



COVID-19

Health & Safety Plan

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All-State Career School, Inc.
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COVID-19

The OSHA guideline defines Coronavirus Disease 2019 (COVID-19) as a respiratory disease caused by the SARS-CoV-2 virus. Infection with can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. Symptoms can appear anywhere from 2 to 14 days after exposure. The virus is thought to spread mainly through people who are in close contact with each other (6 feet), and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may also spread through touching surfaces or objects with the virus on it, then proceeding to touch your mouth, nose, or even eyes.

School Risk Factors

COVID-19 exposure risk factors include but are not limited to:

- Person to Person contact
- Contaminated surface contact

Overview

It is the goal of All-State Career School to continue instruction using a hybrid teaching method of classroom and distance learning methods.

Consistent with the general interim guidance from State and local authorities, The School will restrict the number of students and faculty per classroom.

All students, faculty and staff entering the school will be required to wear the appropriate PPE and practice social distancing. All students and school personnel should avoid touching their faces, including their eyes, noses, and mouths, particularly until after they have thoroughly washed.

Students, faculty, and staff are required to stay at home if sick. For the purpose of the Schools Health and Safety Plan “sick” includes:

- runny nose
- watery eyes
- excessive sneezing
- coughing
- fever (above 100° Fahrenheit)
- intestinal discomfort
- lack of smell or taste

In order to provide for a safe learning and working environment, the following is in effect at all Education Affiliates schools or facilities. This protocol may be modified or revised to reflect new guidance from the CDC, state, local or other authorities, or as otherwise required by Education Affiliates.

Entering the Main Facility

Students and staff should not enter the school or facility if they do not feel well, or if they have any symptoms of COVID-19, including a fever, cough, sore throat, shortness of breath or difficulty breathing. It is everyone's personal responsibility to self-report these symptoms.

All-State Career School-Essington has designated one physical entry to be used for students, staff, and faculty. The Side Door Entrance (Student, Faculty, and Staff Entrance) has been set up as the main entrance.

- The Director of Student Services has been designated as the primary official Monitor/Health Screener for evaluating students, staff, and faculty at this entrance.
- The Director of Student Services will be responsible for staffing this entrance and ensuring that all secondary Monitors/Health Screeners are properly trained on the expectations of this assignment.
- This entrance will be open to students, staff, and faculty during peak hours. Peak hours have been determined to be:
 - Mondays 7:30 AM – 9:15 AM 5:30 PM – 6:10 PM
 - Tuesdays 7:30 AM – 9:15 AM 5:30 PM – 6:10 PM
 - Wednesday 7:30 AM – 9:15 AM 5:30 PM – 6:10 PM
 - Thursday 7:30 AM – 9:15 AM 5:30 PM – 6:10 PM
 - Friday No Access
 - Saturday 7:30 AM – 8:00 AM
 - Sunday 7:30 AM – 8:00 AM
- The above hours have been posted at this designated entrance.
- The Door Access System has been set to the above hours, limiting access outside of these hours.

All visitors and late student, staff, and faculty arrivals will enter the building at the Main Entrance (Reception) and will be required to check in with the Receptionist and wait in the lobby. The lobby has a secured locked access door that will prohibit visitors from accessing the main campus and is controlled by the Receptionist.

- The Receptionist has been designated as the primary official Monitor/Health Screener for evaluating visitors, and late arriving students, staff, and faculty at this entrance.
- The Business Office Manager and Director of Student Services will be responsible for staffing this entrance and ensuring that all secondary Monitors/Health Screeners are properly trained on the expectations of this assignment.
- This entrance will be open to visitors and late arriving students, staff, and faculty during the following hours:
 - Mondays 7:30 AM – 7:30 PM
 - Tuesdays 7:30 AM – 7:30 PM
 - Wednesday 7:30 AM – 7:30 PM
 - Thursday 7:30 AM – 7:30 PM

- Friday 7:30 AM – 5:00 PM
- Saturday 8:00AM – 1:00 PM
- Sunday No Access

- The above hours have been posted at this designated entrance.
- The Door Access System has been set to the above hours, limiting access outside of these hours.

A “STOP” sign be placed at each entryway which clearly lists what students, staff and visitors will attest to in order to enter. **(See Attachment A)**

All students and staff should approach the entryway wearing a facemask which properly covers their nose and mouth. If multiple people approach the entry, they should practice safe social distancing, maintaining a minimum 6 feet of spacing.

Building Visitors

- A sign will be posted at the main entrance to explain visitor safety procedure prior to entry.
- Visitor will be issued a mask. Hand sanitizing station will be located at the Receptionist Desk. The Receptionist will take temperature and have the visitor complete and sign an attestation sheet that will be maintained and filed along with the daily log at the Receptionist station.
- Visitors entering with signs of illness, coughing, sneezing, etc. will be not be admitted and rescheduled for a future date.
- Sign In-pens will be disinfected after each use.
- Visitors will only be permitted to areas of specific interest on tour and will be accompanied by an Admissions Employee.
- Admissions interviews/Financial Aid Appointments will be conducted and limited to the prospective student and parent/legal guardian, spouse, etc. and should not exceed two guests in a dedicated interview room.
- Any entrance testing will be conducted in a safe manner for both the potential applicant and test administrator.

Student and Staff Certification

All students and staff must execute a signed and dated “Student and Staff Certification” (see Attachment B) in order to return to the School. Note that this Certification is only required to be completed one time, the first time that a student or staff member returns to the School after this Protocol becomes effective. All documents will be maintained by the Business Office Manager and will be evaluated against the current student and staff census to ensure that all parties are in compliance.

Health Screening Protocol

Each location will designate an individual (the Screener) to work near the designated entrance. All individuals requesting entry should immediately sanitize their hands. The Screener will then administer a Health Screening consisting of a touchless temperature check along with obtaining the answers to several questions.

- The Screener should be wearing a properly fitted facemask and gloves.
- The Screener should determine if the individual has been denied entry previously; if so the individual must present the documentation that is required for their reentry as defined on the Health Screening Form from the prior visit.
- Where possible, the touchless temperature check should occur outside the designated entry door prior to entry. If the individual's temperature is 100 degrees Fahrenheit or below, they can proceed into the building in order to complete the remainder of the health assessment. If the individual's temperature is above 100 degrees Fahrenheit, they are denied entry. See the Denied Entry Protocol section below for further instructions.
- Upon determining that their temperature is 100 degrees Fahrenheit or below, the Screener asks the individual if they have read the "Stop Sign" warning and do the attest that they are in compliance with these guidelines. The screener may ask the following questions from the "Health Screening Form". (See Attachment C)
 - **Have you received a lab confirmed diagnosis of COVID-19?**
 - If the answer to this question is YES, the individual is denied entry. See the Denied Entry Protocol section below for further instructions.
 - If the answer to this question is NO, proceed to the next question.
 - **Have you been within 6 feet of a person for at least 5 minutes with a lab confirmed case of COVID-19 in the past 14 days?**
 - If the answer to this question is YES, the individual is denied entry. See the Denied Entry Protocol section below for further instructions.
 - If the answer to this question is NO, proceed to the next section of questions.
 - **Complete the "Are you experiencing any of the following?" section of the Health Screening Form.**
 - If the answer to any of these questions is YES, the individual is denied entry. See the Denied Entry Protocol section below for further instructions.
 - If the answer to the "Are you experiencing any of the following?" section is NONE OF THE ABOVE, the individual is permitted entry.
- The date, name and time of any individual denied entry should be entered by the Screener on the Denied Entry Log (see Attachment D). In the case of a Denial of Entry, the Health Screening Form should be given to the denied individual.
- All Health Screening Forms will be maintained and filed in the Business Office.
- Students, Staff, Faculty, and visitors who are granted access to the facility will be issued a band/or sticker with the date in which the screening was conducted. This will allow for entry way access during the remainder of the day without multiple daily screenings.

Denied Entry Protocol

Individuals denied entries are not permitted into the facility until one of the following scenarios has occurred:

- **SCENARIO ONE:** The previously denied individual provides proof of negative COVID-19 test results:
 - The individual is required to provide TWO negative results from an FDA-authorized nasal swab test, each taken at least 24 hours apart, and,
 - The individual completes a new Initial Health Screening with no areas of concern.

- **SCENARIO TWO:**
 - The individual has gone a minimum of 72 hours since the resolution of any issues raised during the initial health screening. In the case of fever, the 72 hours since fever resolution must have been accomplished without the use of fever-reducing medications, and,
 - At least seven (7) days have passed since the initial Denial of Entry; and
 - The individual completes a new Initial Health Screening with no areas of concern.

- **SCENARIO THREE:** In cases where entry was denied only on the basis of the individual having been within 6 feet of a person for at least 5 minutes with a lab confirmed case of COVID-19 in the past 14 days:
 - A minimum of 14 days must have passed since that contact, and,
 - The individual completes a new Initial Health Screening with no areas of concern.

NOTE: Individuals denied entry due to a prior positive COVID-19 diagnosis may only be granted entry into the building by satisfying SCENARIO ONE above, or by providing documentation from a treating physician, which is satisfactory to the Campus President, that the individual is no longer COVID-19 positive or otherwise a safety or health risk to others.

Reporting Responsibility of Students, Faculty and Staff

In addition to complying with the Health Screening Protocol, which limits entry to the School under certain conditions, including confirmation of a diagnosis of COVID-19, any student, faculty or staff member who has attended the School is required to promptly report to the Campus President a confirmation of a diagnosis of COVID-19, as well as information relating to the individual's attendance at the School, and interaction with other School members.

How the School will coordinate with the PA. Dept. of Health, and local public health officials

Upon receiving information that a student, member of the faculty or staff, who has been at the School, has been diagnosed with COVID-19, or information relating to a possible transmission of COVID-19 at

the School, the School will promptly notify the Pennsylvania Department of Health, and/or or other appropriate local agencies, for further instruction or advice.

Communication With Students, Faculty and Staff

The School will use email, notices, personal communications and its website, as circumstances warrant, to inform students, faculty, staff and/or the public (if needed), of developments relating to the School's Health and Safety Plan for COVID-19. Information required to be shared with students, faculty or staff by the Pennsylvania Department of Health, and/or or other appropriate local agencies, will be communicated as directed.

Driver Training Range Protocol

Students, Staff, and Faculty on the range are required to abide by the same standards as outlined at the Main Campus.

The CDL Program Chair has been designated as the primary official Monitor/Health Screener for evaluating students, staff, and faculty at the Remote Driver Training Range.

The CDL Program Chair will be responsible for staffing this entrance and ensuring that all secondary Monitors/Health Screeners are properly trained on the expectations of this assignment.

All individuals requesting entry should immediately sanitize their hands. The Screener will then administer a Health Screening consisting of a touchless temperature check along with obtaining the answers to several questions.

Students, Staff, Faculty, and visitors who are granted access to the facility will be issued a band/or sticker with the date in which the screening was conducted. This will allow for entry way access during the remainder of the day without multiple daily screenings.

Range Truck Protocol

Student driver who has completed their turn utilizing the truck must utilize spray cleanser and wipe down seat, steering wheel, shifter, door handles - inside and out and any point of contact. This must be completed to instructor's satisfaction prior to next student utilizing truck.

Road Truck Protocol

Prior to the start of the day, instructor must sanitize truck to include utilizing spray cleanser and wipe down all seats, steering wheel, shifter, door handles - inside and out and any point of contact. Once Student driver has completed their turn behind-the-wheel, they must utilize spray cleanser and wipe down seat, steering wheel, shifter, door handles - inside and out and any point of contact. Student who is ready to drive must utilize spray cleanser and wipe down seat, door handle and any point of contact. This must be completed to instructor's satisfaction prior to next student utilizing truck. At the end of the shift, instructor must ensure that truck is left clean.

Any student or instructor who fails to follow this protocol will be dismissed.

Facility Rules for Social Distancing and Safe Hygiene

The Campus President will take appropriate measures to ensure that:

- The facility has a sanitizing station set up at the designated entryway.
- Buildings and rooms are clearly marked with visual aids to remind students, faculty and all visitors that the 6-foot social distancing rules are being followed at all times.
- There is additional sanitizing of all in-use areas of the facility that includes all high-touch areas such as door handles, phones, remote controls, light switches and bathroom fixtures, as well as all horizontal surfaces such as countertops, classroom tables and desktops.
- Students and staff are prohibited from gathering in any groups larger than 10, and are at all times required to maintain a minimum of 6 feet of social distancing. The only exception to the 6' minimum social distancing rule is in the case of a specific instructor led activity that cannot be accomplished using a 6' minimum distance rule. For instance, blood pressure checks would require less than 6' of spacing.
- Students, faculty, and staff will wipe down work area before leaving that area unattended with a disinfectant supplied by the school. The student will also wipe down his or her area at the conclusion of class.
- Hand washing for at least 20 sec is encouraged throughout the day. (Signs regarding the expectation have been posted in restrooms and other frequented areas)
- The Campus Leadership Team and Academic Leadership Team will educate students and staff about the safety plan. Administration will communicate regularly with employees. Faculty will need to communicate regularly with our student population. Signage regarding COVID-19 will be placed in all classrooms, elevators, lounges, work areas, etc.
- Custodial staff members should be on staff during normal business hours to continuously disinfect commonly contaminated surfaces in all areas of the building; such as desks, work stations, computers, countertops, light switches, eating areas, & door handles. Should be done at beginning and end of day, as well as between classes (if new students are entering the classroom)
- Credit card machine will be covered with a plastic barrier and changed out after each use.
- All unnecessary items will be removed from classrooms and labs to ensure proper sanitizing activities can take place.
- Each Program is assessed and an individualized program plan will be developed.
- Employees who have offices will maintain their office areas in a clean and organized manner to ensure proper sanitizing activities can take place.
- Common areas, offices, and classrooms/labs will be designed to maintain safe distancing guidelines.
- Business Office Manager will ensure that adequate cleaning supplies and PPE is maintained on campus to meet on-campus population.

Preventative Guidelines

- Limiting number of students in classroom and labs to allow for a minimum distancing of 6 feet between students.
- Schedule classes to be held in "larger" classrooms in the building
- Staggering classes to limit total number of students in building

- Limit on-campus lab times
- Continuous assessment of Hybrid Course Delivery of theory-based courses
- Use hybrid format where students only need to report to school limited days
- One person at a time in the elevator
- Wear gloves when unpacking books for book distribution.
- Limit events and meetings that require close contact
- Continue online interviews where feasible

Students, Faculty and Staff Facemask Use

Students, Faculty and Staff are required to wear properly fitted facemasks whenever they are: (a) in any common area of a facility, or (b) are in an enclosed room or space with other individuals. We encourage our Students, Faculty and Staff to provide their own facemasks for use in common areas.

Students, Faculty and Staff are permitted to remove their facemask if: (a) they are in an enclosed room or office by themselves; (b) are working in individual cubicles if those cubicles have three sided minimum wall heights of 4' or greater, and those cubicles allow for a minimum of 6' between the cubicle occupant and any occupant of an adjacent cubicle; or (c) are wearing other face coverings which make a facemask impracticable, such as a welding mask or face shield. When in individual classrooms and labs, the school's education leadership team will provide guidelines and requirements regarding the required use of facemasks and other personal protective equipment, as well as the types that may be required.

Upon entrance each student, staff, and faculty member will be issued a surgical mask with a paper bag to store it in.

- The mask is to be worn at all times while in school.
- The mask may be replaced if damaged. (Instructor, Program Chair, or Director of Student Services)
- The student may choose to make and wear their own mask. ("Make your own mask" video from CDC: <https://youtu.be/tPx1yqvJgf4>)
- Face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container.

Exposure Protocol

Upon an exposure, businesses are also ordered to do the following:

- Close off and ventilate areas visited by that individual;
- Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection;
- Clean and disinfect all spaces, especially commonly used rooms and shared electronic equipment;
- Identify and notify employees who were in close contact with that individual (within about 6 feet for about 10 minutes); and
- Ensure that the business has a sufficient number of employees to perform these protocols effectively and immediately.

Guidance on Home Isolation or Quarantine and Returning to Work/School after COVID-19 Exposure

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- If you will not have a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 7 days have passed since your symptoms first appeared

- If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).

If **someone in your household** has COVID-19:

- Quarantine at home
 - If you get sick: Follow the “People with COVID-19” guidelines
 - If you do not get sick: You must quarantine for 14 days AFTER the person in your household is released from isolation

If **someone you work or go to school with**, and came into close contact with (within 6 feet for several minutes), has COVID-19:

- Quarantine at home for 14 days
 - If you get sick: Follow the “People with COVID-19” guidelines
 - If you do not get sick: You may return to school or work

Summary of School's Guideline on COVID-19 Protection

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, eating, smoking or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick
- Stay home as much as possible.
- Put distance between yourself and other people.
- Remember that some people without symptoms may be able to spread virus.
- Keeping distance from others is especially important for people who are at higher risk

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a [cloth face cover](#) when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common household disinfectants will work.