

## Corporate Headquarters

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To: Campus Executive Directors  
From: Jim Donahoe  
Date: June 17, 2020  
Re: Continued Coronavirus Procedures

Over the past three months, the Coronavirus Task Force has met weekly to discuss new information about the pandemic and develop company policies as warranted. This document provides an update to policies that have continually evolved and provides the most current guidance to campuses.

Now that states are allowing the schools to re-open and allowing for in-person instruction, the schools should follow the following guidelines during instructional days:

1. COVID-19 Guidance posters are to be located around the schools reminding students to practice social distancing, to consider wearing face coverings, to follow hand-washing procedures, when to wear gloves, and when to stay at home.
2. In addition to this information, all students should be subject to a temperature screening as they enter the campus at the beginning of their shift. Any student with a temperature equal to or greater than 100.4 degrees should not be allowed to attend school that day.
3. Campus labs and lecture rooms should be adjusted to promote social distancing with respect to CDC guidelines.
4. Where appropriate, schools should submit for long-term approval for hybrid delivery of some coursework.
5. Hand sanitization stations should be available around the campus.
6. Students, faculty, and staff are encouraged to wear face coverings when in the learning environment.
7. All faculty and staff should have participated in COVID-19 Screening and Safety Training.

Additionally, the following guidelines are provided to the campuses for scenarios related to potential or actual exposure to Coronavirus.

### **If an Employee or Student Demonstrates Symptoms of COVID-19**

If an employee or student demonstrates symptoms of the virus, they should be sent home and instructed to seek medical attention. If a doctor or the Health Department does not confirm that the employee or student has COVID-19, they may return to the campus. If a doctor places them on 14-day quarantine, the employee or student may return only after the doctor-prescribed quarantine period is complete.

### **If an Employee is Diagnosed with COVID-19**

If an employee announces that they have the virus, they should be sent home with a request that they supply you with documentation or verification from a doctor or the Health Department. If the employee is documented as testing positive for the virus, they immediately become eligible for two weeks of additional PTO. Director of HR, Jim Donahoe, should be notified confidentially with the name of the employee and documentation that they have tested positive for COVID-19. The campus director must then send a payroll change form to the payroll department, indicating the employee has been approved for the additional two weeks of PTO. No mention of the virus should be made to payroll, in order to preserve the employee's privacy rights regarding medical information. The employee may return when she or he presents a doctor's note or Health Department form indicating that they can return to work.

### **If a Student is Diagnosed with COVID-19**

If a student announces that they have the virus, they should be sent home with a request that they supply you with documentation or verification from a doctor or the Health Department. Any financial concerns the student may have or questions involving a leave of absence can be discussed with the CED. The student can

only return when she/he has received a written release to return to the campus from a health care professional or from the local Health Department.

### **Communication following a Confirmed Case of COVID-19**

Whether it is a student or an employee who is documented to have contracted COVID-19, both employees and students at the campus location should be notified that “an employee or student has been diagnosed with COVID-19.” The infected person should not be named. The campus should be closed for the remainder of that day to normal on-site work, and all employees who are scheduled to work that day and who are present will be paid for the remainder of their shift. (If additional days of closure are required to perform the campus cleaning as described below, employees will not be paid if they are not working at the campus, unless they elect to use their PTO or vacation time)

Campus management should immediately determine the footprints of the infected person and who she or he had contact with. As defined by the CDC, a “contact” is an individual who has had close contact (less than 6 feet) for 15 minutes or more with someone who has been infected with Coronavirus. If the school is unable to determine that there were any contacts with the infected person as so defined, then no additional communication will be necessary. If contacts are determined to exist as per this definition, then those employees and/or students should be notified that they may have been exposed and have a choice to stay on campus and self-monitor or leave the campus and self-quarantine.

### **Cleaning the Campus following a Confirmed Case of COVID-19**

Management should determine, with an abundance of caution, what areas of the building the infected student or employee came into contact with. Either the campus staff or a professional cleaning company shall perform a sanitary cleaning of those areas. The CDC advises that “cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.” Once the cleaning is completed, employees may return to work. Best effort should be made to clean the campus the day that the COVID-19 case is discovered so that students do not miss additional class time and employees do not miss income the following day. Additional CDC guidance on cleaning and disinfecting the campus can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.