

Policy Area: Emergency Response Plan	
Title of Policy: Infectious Disease Response	To be included in: <input type="checkbox"/> Student Handbook <input type="checkbox"/> Catalog <input type="checkbox"/> Employee Handbook <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Email Notification
Effective Date: 3/12/2020	Policy Owner: Steve Villett
Approved Date: 3/11/2020 Revision Date(s):	Approved by: Steve Villett, Title IX Officer and COO

DEFINITIONS

STARS: The student information system utilized to house all student data

Canvas: The learning management system utilized to provide important resources for students, and deliver online courses.

CDC: Center for Disease Control and Prevention.

<https://www.cdc.gov>

POLICY STATEMENT/SCOPE

In response to an infectious disease outbreak in the United States, Beal College is releasing this policy/procedure to address the process in the event of an outbreak at our campus.

Campus Cleaning

During this time, or future outbreak of a different nature, the campus is required to increase its cleaning rotations of all public surfaces, including door handles, window frames, etc.; to a minimum of three (3) times per day. The campus is expected to work with maintenance to clean at the least disruptive times to classes. Maintenance will be instructed to clean as directed by the local health department and/or the CDC.

Response Team

The campus has a response team in place that includes the Director level positions at the campus and the Campus COO. The Campus COO will be responsible for reviewing the state’s Department of Health website and the CDC website on a daily basis to determine if new information regarding the virus is available. Any information related to readiness or response will be disseminated from the Campus COO to the staff and students. The campus employee is responsible for relaying information to their Supervisor and Campus COO regarding any concerns from staff and students, should they arise. For example, if a student states they were in contact with someone or may have been in contact with someone, the employee must notify their Supervisor and Campus COO immediately. The Campus COO will work with Senior Management for an appropriate response.

Request to Work From Home

This is typically not an option for our organization as we work with students, face to face. However, when a crisis occurs, it does cause us to re-valuate the normal course of business. If an employee is going home due to not feeling well, the response should always be “no”, they may not work from home. When employees are sick, they should not be working, even if briefly at home. We want our employees to rest and return when feeling well. Any further request to work from home, must be reviewed with the Chief Compliance / Operations Officer to ensure consistency across the organization.

PROCEDURE

The following information will be sent to students, as a response to alert them of the campus precautions. The message will be sent via e-mail through the STARS system:

“Dear Students,

As a response to the (insert current disease process here) we wanted to provide you with some information that we are doing to help ensure the safety of our staff and students. The campus has increased our cleaning of public surfaces to three times a day. Also, we have purchased multiple hand sanitizing stations throughout the campus. Further, we would like to remind you of some of the preventative steps you can take, as directed by the CDC:

- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- When you are sick, stay home.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

Please note, if you are an online student or taking online classes, this does not impact your education and your courses / programs will continue as normal.

The health and well-being of our students, faculty and colleagues have always been a top priority, any evolving situation is one Beal College will continue to monitor.

If at the time of an infectious epidemic/pandemic all campus field trip will be rescheduled for a later date, once better information becomes available to accommodate students’ safety.

We believe in taking the utmost precautions for the health and safety of all of our students and staff. If you have any questions, please do not hesitate to contact your Program Director and/or Campus COO.”

The below message will be sent to the staff and faculty of the campus, via Outlook:

“Dear Employees

The below message was sent to all of our students today regarding the (insert infectious disease here). Please take a few moments to read through this and ensure your understanding. As we stated to our students, it is important to keep your hands washed thoroughly, avoid making contact with your face and, if you are not feeling well, to stay home. We want to be sure that everyone stays healthy and safe during this time.

Also, if you hear of any fellow employee or student making statements regarding being in contact with someone who potentially may have or been exposed to the (said infectious process), you must immediately report this to your Supervisor AND the Campus COO. We must ensure the safety and well-being of all employees each and every day and appreciate your cooperation in this matter.

Beyond what we have said to our students about increasing our cleaning, we are also taking the steps to advance purchase the various supplies we would need such as hand sanitizer, bleach, etc. to ensure a safe and clean environment.

Should the unlikely event occur that we would need to close the school for any length of time, rest assure that our curriculum information is safe in our Learning Management System, Canvas. We have spoken with our accreditor, ACCSC, and have determined we could move most of our classes to an online environment for quizzes, exams and course content. For lab courses that are required to be on-campus or at an externship facility, we will need to determine the plan of action on a case by case basis as the situation occurs. There is simply no way for us to predict if an externship facility will be available or not, should the time arise of a campus closure. At the end of the day, we will always ensure we are making the best decision with our students and staff in mind.

If you have any additional questions, please speak directly with the Campus COO.”

Campus Closure Event

In the event the campus is forced to close by a local Health Department ordinance, the campus will send the following information to students via the STARS system:

“Dear Students,

Today we received information from the local Health Department, and we are being forced to close the campus for an unspecified amount of days. We know how important your education is to you and your course material is available through your LMS account. If you need help accessing your LMS account, send an email to ithelp@bealcollege.edu. Further, we will be in contact with each individual student regarding their schedule going forward. This could include holding classes via a conference call and/or video conference depending on your technology. For those students taking online classes, there will be no interruption to your course material during this campus closure time.

Either way, please know we are working with the local officials to have the campus opened as soon as possible, so you may continue with your education. In the meantime, please continue to watch the campuses social media accounts and your e-mail for updates.”

The Campus COO will be responsible for providing daily updates to their direct reports and Beal Senior Leadership for dissemination to the faculty and staff. The Campus COO must download to Excel the current listing of students (Master Student Listing Summary) and Current LMS Class Schedule with all student contact information for exporting to their home e-mail address. This will ensure we can stay in communication with our students during the campus closure.

The following message will be sent to faculty, via Outlook:

“Dear Faculty,

As you may know, we were informed by the Department of Health that we must close the campus for an unspecified number of days. For those instructors teaching online students, this does not interrupt the service that we provide to our students and there is no change to your courses. For the those that are teaching on-ground courses, your Program Director will be in touch today or tomorrow regarding setting up lecture items via conference online. In the event you are teaching a lab course, we may need to rearrange the manner in which the course is taught, depending on the number of days anticipated for the closure. Please work with your

Program Director to make those adjustments.

It is imperative that we remain calm and understanding during this time for the sake of each other and our students. We know this time can be stressful and unpredictable. There is no way we can prepare for every scenario; however, we want you to know we are working as quickly and diligently to resolve things for each other and our students.

As soon as we are allowed back on campus, we will let you know.”

Campus Operations

Campus operations will continue as necessary to support our students and staff. The Campus COO will be expected to work remotely from home with all campus-based access as if they were on campus. Further, the Asst. Director of Financial Aid will be expected to review financial aid documents and approve them as if they were on campus. Each Director level position at the campus will be expected to stay in constant communication with their Campus COO and direct reports, during the campus closure. It is the responsibility of each Director and/or Supervisor to have the up-to-date contact information for their employees (cell phone and e-mail).

The Accounting and Payroll departments will be expected to have access, remotely, to employee information so there is no delay in the processing of Title IV funds and/or employee paychecks.

If at such time this infectious disease policy is in effect, any on-campus activities, such as advisory board meetings, campus social events, etc.; will be cancelled until further notice. Regulatory items, such as advisory board meetings, can be completed via teleconference.

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