



career training

## **LTC COVID 19 PLAN FOR REOPENING**

LTC Career Training Inc. (“LTC”) has based its in person re- opening guidelines upon those issued by the CDC (CDC.gov/coronavirus) as well as recommendations from NJ State agencies in compliance with Gov. Phil Murphy’s Executive Order No.155. The current guidelines are subjected to change as information on the COVID 19 virus evolves. “LTC” has addressed areas of instruction including school admission, classroom lecture, laboratory, and clinical instruction. Faculty and students will be required to follow protocol currently in place and any updated protocol as it develops.

### **GUIDELINES TO RETURN TO IN-PERSON INSTRUCTION**

Based upon what is currently known about the coronavirus (COVID 19) LTC has developed guidelines to bring faculty and students safely into the classroom, laboratory, and clinical settings. COVID 19 is a respiratory illness, a virus spread from person to person. Investigations are on- going and there continues to be more to learn about its transmissibility and severity of COVID19. LTC will incorporate, implement, and update its plan to prevent and reduce transmission of COVID 19. The goal is to prevent transmission, maintain a healthy school environment and to educate our students by effectively communicating information about COVID 19 and the principles of infection control.

All “LTC” faculty will address COVID 19 and review infection control procedures with students on the first day of instruction. The education will include, hand sanitation, including proper handwashing with soap and water for at least 20 seconds, the proper use (donning and doffing) of PPE, use of hand sanitizers, social distancing , \* signs and symptoms of COVID19 and reporting possible exposure.

\*COVID 19 has a wide range of symptoms ranging from mild to severe illness. Symptoms may appear from 2-14 days after exposure. Faculty and students will watch for and report:

- Fever or chills
- Cough
- Shortness of breath
- Fatigue
- Muscle/body aches
- New loss of smell
- Sore throat
- Congestion/runny nose
- Nausea/vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID 19.

Faculty and students will receive training addressing appropriate sanitation and cleaning of classroom and laboratory areas as well as social distancing. Instructors will assure work areas and used equipment is wiped down after each uses with a CDC recommended disinfectant agent. Disposables will be used whenever possible. Students will wipe down work areas before leaving them unattended with a disinfectant supplied by the school. PPE will be supplied by the school for use during laboratory and skills practice situations. During Skill testing and when social distancing is not possible students will wear appropriate PPE supplied by LTC.

An inventory of PPE, hand sanitizer and cleaning supplies will be maintained by LTC for faculty and student use. Visitors will NOT be allowed in the school classroom or clinical areas

LTC expects all members of our school community to act in a manner that demonstrates respect and consideration for those around them. All faculty and students are expected to:

- Complete daily self-screening and temperature
- Wear an appropriate face covering
- Maintain social distancing whenever possible
- Practice handwashing
- Consent to quarantine when directed and cooperate with contact tracing as directed by health department

**Students currently enrolled being re-admitted:**

1. Students are required to submit one negative COVID 19 test result obtained within one week prior to the start of class
2. Students will be required to attest that they have not knowingly been exposed to anyone who has tested positive to COVID 19.
3. Students will make appointments and communicate with staff using email and through Zoom or video/teleconferencing.
4. Instructors will communicate any special instruction via email.
5. Schedules will be modified as needed, start and end dates may change. Students will be notified via email.
6. Class size will be limited to promote social distancing.

## **SAFETY**

1. Temperature Check: faculty and students will have their temperature taken and recorded prior to entering the classroom and/or clinical setting. A temperature of 100.0 F or above will require the faculty member/student to leave the instructional area. They will be advised to seek direction from a physician and will not be permitted back to school until afebrile for 72 hours. A negative COVID 19 test will be required to return to class.
2. Students will be placed on a leave of absence when not attending due to COVID19 exposure. Students will be placed in the next scheduled class to complete the program
3. Face coverings are MANDATORY, they will be worn by faculty and students at all times. Additional PPE will be supplied by LTC for lab training and skills testing.
4. Classrooms will be arranged to promote social distancing. Laboratory schedules will be staggered to limit the number of students. Clinical will be limited to 1:10 instructor student ratio.
5. Students will practice social distancing at all times as much as possible.
6. NO food will be allowed in the classroom or clinical areas. Microwaves and refrigerators are not to be used; kitchen areas are closed.
7. Students will not congregate in hallways or common areas.
8. Restrooms in the school are private for single person use. Approved disinfectant will available to clean and disinfect after each use.
9. All classroom and laboratory areas will be cleaned by students and instructor during use. Additional cleaning will take place when classes are not in session.
10. Outdoor periods of instruction may take place weather permitting.
11. Signs will be posted in the classroom about COVID 19 and infection control.
12. Faculty and students will be mandated to follow any and all directives of the host clinical facility
13. As a medical career training school LTC has programs that include a clinical experience as a mandatory portion of the training. LTC faculty and students will diligently follow all conditions and requirements of the host health care facility. Requirements for faculty and students may differ based upon clinical site-specific requirements.

## **ADMISSIONS AND FINANCES**

1. Prospective students are encouraged to visit the school website then contact the school representative through email. If telephone communication is preferred, leave a message with a contact number and email address, a representative will be in contact with the prospective student.
2. Program information and admission packets will be sent and returned to the school electronically.
3. Appointments will be set with prospective students via Zoom or teleconference.
4. NO visitors or in person registration will be conducted at this time.
5. Class start and end dates are tentative and may be postponed. Notice of schedule changes will be emailed to prospective students.
6. Financial arrangements will be made with each student addressing the acceptable means of delivery of tuition payment. At this time there will be no in person transactions. Credit card and electronic transfers ONLY.

FOR the safety of our students, faculty, and the community there will be no visitors to the school. Infection control practices encourage social distancing. Stay at home as much as possible, wear a mask and wash your hands. We look forward to visits in the future.

***DELIBERATE AND WILFULL FAILURE TO COMPLY WITH INFECTION CONTROL GUIDELINES WILL RESULT IN IMMEDIATE TERMINATION FROM SCHOOL***

## COMMUNICATION

In the event of a suspected positive Covid19 case, LTC will make the appropriate notifications to the relevant health authorities. "LTC" will make timely notification to students and faculty who may have come in contact with the infected individual enacting quarantine and testing as appropriate and recommended by health authorities.

### DAILY SCREENING

All students and faculty will complete a daily self- screening. Responses to the questions will be monitored by the instructor and will be maintained in the students file.

- In the past 14 days have you tested positive for COVID 19 ?
- In the past 72 hours have you experienced fever of 100.0F or above, cough, shortness of breath, chills, fatigue, muscle aches or pains, sore throat, headache, loss of taste or smell?
- Within the past 14 days, have you had close contact with or cared for someone diagnosed with COVID 19 or who you suspect may have COVID 19?
- In the past 14 days, have any of your family members or close contacts, experienced fever, cough, sore throat, respiratory illness, or difficulty breathing?
- In the past 14 days have you travelled internationally or from a State with widespread community transmission involved in the NJ State travel advisory?

Additional questions may be added as appropriate or as required by relevant authorities.

### Required Reading for New and Returning Students

As part of LTC's efforts to help prevent the spread of disease, all new and returning students are required to review information on the Centers for Disease Control and Prevention website and complete a brief quiz at least one week prior to arrival on campus.

#### Watch

- [COVID-19 Stop Spread of Germs](#) (1 min)
- [What you need to know about handwashing](#) (2 min)

#### Read

- [Prevent Getting Sick](#) (15 min)
- [What to do if you are sick](#) – COVID-19 (5 min)