



CAMPUS SUPPORT CENTER COMMUNIQUE

March 13, 2020

To: All SEC Team Members

From: Mitchell Fuerst, President

Subject: Coronavirus

As always, the health and safety of the Students and Team Members of our community is always my utmost priority. The last Campus Support Center Communique (019) focused on disseminating relevant information regarding Novel Coronavirus 2019 (“COVID-19” or “Coronavirus”), exposure risks, and preventative action you can take. We have also printed pamphlets that are being distributed to Students and Team Members. In addition, we have placed infographic posters on each campus.

This Campus Support Center Communique will inform you about a) new policies and procedures being implemented immediately for Students and Team Members, and b) the possible scenarios and steps SEC is taking relating to the possible disruption to classes and/or clinicals. We know we cannot plan for every possible scenario in advance. SEC continues to discuss and plan for these scenarios with our Executive Committee, Coronavirus Task Force, legal counsel, and other sector leaders, along with the published guidelines from the agencies listed below. As you will see, we have outlined several possible scenarios, along with Q & As for each scenario. This information will be added to our Coronavirus web pages: nw.edu/coronavirus, glendalecareer.com/coronavirus and nevadacareerinstitute.com/coronavirus.

As an SEC Team Member, we will communicate directly with you. You should also check these web pages often and **please direct our Students to these web pages.** We will not be printing this information, it will only be posted to our websites, as this is the most expeditious way to disseminate updates.

As shared previously, we continue to closely monitor COVID-19 through the Centers for Disease Control (CDC), the World Health Organization (WHO), the Los Angeles County Health Agency (LACHA), Orange County Health Care Agency (OCHCA), Southern Nevada Health District (SNNHD), Accrediting Commission of Career Schools and Colleges (ACCSC), Accrediting Bureau of Health Education Schools (ABHES), and the





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United States Department of Education (USDOE) and we are following their recommendations for schools and colleges, which continue to focus on preparedness and prevention.

Above all else, we appreciate your flexibility and adaptability, as we continue with our contingency planning.

A. New Policies and Procedures for Students and Team Members

For the safety and well-being of our community, SEC is implementing the following policies and procedures with regard to COVID-19:

- **SEC is requiring you notify a member of the Executive Committee immediately if you have been diagnosed with COVID-19, have been in contact with someone who has been diagnosed with COVID-19, or in contact with a location or person who has been exposed to COVID-19. Such individuals should ensure you are obtaining available healthcare guidance and following required protocol.**
- Any Student or Team Member with symptoms of COVID-19 **or any** of the following symptoms must stay home and contact your health care provider. These symptoms include fever, cough, shortness of breath, sore throat, and headache.
- If a Student or Team Member shows any of these symptoms, your instructor/Director will report this information to your Campus Director who will ask you if you are experiencing symptoms—such as a fever—related to COVID-19. Furthermore, we are giving SEC's Campus Directors the authority to send you home if you display any of these symptoms.
- Students or Team Members who have been exposed, or potentially exposed, to COVID-19 must immediately inform their Campus Director. The Campus Director may require such Students or Team Members to self-quarantine for 14 days.

The College will communicate with potentially affected Students and Team Members as described above with regard to self-isolation or quarantine.





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UPCOMING TRAVEL

For a list of countries with COVID-19 travel advisories, visit travel.state.gov. We ask that if any Student or Team Member travel to any of the affected countries, they notify their Campus Director and not return to our campus for 14 days, even if no symptoms are present.

In keeping with the College's value of transparency and integrity, **we expect our Students and Team Members to participate in this self-reporting process.**

Students who self-quarantine as a result of travel to impacted countries will be excused from classes during this quarantine period. However, as the College remains operating as normal, these Students will be expected to complete their coursework upon their return.

Information for Team Members Only:

- SEC is allowing all Team Members to go negative on your SEC Paid Sick Leave accrual, up to 40 hours, on top of any other paid sick leave you may currently have. Accrued Sick Leave will be paid to all Team Members who stay home and do not come to work due to a) their own illness, b) exposure or potential to others with COVID-19, or c) to care for a family member who is ill.

To clarify Team Member compensation in the above situations:

- If you are an hourly Team Member and are sent home or leave work prior to your shift ending, you will be paid for all hours you have worked or for a minimum of ½ of your assigned shift hours, whichever is greater. If you are an exempt Team Member and leave work anytime during the day, you will be paid through the end of the day.
- Team Members will then receive sick leave pay for additional time off.
- If a Team Member has exhausted all sick leave and continues to be off work, you have the option of receiving vacation pay, if you are eligible and have unused vacation. You may also be eligible for additional pay assistance. CA and NCI Team Members who are enrolled in Aflac or Colonial (the latter for NCI Team Members only) disability plans should contact these carriers regarding these





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benefits while you are off work due to illness related to the Coronavirus. For CA Team Members who are off work for their own illness or to take care of a family member, SEC will provide you with information regarding applying for state temporary disability benefits.

SEC is continuing to plan for disruptions to our schedules. We are confident we will be able to continue to deliver instruction in some form. For example, we are working on conference calling options, whereby Instructors will be delivering lesson plans while on a conference call with Students. In addition, our Education Department is working on solutions and options with our Learning Management System (Moodle), as well as virtual online learning spaces like Google Hangouts. For clinical hours, we are hopeful that we will have alternative delivery methods (e.g., simulation and skills lab) if a clinical site is not available. However, we are working with our regulators to see if they will support these modalities for clinical time.

B. Scenarios—Information for Students and Team Members

At present, most of the agencies we referenced are recommending no large gatherings. However, we have small campuses and small classes and no dormitories. During any given time of day, all of our separate buildings and campuses have far less than 250 people (Students and Team Members combined) during any one section. So again, please practice good hygiene using the tips referenced in this document, which can also be found at [CDC.gov](https://www.cdc.gov).

Below are possible scenarios, which we hope will keep our community informed about how the College will be responding if needed, which will be published on our Coronavirus web pages.

Scenario 1

We have a clinical site or extern site that has confirmed they have one or more infected patients.





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Question:

If I know or have heard this information, what should I do with it?

Answer:

If you are a Student at the College, please contact your Campus Director ASAP and wait for direction.

If you are a Team Member at the College, please contact your Campus Director and a member of the College's Executive Committee ASAP and wait for direction.

Question:

Once confirmed by our clinical or extern site, will we be sharing this information with our Students?

Answer:

Yes, a member of our Executive Committee and/or Campus Director will be informing the Students of this situation.

Depending on the type of facility (e.g., acute care hospital, skilled nursing facility, doctors' office, etc.), this will dictate our path forward for a particular Student or clinical group. For example, if one of our acute care hospitals has infected patients, but those patients are in isolation rooms, with all health care providers using universal precautions, we may advise the clinical experience continue as planned. If one of our skilled nursing facilities has infected patients and that facility does not have the ability for isolation, then we most likely will cancel that clinical experience.

Scenario 2

One of our clinical sites or extern sites no longer wants to host Student because of COVID-19, but doesn't have any infected patients.

Question:

What will the College do in this case?





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Answer:

We will remove our Students.

Question:

Will the College attempt to arrange an alternative clinical or extern site?

Answer:

Yes, we will attempt to make alternative arrangements; however, Students may need to travel much farther from their home campus to attend clinical. We ask for your adaptability and flexibility. In the case of an extern site, our Career Services Department will work on arranging a different site.

Question:

If the College cannot arrange for another clinical site, what will happen to my needed hours and expected graduation date?

Answer:

We are currently working with all regulatory authorities to see if we can continue your required clinical hours using alternative methods. These include clinical sites currently approved by our other campuses, which may be much further from your home campus. We are also looking at other modalities, such as skills lab and/or simulation. As we understand it now, most regulators are being very supportive of these alternatives. We need to stress that most, not all regulators are allowing for these alternatives.

Scenario 3

The College learns that an infected Student or Team Member has been on campus.

Question:

What actions will the College take?

Answer:

Depending on whom that Student or Team Member interacted with, the College may choose to send a particular class home for a specific period of time. In addition, the College may choose to close a particular campus(es) for a specific period of time in an abundance of caution. Note that the identity of the infected individual(s) will be kept





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confidential, but SEC will notify you of location and timeframes as to where this individual was located so you can determine if you had contact with this person and then follow up with your health care provider.

Question:

If my class is sent home or my campus shuts down, how will I get my hours and will my graduation date be affected?

Answer:

We are confident we will be able to continue to deliver instruction in some form. For example, we are working on conference calling options, whereby Instructors will be delivering lesson plans while on a conference call with Students. In addition, our Education Department is working on solutions and options with our Learning Management System (Moodle), as well as virtual online meeting spaces like Google Hangouts. For clinical hours, we are hopeful that we will have alternative delivery methods (e.g., alternative sites, simulation, and skills lab). However, we are working with our regulators to see if they will support these modalities for clinical time.

Furthermore, depending on the program and length of disruption to the class schedule, your graduation date may be affected.

Scenario 4

As a Student or Team Member, I know I have been in contact with someone outside of the College who may have traveled to one of the Level 3 travel advisory impacted countries (China, Italy, and South Korea) and I am electing to self-quarantine.

Question:

As a Student, will I be able to receive my didactic course work and continue with my program?

Answer:

Yes, we are working on accommodating Student(s) in this situation. You need to contact your Campus Director ASAP, so that we can work on a plan of accommodation.





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Question:

As a Student, will I be able to make up the clinical, skills lab, or laboratory time?

Answer:

Yes, once your self-quarantine time has completed, we will work on an individual plan to make up the clinical, skills lab, and laboratory time that you missed.

COLLEGE PREPAREDNESS

The College's Executive Committee and Coronavirus Task Force continues to discuss and plan for a disruption as outlined in the scenarios listed above. However, this is not an exhaustive list of these scenarios as this is a rapidly developing situation. It is our intention to continue to publish updates as needed on our Coronavirus web pages located at: nw.edu/coronavirus, glendalecareer.com/coronavirus and nevadacareerinstitute.com/coronavirus.

We remain committed to ensuring our Students continue to receive a high-quality education, along with superior support services, despite world events.

As a reminder:

HEALTH PRECAUTIONS

The CDC continues to advise the following steps to protect yourself from the virus, which you will recognize as best practices for good health in general:

- Wash your hands often with soap and water for at least 20 seconds.
- Don't touch your face, eyes, nose, or mouth.
- Cover your cough and sneeze with a tissue or your elbow.
- Avoid close contact with people who are sick.
- Stay home if you develop flu-like symptoms (fever, sore throat, cough, and body aches) and seek medical help if needed.
- Disinfect surfaces (door handles, desk) and shared equipment (phone, keyboard, mouse, etc.).

