Individuals should seek medical attention for any symptoms that are severe or concerning.*

*Call 911 for any medical emergency. Notify the operator that the individual has, or may have, COVID-19. If possible, isolate the individual, and make sure that the individual's cloth face covering, and your own face covering are in place*

**Staff or Students who test positive for COVID-19 should do the following:**

Students:

- Remain home
- Contact a medical professional
- Self-isolate
- Contact Associate Director via phone to inform them and identify areas on campus that were recently accessed (if applicable) and any individuals they were in close contact with (6 feet or less) during that time.
- Provide medical clearance, or negative test results (CDC recommendation is 2 negative test results in a row at least 24 hours apart).
  - **DO NOT return to campus until clearance is received from a medical professional**

Staff:

- Remain home
- Contact a medical professional
- Self-isolate
- Contact Associate Director and Supervisor (if Admissions, Career Services or Financial Aid) via phone to inform them and identify areas in the building that were recently accessed, and any individuals they were in close contact with (6 feet or less) during that time.
- Provide medical clearance, or negative test results (CDC recommendation is 2 negative test results in a row at least 24 hours apart).
  - **DO NOT return to office/campus until clearance is received from a medical professional**

## Covid-19 Response Process

Action Steps to respond to a student or employee who has failed the entrance process, communicated with the campus about symptoms, exposure, treatment or testing, and/or a confirmed positive COVID-19 test.

- 1. Pull required documents from the Operations Website**
- 2. Complete the Incident Report for Infectious Disease**
- 3. Notify PRT via email at [prt@rosseducation.edu](mailto:prt@rosseducation.edu).** Associate Director or Regional Campus Director should email the PRT team with as much detail as possible (campus, name of sick exposed student/staff, when/where exposure took place, last date on campus, areas accessed, individuals in close contact (w/in 6 feet), etc.). Include any direction provided by the local health department and attach the completed incident report.
- 4. PRT Notification triggers the following activities:**
  - a. Personnel/HR will add the incident to the COVID Tracker
  - b. RCD contacts local health department for guidance on staff/student notification and possible campus closure.
  - c. RCD & Associate Director coordinate on results with Vice President of Operations
  - d. VP or RCD sends update/updated incident report to PRT email including direction from health department and information on how students/staff will be notified of potential exposure.
    - Notify staff/students according to guidance received.
    - Maintain confidentiality as required by the Americans with Disabilities Act.
  - e. Director of Personnel Services provides support to employee and Associate Director or Supervisor on next steps regarding time off, LOA or any other resources and requirements
  - f. Director of Education considers any potential steps needed to change programmatic requirements.
  - g. Director of Education replies to PRT on status of programs when consideration is complete.
  - h. Director of Facilities arranges for Deep Cleaning and Disinfecting with janitorial vendor/s and updates tracker upon completion, along with any notes.
  - i. Personnel/HR will make sure the report is saved on the Google Drive
- 5. Notify PRT of any additional information or updates as applicable**
- 6. Provide PRT with update on any staff/students identified as exposed during the incident (if applicable)**

Complete separate incident report for those staff/students the test positive

# Preventative Protocols to Minimize Exposure

Preventative measures will be implemented to minimize the potential for spread and exposure on the campus

Preventative Measures to be implemented	
<b>Limited Reopening</b>	Campuses will reopen on a limited basis for labs/clinical and student tutoring only.
<b>Social Distancing</b>	<p>Campus schedules a maximum of 50% capacity on campus at a given time (including staff &amp; students).</p> <p>Classrooms configured to maintain 6-foot distance between individuals.</p> <p>Follow recommended social distancing practices:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html</a></p>
<b>Student Communication</b>	<p>Students will be informed of campus limited reopening and what is required/prohibited prior to coming to campus</p> <ul style="list-style-type: none"> <li>○ Required PPE</li> <li>○ No acquaintances/children permitted on campus</li> <li>○ Limiting personal items on campus</li> <li>○ Closure of breakroom area</li> </ul>
<b>Campus Signage</b>	Posted notices, for reception, classroom, restrooms etc. including CDC guidelines on distancing, handwashing, sanitizing, etc. <i>Documents stored along with this one on the Operations Site.</i>
<b>Controlled entrance to campus</b>	Individuals will be permitted to enter one at a time subject to required screening below. Placement markings will be positioned outside of the building to maintain required social distance.
<b>Temperature/Screening Checkpoint</b>	<p>Health Screening/temperatures checks will be completed by all staff and students entering the campus. Individuals with a symptoms/exposure or temperature of 100.4 degrees, will be denied entrance to campus and advised to:</p> <ul style="list-style-type: none"> <li>○ Return home</li> <li>○ Contact a medical professional</li> <li>○ Follow up with Campus via phone</li> </ul> <p><b>* Refer to the <i>Campus Entrance Process Instructions</i></b></p>
<b>Restrict personal belongings allowed on campus</b>	Only items required to perform proficiencies will be allowed on campus. Personal items (phone/keys/wallets) should be bagged and not laid on counters or desks. <i>Ross will provide Ziploc bags as needed.</i>

<b>Personal Protective Equipment (PPE)</b>	<p><b>Masks:</b> Staff &amp; students will be required to wear a mask upon arrival and during time on campus. Individuals should plan to utilize their own personal masks and will be responsible for storing/keeping masks clean for reuse (brown paper bags provided). Ross will have masks available for those that do not have/or do not have appropriate masks.</p> <p><b>Gloves:</b> will not be required for general presence on campus but will be required for all clinical procedures and be disposed of afterward as appropriate.</p> <p><b>Gowns and Face shields:</b> will be distributed and utilized for clinical procedures as appropriate and will be discarded/sanitized as appropriate.</p>
<b>Classroom Configuration:</b>	<p>Set up to maintain distance between students and instructor. Limit use of shared equipment/supplies as much as possible, clean equipment/supplies between use.</p>
<b>Closure of student lounge &amp; Drinking Fountain</b>	<p>Student lounge area will be closed. Chairs will be stacked and closure sign will be posted. Drinking Fountain will be closed.</p>
<b>Enhanced Cleaning Protocols – Staff/Student workspace</b>	<p>Perform sanitizing with EPA approved sanitizer, following the “Guidelines for Universal Precautions” standard Ross document on the Operations Site.</p> <p>Follow the American Society of Heating, Refrigerating and Air-Conditioning Engineers guidelines: <a href="#">Click Here for Guidelines</a></p> <p>Ensure that Janitorial service follows the “Enhanced Cleaning Work Instructions for Education Environments” document at the end of the document.</p>

## Social Distancing Protocol

Social distancing is a simple, yet very effective, mechanism to prevent potential infection.

Click [Here](#) to read the CDC Guidelines

In practice this means:

- Staying 3 to 6 feet away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing
- In certain situations, proficiencies may be performed where social distancing of 6 feet may be difficult. In those situations, students and staff should wear PPE to minimize a potential for virus transmission.
- Students would be required to arrive on site and immediately begin their proficiencies or tutoring as scheduled. Once completed, the students are required to exit the campus in order to accommodate the next group of students coming in.

- As a guideline to ensure safety in classrooms, students should sit a minimum of 3 desks apart, and every other row of desks.
- Access to restrooms will be limited to (1) individual at a time in multi-stall restrooms to minimize exposure. Staff should encourage students to visit the restrooms before they arrive on campus to minimize potential exposure.
- Student Lounges will be closed and prohibited from use.

## Disinfection Measures

Our janitorial services will follow CDC guidelines for sanitizing education environments: Click [Here](#) to review.

Students and staff are required to adhere to the “Guidelines for Universal Precautions” standard Ross document on the Operations Site.

## Deep Cleaning & Disinfection Protocol

In the event that a student or staff person has been diagnosed as testing positive for COVID-19, the PRT should immediately begin the process of a deep cleaning & disinfection. The Director of Facilities will contact our janitorial service to coordinate the execution of the cleaning.

The campus must be closed with no occupants to complete the cleaning. The janitorial service will complete the service based on CDC guidelines for cleaning, using EPA approved disinfectants.

Services can take anywhere from 24-48 hours to complete, depending on the extent of exposure in the campus and product utilized. **\*Between and after disinfecting all facilities, used products and equipment should be disinfected and all used PPE should be immediately thrown away.**

Campus will be ready for operation after Janitorial Service provides an “All Clear” and the building has been approved for occupancy by the local Health Department.

Operation in campus may resume thereafter

## Facility Signage

Several signs have been made available for use throughout the campus and are on the Operations Site with access for campus directors and other leadership. ALL signs should be printed in color and posted in the campus.

Some of the signs are for bathrooms – they should be posted on the door leading into the bathroom, so there is no question that you see the sign as you enter.

Some signs are for reception area, both for coming and going.

Some signs are for exterior areas to tape to sidewalk on the ground outside, so you may need to print multiples of those.

Some signs are for the classroom.

One sign is for the breakroom to show it is closed.

Too many signs are better than too few signs. Use common sense, protect our staff and students.

If you are unsure about what sign to use where, please contact Chileshe Mulenga, [cmulenga@rosseducation.edu](mailto:cmulenga@rosseducation.edu), 810-956-4669.

## **Employee Training**

Employee training will be provided to all Ross employees that will address the following COVID-19 areas:

- Workplace infection-control practices
- The proper use of personal protective equipment
- Steps employees must take to notify their supervisor in the event that they present or suspect symptoms of COVID-19.

The training will also cover steps required to report unsafe working conditions as outlined in the “Employee Handbook.”

The training will be presented in a webinar format and is required for all employees.

## **Employer Records**

Ross Education, LLC will maintain a record of all incidents reported in our facilities as required by State Health and Safety agencies for auditing and transparency.