



**MAIN CAMPUS**

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**SEPARATE EDUCATIONAL CENTER**

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# **COVID PREPAREDNESS AND RESPONSE PLAN**

## **PURPOSE**

Medical Career & Technical College is committed to each staff member, faculty member, student, and prospective student's safety. This plan follows the recommendations given by the Centers for Disease Control (CDC), the local government, the Department of Education, and the institutions accreditation body. This document will highlight the safety measures the college has taken and provide resource information to its employees and students.

## **REOPENING**

As of the date of this document, the institution has already begun its reopening phase. The college moved to a remote learning setting for Term 3 and Term 4 of 2020. At recommendation from the local government officials the college began on campus courses for its Term 5 2020 (July 6). In an effort to limit the number of people on campus, the classes are arranged in such to practice social distancing. If the recommendations change or update, the college may revert back to a semi-remote setting and spreading students over the course of school day.

Prior to reopening, the college went through cleaning protocols recommended by the CDC. At completion of each day the college also disinfects all surfaces.

## **HEALTH & SAFETY PLAN**

Medical Career & Technical College will educate students, faculty, and staff on when they should stay home or self-isolate.

- Actively encourage students, faculty, and staff who are sick or have recently had a close contact with a person with COVID-19 to stay home. The College will develop policies that encourage sick individuals to stay at home without fear of reprisals, and ensure students, faculty, and staff are aware of these policies.
- Offer virtual/remote learning and telework options, if feasible.
- Students, faculty, and staff should stay home when they have tested positive for or are showing symptoms of COVID-19.
- Students, faculty, and staff who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.
- All individuals that enter the college will be required to wear a mask and to have their temperature taken. If a fever is noted that individual will be asked to leave and communicate with their instructor.

## **DESIGNATED SAFETY OFFICIALS**

The College encourages students and employees to contact any one of the officials below if they need further information on COVID-19 safety protocols and/or if a student has tested positive or has come in contact with someone who has tested positive. The College has designated Jennifer Lyon, Campus Manager, and Kristi Bertrand, President to act as safety officials. Both will ensure all cleaning protocols are conducted.

Jennifer Lyon            [jlyon@medicalcareerandtechnicalcollege.edu](mailto:jlyon@medicalcareerandtechnicalcollege.edu)

Kristi Bertrand            [kbertrand@medicalcareerandtechnicalcollege.edu](mailto:kbertrand@medicalcareerandtechnicalcollege.edu)

## **STUDENT AND CAREER SERVICES**

Students and graduates are recommended to phone the school or e-mail the designated staff member rather than coming to campus. Please note the college hours of availability are Monday – Thursday 8:30 – 4:30 and Friday's 8:30 – 12:30.

Jennifer Lyon            [jlyon@medicalcareerandtechnicalcollege.edu](mailto:jlyon@medicalcareerandtechnicalcollege.edu)

## **FINANCIAL AID SERVICES**

Students, prospective students, and graduates are recommended to phone the school or e-mail the designated staff member rather than coming to campus. Please note the hours of the Financial Aid office is Monday – Thursday 8:30 – 4:30.

Anabelle Bertrand      [abertrand@medicalcareerandtechnicalcollege.edu](mailto:abertrand@medicalcareerandtechnicalcollege.edu)

## **SOCIAL DISTANCING AND CONDUCT POLICY**

- In order to enter the building, an appropriate mask or face covering that covers both the nose and mouth is required.
- A mask or face covering must be worn at all times if six-foot social distancing cannot be maintained.
- Avoid touching your eyes, nose, and mouth.
- Further social distancing requirements may be required depending on the campus and activity involved.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
- Cover coughs and sneezes with a tissue or sleeve.
- Clean and disinfect frequently touched objects.
- Anyone who is ill or has symptoms of illness should remain at home, contact their supervisor by phone or email, and only return once they have met the CDC's criteria.
- The College reserves the right to deny entry to anyone who does not meet the College's health screening standards, which includes a COVID-19 self-screening health questionnaire attestation and temperature check using a no-touch thermometer. If a person's temperature reflects a fever (100.4 °F or 38 °C and above) they will be denied entry.
- Support contact tracing efforts. Students, employees, and visitors who are diagnosed with COVID-19 after visiting the College, are asked to notify campus administration immediately.

## **SYMPTOMS OF COVID-19**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **WHAT TO DO IF YOU ARE SICK**

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

- Stay home except to get medical care
- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.

- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ridesharing, or taxis. Separate yourself from other people as much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering. x Additional guidance is available for those living in close quarters and shared housing.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

### **CLEANING PROTOCOLS**

During the transition back to on-campus learning, safety and sanitation are a top priority. The College's maintenance and cleaning personnel have outlined measures to sanitize equipment, doors, classrooms, labs, computers, and tables. Below, the College has listed some recommendations for routine cleaning and disinfection. College personnel will practice routine cleaning of frequently touched surfaces (for example: tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and electronics with disinfectants that are appropriate for the surface, following label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

### **RESOURCES**

Center for Disease Control Resource (CDC)  
Occupational Safety and Health Act (OSHA)

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)  
[www.osha.gov/SLTC/covid-19/standards.html](https://www.osha.gov/SLTC/covid-19/standards.html)