

# COVID-19 Preparedness Plan

## St. Louis College of Health Careers - Fenton

**SLCHC** is committed to providing a safe and healthy workplace for all our staff, faculty, and students. To ensure we have a safe and healthy campus, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administration and directors are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and communities, and that requires full cooperation among our staff, faculty, and students. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Administration and directors are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. SLCHC Administration and directors have full support in enforcing the provisions of this policy.

Our staff, faculty, and students are our most important assets. We are serious about safety and health and keeping our employees and students safe at SLCHC. All staff, faculty, and student involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved a committee in this process by researching guidelines and reviewing protocols for reopening. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and addresses:

- screening;
- hygiene and respiratory etiquette;
- directives for social distancing;
- cleaning, disinfecting, decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

### COVID-19 screening policies for employees and students

Employees and students are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' and students' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

- six feet distancing is required prior to entering, and will continue inside the building (labs have unique protocols);
- face masks must be worn outside and inside campus property (individual offices have unique protocols);
- front entrance is used for entering building, and side entrance is used for exiting (entrance and exit will remain locked);
- all individuals must sanitize hands prior to entering the building;
- all individuals will have temperature taken prior to entering the building;
- a brief safety survey will be taken prior to entering the building; and
- required sign-in and out stations for tracking.

## Hand-washing

Basic infection prevention measures are being implemented on campus at all times. Employees and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All employees, students, and visitors to the campus will be required to sanitize their hands prior to entering the facility. Hand-sanitizer dispensers are at the entrance and other locations on campus so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## Respiratory etiquette: Cover your cough or sneeze

Employees and students are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and guests.

## Social distancing

Social distancing of six feet will be implemented and maintained between employees, students, and visitors while inside and outside of campus property through the following efforts:

- departments will implement staggered and reduced on-campus shifts to decrease the number of employees on campus;
- employees working on campus must avoid unnecessary meetings, and should not share personal office items;
- employees that do not have individual office space are permitted to work from home until further notice;
- small group lab classes (less than 10) will be scheduled and approved by the Dean of Education to track overall student population on campus; staggered lab schedules will take place;
- labs must only take place in designated approved classroom area;
- student breaks will take place in the designated approved classroom and not in the lobby, hallways, student lunch room, or any other area in or outside of campus;
- restroom breaks will be permitted one student at a time;
- lecture classes will remain online until further notice, except for approved proctored testing;
- approved proctored testing will take place in computer labs with computer space meeting the six feet recommendation;
- the main staircase will be used to monitor safe distancing protocol;
- the elevator will be used for emergencies only (one individual at a time);
- the side stairwell is off limits due to the enclosed environment;
- red floor tape markings provide directional instructions and social distancing measurements to provide a safe flow of walking traffic;
- red floor tape markings provide safe distance of classroom chairs; and
- signs are displayed to remind individuals about requirements of safe distancing;

## Cleaning and disinfection

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of surfaces, equipment, classrooms, restrooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, elevator panels, railings, copy machines, etc. It is best practice for employees to wipe down individual work areas consistently throughout the day.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

## Communications and training

This COVID-19 Preparedness Plan was communicated to all employees and students on **5/29/2020**. Additional communication and training will be ongoing. The above instructions will be communicated to visitors prior to entering the building.

All employees, students, and visitors may not enter the campus if experiencing symptoms, been exposed to, or have contracted COVID-19. SLCHC will advise each individual on a case-by-case basis.

Cindy Marten  
Dean of Education

636-529-0000 x3575  
cmarten@slchc.edu