



CARNEGIE INSTITUTE

School of Allied Health Technology since 1947

Health & Safety Plan

COVID-19 Preparedness & Response Plan, School Guidance for COVID-19

(Updated 12/31/2020)

Introduction

The following **COVID-19 Preparedness & Response Plan** has been developed by Carnegie Institute in compliance with the requirements in Executive Orders & Directives for COVID-19 issued by the State of Michigan Department of Health and Human Services, the OSHA Guidance on Preparing Workplaces for COVID-19, and the latest guidance from the US Centers for Disease Control and Prevention (CDC).

Carnegie Institute **continues to update our plan based on the CDC guidance** and current circumstances. Employees and students are responsible to take steps included in this plan to reduce risk of exposure to the virus that causes COVID-19. The CDC provides tips to reduce your exposure and risk of acquiring COVID-19 at www.cdc.org. Reducing exposure to yourself and others is a shared responsibility.

Re-engagement and transitioning the delivery of training from distance education to hybrid education requires all of us to move forward together by practicing social distancing and other daily habits to reduce our risk of exposure to the virus that causes COVID-19.

Since March 2020 when the COVID-19 pandemic hit and the State of Michigan's restrictions were necessary, Carnegie Institute implemented safety measures for the well-being of our employees, students, and guests in order to mitigate exposure to the virus.

Our **Preparedness & Response Plan** is designed to inform people, increase awareness of new health protocols, and provide expected safety practices in response to the COVID-19 pandemic. Applicable safeguards have been identified and subsequently implemented for the health and safety of our employees, students, and guests. **The plan is readily available at <https://www.carnegie-institute.edu/covid-19>** and discussed during orientation by the Director of Education.

The school officials utilize the State of Michigan website for official Executive Orders, Michigan.gov/Whitmer, and the CDC guidance website on a routine basis for up to date information and plan revision. Please reference <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> and <https://www.michigan.gov/coronavirus>

Pandemic response team

Carnegie Institute has appointed school supervisors to be part of the **COVID-19 Response Team**. This team will implement, monitor, respond to reported cases, and report on the COVID-19 control measures developed in this plan. Two of the four school supervisors are registered nurses and have years of work experience in health care. The Response Team is knowledgeable and skill-based trained to conduct contact tracing. Carnegie supervisor(s) will be on-site at all times when employees and students are present. An on-site employee may be designated to perform the supervisory role. A list of school supervisors follows:

- | | | | |
|----|------------------|---------------------------------|--|
| 1. | Robert McEachern | President and CFO | rmceachern@carnegie-institute.edu |
| 2. | Bonnie Normile | VP and School Co Director | bnormile@carnegie-institute.edu |
| 3. | Jane Brown | Associate Director of Education | jbrown@carnegie-institute.edu |
| 4. | Linda Ingraham | VP and School Co Director | Lingraham@carnegie-institute.edu |

COVID-19 Safety Protocols to prevent potential infection

- In order to support in-person learning to better accommodate the learning methods of individual students and meet program requirements for laboratory and practicum work, Carnegie has **implemented flexible class schedules** for students and work hours for employees. Flexible learning platforms (distance and hybrid education) can meet students' learning needs.
- Effective January 11, 2021, Carnegie Institute will **re-engage classes on a limited basis in order to mitigate exposure and require less time on school premises**. **Lecture classes** will continue to be delivered in a **distance education** approach and **practical application** classes will be offered in a **hybrid approach**, at the school and in-person. An **alternative quarterly schedule of instruction** has been created for specific days and times for each program. This will allow flexibility while students receive valuable hands-on in the classroom and limit exposure to other students. Strict adherence to CDC and MDHHS guidelines are followed.
- **Maintain communication with faculty and students to keep them informed** about COVID-19 precautions and appropriate conduct that is expected during in-person instruction. The faculty and staff will continue to reinforce information to the students. **Notices** are posted, **barriers** provided, and chairs appropriately spaced as friendly reminders of CDC guidelines.
- **Health Screening forms** are completed by each students and guest upon entering the building. A series of questions are answered on the form to verify student/employee/guest is not experiencing the list of symptoms on the form. School officials take the temperature of each student/guest with an infrared, no-touch thermometer and record temperature on the health screening form. Once the health screening form is completed by student/guest, it is reviewed by school official prior to allowing student/guest admittance to offices or classrooms. If health screening questions are answered in the affirmative and COVID-19 may be suspected, student/guest will not be allowed to enter the classrooms/offices and will return home and contact a medical professional.
- Faculty, staff, students and guests **experiencing flu-like or COVID-19 symptoms** should remain home, contact a medical professional for guidance in self-monitoring, quarantine length, COVID-19, testing, etc. Employees and students who are ill and stay home will not be penalized for missed time.
- **Follow the CDC guidelines when returning to work or school**, i.e. must be at least 10 days since symptoms first appeared, must be 24 hours without a fever or fever-reducing medication, symptom-free, provide negative test results or medical clearance.

- **Social Distancing Protocols.** All Carnegie employees, students, & guests maintain social distancing staying six feet away from others as a normal practice. **Social distancing, elimination of handshakes and embraces**, etc. are simple measures to employ and are very effective to prevent the potential spread of the COVID-19 virus. Refer to Appendix D.
- **Face coverings** must be worn prior to entering the school building and at all times when on school premises. **All PPE** including face coverings, face shields, gloves, gowns, goggles, etc. are provided to employees, students and guests free of charge.
- **Wash hands** frequently and use hand sanitizer. In addition to the sinks in restrooms, Carnegie provides six handwashing stations/sinks throughout the school. Regular handwashing is required.
- **Use of disinfectants on all surfaces.** Cleaning and disinfection is conducted on all surfaces, door handles, door knobs, commonly touched surfaces, light switches, etc. several times throughout the day to limit exposure to COVID-19. Carnegie Institute has made cleaning supplies available in all workspaces and in the classrooms. Classroom instructors are responsible for seeing that all desk surfaces are cleaned and disinfected after use. Frequency of disinfection is determined by how often the classrooms and surfaces are used. EPA-approved cleaning materials to kill viral pathogens are used. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
Door handles & other common area high-touch surfaces are wiped and sanitized before and after classes with a hospital grade germicidal cleaner. Cavi wipes, a hospital grade germicidal cleaner, are provided at workstations, in offices, classrooms, computer labs, etc. to disinfect workspace area. Employees and students are allowed to disinfect their areas as frequently as they desire using disposable gloves and Cavi wipes provided. Offices and workstations are sanitized each morning and at the end of the work day with hospital grade germicidal cleaner. Employees are expected to clean their own workstations as frequently as they desire with Cavi wipes.
- Carnegie Institute will perform **enhanced cleaning and disinfection** after persons confirmed to have COVID-19 have been in a work area or classrooms. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- **Restrooms** are cleaned and sanitized by professional janitorial services with a germicidal cleaner at a minimum of once per day.

Classroom, Labs & Office Safety Measures

- During practical application classes, check-offs and repeat demonstrations, students are **provided additional safety PPE**; i.e. face shields, face masks, gloves, gowns, goggles, etc. In addition, plexiglass barriers are provided during venipuncture, laboratory science classes, etc. to add another level of protection.
- **Classrooms, labs** and restrooms are set up to allow **sufficient distance between** students, guests, faculty and staff. Social distancing should be maintained at all times to limit close interaction as much as possible. **Lab equipment** is cleaned between use and distance between students and instructor is maintained. Paper roll covering on exam tables is disposed after conducting an echo or vascular study.
- **The student lounge** will remain closed to avoid gatherings. Closed signs are posted and chairs stacked.
- **Physical Barriers** are in place to remind people to remain six feet from others.

- During the distance education and hybrid approach to delivery education, all **Student Services and school operations remain open** and available to Carnegie students, medical employers, etc. Student Services include Admissions, Entrance testing, Graduate Placement services, Externship services, Financial Aid Department, and tutoring.
- Information sessions in the **Admissions Department** are offered using GoToMeeting or in-person sessions. Prospective students requesting an in-person session will follow established health screening protocol noted in this Health & Safety Plan.
- **Reception areas** are limited in occupancy, employ barriers to remind people of the 6 foot distance requirement. The display of professional magazines in the reception area has been temporarily suspended.
- **End of quarter social gatherings and celebrations** on school premises, i.e. potlucks with shared food items are prohibited at this time.

The Pandemic Response Team has created a **hazard assessment** and **exposure determination chart** to assess and disclose risk factors, qualifying factors, and protective measures taken in response to risk factors. It was determined that Carnegie employees' job responsibilities fall into **two risk categories; Zero - Lower exposure risk and Medium exposure risk.**

Categorizing job tasks and procedures formatted by the State of Michigan risk categories:

Position Responsibility (Job/Task)	Hazard assessment and Exposure Risk Determination (Lower or Medium)	Qualifying Factors
Admissions Department • Entrance Testing	Medium exposure risk Medium exposure risk	Public contact – Moderate Public contact – Moderate
Financial Aid Department	Medium exposure risk	Public contact – Moderate
Education Department • On line lectures using GTM • In-person practical application classes	Zero exposure risk Medium exposure risk	Distance Education – remote Public contact - Moderate
Externship Services	Zero - Low exposure risk	Conducted by phone, email or GoToMeeting conferences
Graduate Placement Services	Zero - Low exposure risk	Conducted by phone, email, or GoToMeeting conferences
Other: Administration	Medium exposure risk	Public contact – Moderate

Position Responsibility (Job/Task)	Protective Measures
Admissions: Meet with prospective students	Portable plexiglass barriers have been purchased and installed in Admissions offices to create a safe barrier between student and Admissions Officer.
Admissions: Entrance testing of prospective students	One prospective student in a classroom at a time for entrance examinations. Area is cleaned before and after with a hospital grade

	disinfectant. Applicant is periodically monitored.
Educating Students - On line: Lectures use GoToMeeting - In-person practical application instruction	In Practical Applications classes, where 6ft distance cannot be maintained, additional PPE is provided to faculty and students. This includes face coverings, face shields, goggles, gowns, gloves and plexiglass barriers.
Student Massage Clinic	Student Massage Clinic remains closed to the public.

Signs and Symptoms – Appendix A

In an effort to keep employees, students and guests informed of the latest signs and symptoms of the COVID-19 virus, CDC guidelines are routinely reviewed and information updated. There is a wide-range of symptoms reported by people who tested positive for COVID-19. CDC guidelines report that symptoms may appear between 2 – 14 days after exposure to COVID-19. Be familiar with the following COVID-19 symptoms:

- Fever of 100.4 degrees or higher (as measured by a touchless thermometer)
Temperature reading _____ F
- Cough
- Shortness of breath
- At least two (2) of the following symptoms: chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, and extreme fatigue.
- In the past 10 days you have travelled outside of Michigan but within the USA. (For information purposes only; no action taken)

An affirmative response or Yes to screening questions above requires the student/visitor to:

- Remain home at least 72 hours (3 days) with no fever (without use of medicine that reduces fever) and other symptoms have improved, self-isolation, COVID-19 testing per CDC guidelines, and encouragement to contact their health care provider.

- In the past 10 days you have travelled internationally

An affirmative response or Yes to screening question above requires the student/visitor to:

- Remain home at least 72 hours (3 days) with no fever (without use of medicine that reduces fever) and get tested for Covid-19.

- *You have had close contact in the last 10 days with someone diagnosed with Covid-19.

An affirmative response or Yes to screening question above requires the student/visitor to:

- Be excluded for a minimum of ten (10) days and a maximum of fourteen (14) days.

*Employees and students employed in the health care field or other first responder industries, who are exposed to COVID-19 but have no symptoms, are permitted to enter the school if proper PPE is used consistently in your workplace.

Emergency Warning Signs.

- Shortness of breath
 - Chest pain
 - Spiking fevers
 - Severe body aches
 - Cyanosis (blue tint) of lips or skin
- **If any of these symptoms occur, go immediately to ER or call 911.**

COVID -19 Resources available to the general public for information.

- Visit Michigan.gov/coronavirus <https://www.michigan.gov/coronavirus/0,9753,7-406-98810---,00.html>,
- Visit COVID19@michigan.gov.
- Call the COVID-19 hotline at 888.535.6136
- Visit Frequently Asked Questions Page

CDC's Definition of Close Contact

- Someone who was within 6 feet for a total of 15 minutes or more of a person diagnosed with COVID-19. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction remain important.
- Direct physical contact with someone that tested positive for COVID-19 and without wearing proper PPE.
- Reside with and/or care for someone who has COVID-19.

Confirmed Cases in the Workplace

In keeping with our **COVID-19 Preparedness & Response Plan**, Carnegie Institute will follow the established policies and procedures outlined below. Following notification of a COVID-19 positive infection on school premises, this policy will apply to employees, students, and guests. Action is required within 24 hours to report and respond to COVID-19 cases.

According to the CDC guidelines, when COVID-19 is diagnosed or identified through a medical laboratory, cases are required to be reported by health care providers and laboratories to state, tribal, local, and territorial (STLT) health departments. Testing locations, such as pharmacies and community testing sites are also required to report positive test results to the health department for follow-up.

Steps to take when an employee or student tests positive for COVID-19

- Immediately notify one of the members of the **COVID-19 Response Team** found on page 2 via telephone, email, or text to facilitate swift activation of case management, contact tracing and mitigation protocols.
- **Completion of the "COVID-19 Positive Case" form** by a member of the Response Team who gathered details from positive COVID-19 person. Retain documentation for file. **See Appendix B.**
- The **Contact Tracing** process will initially **identify** people or groups of potential exposure to SARS-CoV-2, the virus that causes COVID-19 and then **notify** people or groups of their potential exposure to COVID-19.
- Refer **Appendix C for Notification of Positive Covid-19** form to faculty, staff, students, and guests.
- **Confidentiality** in contact tracing activities will be carried out in a manner that preserves the privacy of all involved. This includes not revealing the name or identity of the confirmed case.
- Instructions for self-quarantine and monitoring for symptoms are provided as recommended by the CDC.

- The **Contact Tracing** process helps to prevent further transmission of the disease by separating people or groups who have (or may have) an infectious disease from people who do not.
- **Prompt identification**, voluntary self-quarantine, and monitoring of those contacts exposed to COVID-19, can effectively break the chain of transmission and prevent further spread of the virus in our community.
- The CDC encourages **collaboration between the Institute of Higher Education and the local health department** when an employee or student case is identified and during investigation of Institute of Higher Education-related exposures to COVID-19.
- When the **health department** learns that a person was physically present at our Institute where close contact with others (staff, faculty, students, etc.) may have occurred, the health department may contact the Institute and others to let them know of potential exposures.
- The **health department** may decide they do not need assistance or information from the Institute, as they may not have the resources to follow-up with the Institute.
- The Health Insurance Portability and Accountability Act (HIPAA) privacy regulations, Family Educational Rights and Privacy Act (FERPA) regulations, EEOC, and ADA will be followed during the reporting process. See Appendix E.
- Carnegie Institute will inform employees and students that the **health department** will be following up with them to discuss their diagnosis, assess needed isolation supports, and obtain information about close contacts who may have been exposed. We encourage them to “answer the call” from the health department.
- Employees and students who have had a confirmed or suspected case of COVID-19 will be allowed to return to the workplace after they are no longer infectious according to the most recent guidelines of the CDC.

Policy for Absence and Leave

Policies are flexible and non-punitive, and allow sick students, faculty and staff to stay home and away from others, including protections for individuals at greater risk for COVID-19, and individuals with certain disabilities. Policy regarding Absences or Leaves account for employees who need to stay home with their children if there is school or childcare closures, or to care for sick family members. Implementation of non-punitive “emergency sick leave” policies encourage sick students, faculty and staff to stay home if they are ill or have been exposed to a case of COVID-19.

Recordkeeping

Carnegie Institute maintains all records pertaining to COVID-19 in compliance with State of Michigan Health and Safety agencies on school premises. Retention of documentation includes:

- Daily health screening forms completed by students and guests upon entering the building and prior to allowing admittance to the classroom or offices. Carnegie Institute evaluates all employees, students and guests to determine whether there is an actual or reasonable exposure to COVID-19.
- All Employees self-check temperature upon entering the workplace. Completion of Health Screening form is optional.
- COVID-19 Positive Case Reporting Form. Refer to Appendix B.
- Notification to employees and students of Positive COVID-19

Work from Home Policy

During the COVID-19 pandemic, all faculty and some staff members were able to work from home to remain safe from possible COVID-19 exposure. Faculty members treated remote employment the same way as if they were attending employment in-person. There was a significant decrease in the number of employees in attendance and working on school premises. Other employees chose to alter work schedules or reduce hours. Flexibility in days and hours was allowed.

For those staff members who were unable to work from home due to job responsibilities or chose not to work remotely, were provided in-person employment. As a result, Student Services were delivered efficiently and effectively to our students, graduates and medical employers.

Remote Faculty members conducted Distance education online using the GoToMeeting platform. Our goal was to provide an excellent educational experience for our students, while they remained safe at home. Student attendance is taken daily and reported to the school just as if students were attending in-person instruction.

Employee Training

Our Health & Safety Plan and COVID-19 Preparedness & Response Plan, School Guidance for COVID-19 provides a written plan for employees and students to follow. As an allied health school many of our Carnegie Institute employees are experienced, subject specialists employed in hospitals and have received COVID-19 training and are knowledgeable about:

- Workplace infection-control practices
- Proper use of PPE
- Routes the virus is transmitted
- Symptoms of COVID-19
- Protocol to notify COVID-19 Response Team of suspected or confirmed cases, or any symptoms of COVID-19

Formal training is presented to all other employees who need training by a registered nurse member of the Pandemic Response Team and a record of employee attendance is maintained.

Appendix A
COVID-19 Health Screening Form
Updated 12-30-2020



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Covid-19 Health Screening Form

Required by Oakland County's Emergency Order 2020-10 for Control of Pandemic and Executive Order 2020-14, this order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453. Screening is completed at the time of entry to facility.

☐ Student ☐ Employee ☐ Guest

Please verify that you are not experiencing the following symptoms. If you are experiencing any of these symptoms, you will not be permitted into the facility.

Check any of the following that apply to you:

- ☐ Fever of 100.4 degrees or higher (as measured by a touchless thermometer)
Temperature reading _____ F
- ☐ Cough
- ☐ Shortness of breath
- ☐ At least two (2) of the following symptoms: chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, and extreme fatigue.
- ☐ In the past 10 days you have travelled outside of Michigan but within the USA. (For information purposes only; no action taken)

An affirmative response or Yes to screening questions above requires the student/visitor to:

- a. Remain home at least 72 hours (3 days) with no fever (without use of medicine that reduces fever) and other symptoms have improved.

- ☐ In the past 10 days you have travelled internationally

An affirmative response or Yes to screening question above requires the student/visitor to:

- a. Remain home at least 72 hours (3 days) with no fever (without use of medicine that reduces fever) and get tested for Covid-19.

- ☐ You have had close contact in the last 10 days with someone diagnosed with Covid-19.

An affirmative response or Yes to screening question above requires the student/visitor to:

- a. Be excluded for a minimum of ten (10) days and a maximum of fourteen (14) days.

- * ☐ Visitor/Student sent home and advised to get tested for Covid-19.

Printed name: _____ Program _____

Student/Guest/Employee signature: _____

Screener's printed name and signature: _____

Entry date and time: _____

*Employees and students employed in the health care field or other first responder industries, who are exposed to COVID-19 but have no symptoms, are permitted to enter the school if proper PPE is used consistently in your workplace.

Appendix B

COVID-19 Positive Case Reporting Form

Updated 12-30-2020



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1. **Check box** if positive test results are from a student, employee or guest.

☐ Student

☐ Employee

☐ Guest

2. **Formal notification** communicated by

☐ Telephone

☐ Email

☐ Text

3. **Name and Program** of school employee or student with positive COVID-19 test results.

4. **Pertinent details related to positive test results** and symptoms for case management and contact tracing, i.e. date of onset of symptoms, symptoms, COVID-19 testing date, date of positive results received, etc.

5. **Location or Suite number(s)** where student or employee entered

6. List of all **close contacts of students and employees** as defined by CDC

Name of school official completing this form:

Date:

Appendix C

Notification to Students and Employees of Positive COVID-19 Test Results

Updated 12-30-2020



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Sample of email communication

to students or employees

when a positive COVID-19 test result is received by the school

Carnegie Institute received notification on (Date) that a member of the Carnegie Institute faculty or student body tested positive for COVID-19. The individual was last on school premises on (Date).

Contact Tracing has been carried out in accordance with the guidelines of the Michigan Department of Health & Human Services and documented on Appendix B COVID-19 Positive Case Reporting Form. You have been identified as a “close contact” with this individual and are being notified in this email.

- CDC definition of close contact: Someone who was within 6 feet for a total of 15 minutes or more of a person diagnosed with COVID-19. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction remain important.

To maintain the utmost safety and to mitigate the spread of COVID-19, we strongly encourage you to get tested for COVID-19 as soon as possible. There are many Urgent Cares, Walk-in Clinics, and CVS Minute Clinics that can accommodate you.

Appendix D

Social Distancing Conduct Policy

Updated 12-30-2020



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In accordance with the requirements in Executive Orders & Directives for COVID-19 issued by the State of Michigan Department of Health and Human Services, the OSHA Guideline on Preparing Workplaces for COVID-19, and the latest guidance from the U.S. Centers for Disease Control and Prevention. The purpose of this policy is to minimize employee, student, and guest exposure to COVID-19.

1. Do not come to school if you are experiencing any COVID-19 symptoms. Remain home and contact the school to phone in your absence.
2. Wear face coverings when entering the school building.
3. Complete a Health Screening form and get your temperature checked.
4. Maintain 6 feet distance from one another.
5. Wash your hands often with soap and water. Refer to posted signs.
6. Cough or sneeze into your elbow or tissue. Dispose of tissue afterward.
7. School staff routinely cleans commonly touched door handles, light switches, desk, etc.
8. Students are permitted to clean work area as often as they want to.
9. Please report any positive COVID-19 results immediately to the school via phone, email or text. Contact tracing documentation will begin immediately.
10. The school will notify via email employees, students or guests identified as a "close contact" of a confirmed case of COVID-19 within the required 24 hour time frame.
11. Disclosure of the names of COVID-19 positive test results will remain confidential in keeping with HIPAA and FERPA privacy rules.
12. The full COVID-19 Preparedness & Response Plan can be found on the school's website. A full printed copy can be obtained by request.

Student Signature

Date

Appendix E

Confidentiality Agreement for all School Personnel

Conducting Case Investigation and Contact Tracing

(Updated 12-30-2020)



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In accordance with the requirements of the U.S. Centers for Disease Control and Prevention, (CDC) for COVID-19, and OSHA Guidelines the following measures have been implemented:

In order to ensure confidentiality, privacy and data security is a priority, a signed confidentiality agreement is conducted for all school personnel involved in COVID-19 case investigations and contact tracing.

School personnel are aware of federal, state, tribal, local, and territorial laws regarding employee, student or guest privacy and confidentiality.

Name of school personnel

Date