



RETURN TO SCHOOL GUIDELINES

1. PREPARING THE SCHOOL

a. Facilities preparedness:

- The maintenance crew has disinfected every area of the Eastside and Northeast campuses.
- The cleaning crew, daily, have performed additional sanitizing and disinfecting duties, to both facilities.
- Classrooms have been organized to ensure students sitting six feet apart.
- Student and employee lunchrooms have been organized to ensure seating is six feet apart.
- Lobby's have been organized to ensure seating is six feet apart.
- Floors have been marked to maintain social distancing where appropriate.
- Classrooms and labs have been provided with tissues and sanitizing bottles for wiping down surfaces to be used after every class session.
- Offices have been provided with disinfecting wipes.
- Water fountains will be turned off.
- Proper safety signage will be displayed throughout the campuses.



2. PREPARING TO RETURN TO WORK AND RETURN TO CLASSES

a. Staff & Faculty

- Faculty will continue teaching theory online. Hands-on training will be provided on campus with limited number of students, on rotation. This will be determined and notified by each Program Director.
- Staff will continue to work from home, but few positions may be required or might need to attend the campus. Any employee needing to go to either campus will have to be previously approved by the Campus President, as we need to ensure we remain within capacity compliance.

- #### b. Students will be allowed on campus to perform their hands-on training. This will be limited to a certain percentage, and on rotation. This will be determined and notified by each Program Director.



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3. BUILDING ACCESS

- a. If a student or employee experiences any of the COVID-19 symptoms, he/she should **NOT** come to the Campus.
- b. Any individual who has any of the following new or worsening signs or symptoms of possible COVID-19 **WILL** be sent home.
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19
- c. Every employee and student will be screened daily, before entering the premises. This will be conducted by a third party. The screening will include infrared temperature scanning and an intake questionnaire completed by the third party. Screenings will be conducted at both campuses, as follows:
 - Morning schedule-from 7:00 a.m. to 9:00 a.m.
 - Afternoon schedule-from 12:00 p.m. to 2:00 p.m.
 - Evening schedule-from 5:00 p.m. to 7:00 p.m.
- d. Visitors will be screened upon entering the lobby by the front desk personnel.
- e. Anyone demonstrating symptoms will be asked, by their instructor or supervisor, to leave and to see their doctor. No faculty member, staff member, student, or campus visitor with new or worsening signs (or any symptoms listed above) are allowed to return to the classroom or laboratory until:
 - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and,
 - The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
 - At least 10 days have passed since symptoms first appeared.
- f. Students and employees **MUST** wear face mask when entering the premises and when around others.
- g. Visitors will be required to wear a face mask upon entering the building, if they do not have one, WT will provide them with one.



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4. CLEANLINESS

- a. Classrooms, labs, tools, and equipment must be cleaned/sanitized at the end of each class. Instructors will be responsible of leading this task and demonstrating students how to clean at the end of each class.
- b. Offices and work areas need to be cleaned/sanitized at the end of each workday by the employee.
- c. The cleaning crew will continue performing daily cleaning duties at the end of each day.

5. TRAINING

- a. Cleaning and disinfection, hand hygiene, and respiratory etiquette will be trainings required for all employees. These will be available through Paylocity and deadlines must be adhered to.
- b. Cleaning and disinfection, hand hygiene, and respiratory etiquette will be trainings required for all students. These will be available through Canvas.

6. MISCELLANEOUS

- a. Limited packed food will be available for purchase at the student's lunchroom at both campuses.
- b. Students will not be allowed to hang-out in the lobby, outside the Ed Center lobby or hallways. Students will be required to stay in their classrooms or labs, and not loiter the hallways.
- c. Students are discouraged not to convene in the smoking area in large groups. Social distancing is required.
- d. Hands **MUST** be washed or sanitized before entering the classroom or lab. Sanitizers will be available at entrances at both campuses.
- e. Hands **MUST** be washed after using the bathroom
- f. All individuals must maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
- g. Drinking water- Individuals can bring their own jugs of water and get purified water from the MCA's hemodialysis water filtration system, or bottled water can be purchased at the front desk.
- h. Instructors and supervisors attending the campus are responsible to observe their employees and students and ensure there are no visible signs of COVID19 symptoms. If an individual is observed with any of the symptoms described above on #3 (d), with caution, tact and discretion, the instructor or supervisor must ask the individual to immediately leave and recommend seeking medical attention.
- i. A one-time hand sanitizer will be provided to each student and employee.
- j. Traveling to the Eastside campus has a delay due to the food bank nearby. Check website for Eastside campus access recommendation.
- k. Any employee and or student refusing to comply with any policy may result in a discipline action.
- l. Your physical and mental well being is important to us, that is why we are taking all precautions to ensure your safety. If employees and/or students are feeling emotional distress due to COVID-



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19, we want to remind you all that counseling services are available through Emergence Health Network who are available to assist you during this crisis time.

Contact Information:

EHN Crisis Emergency Services are available 24 hours a day at:

1601 East Yandell Dr. El Paso TX 79902

Phone: **(915) 351-4680**

myeap@ehnel Paso.org

Crisis Hotline (915)799-1800