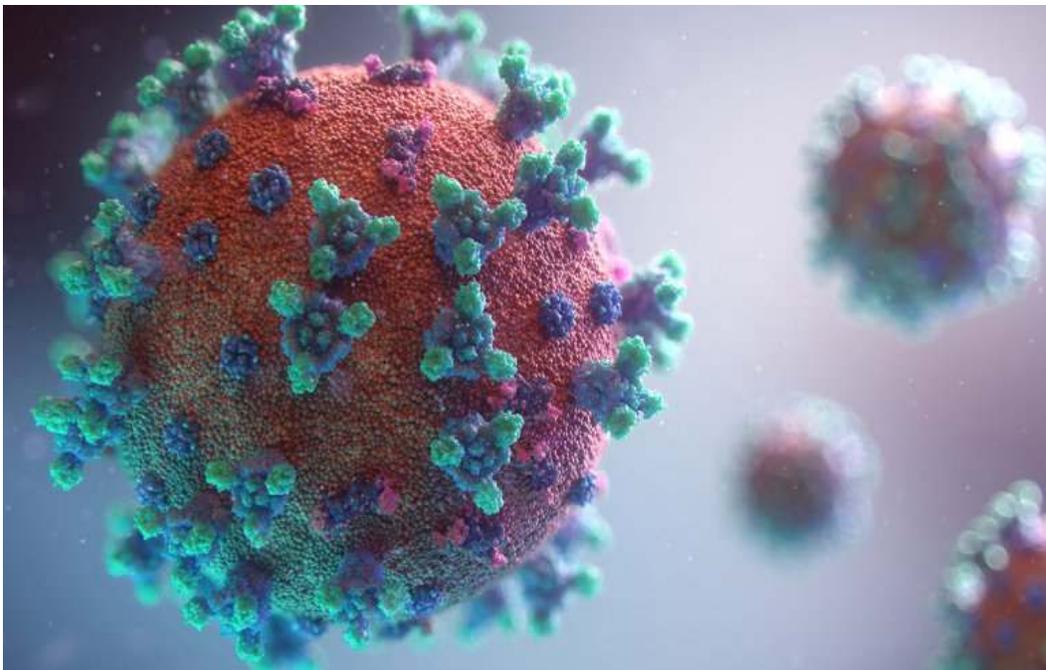




2021

# Coronavirus Response Plan



Brenda Knox  
Human Resources Director

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# Coronavirus Response Plan

## Letter from our President

Dear CHEI Community,

With the onset of COVID, this year may include short-term disruptions to instruction in response to COVID-19. As a result, all Colleges must consider adjustments and plan contingencies for day-to-day operations so that any short-term (or longer) disruptions are minimized while ensuring adherence to public health guidance.

This Response plan provides a framework with considerations that our Students, Faculty and Staff can utilize as we plan for the future. Plans inform decision-making, but the most effective planning is subject to change as new information becomes available. As the nation and world learn more about COVID-19 and the many issues surrounding it, this guidance for our College is expected to evolve throughout the year and beyond if needed until such time a Vaccine is developed and made available to the public.

We are resolute in our commitment to educate and develop our students to the best of our ability even in the midst of a global pandemic. We care deeply for the safety and well-being of each member of our CHEI community and want to do everything reasonably possible to keep our students, faculty and staff safe and healthy. One of the things that make Community HigherEd so special is the love and care we have for one another.

The COVID Safety Plan is based on current guidance from the CDC as well as state and local health officials. While this plan includes enhanced cleaning and implementation of social distancing protocols, the plan is also dependent on each member of the College taking personal responsibility. We want to keep ourselves and others reasonably safe by distancing when possible, practicing good hygiene, monitoring your own health, and wearing a mask. Thank you for remaining flexible and receptive to additional guidance as we add new protocols and precautionary measures to protect our three Colleges.

Warm Regards,

Dr. Raye Mahlberg  
Community HigherEd President

# COVID-19 Guidance

## WHAT IS CORONAVIRUS DISEASE (COVID-19)

COVID-19 is a type of virus. There are many different kinds, and some cause disease. A newly identified Coronavirus, SARS-CoV-2, has caused a worldwide pandemic of respiratory illness, called COVID-19.

## WHAT YOU NEED TO KNOW

- COVID-19 is the disease caused by the new coronavirus that emerged in China in December of 2019.
- COVID-19 symptoms include cough, fever or chills, shortness of breath or difficulty breathing, muscle or body aches, sore throat, new loss of taste or smell, diarrhea, headache, fatigue, nausea or vomiting and congestion or runny nose. COVID-19 can be severe, and some cases have caused death.
- The new coronavirus can be spread from person to person. It is diagnosed with a laboratory test.
- There is no coronavirus vaccine yet. Prevention involves frequent hand-washing, coughing into the bend of your elbow, staying home when you are sick and wearing a cloth face covering if you can't practice physical distancing.

## HOW DID THE NEW CORONAVIRUS ORIGINATE AND SPREAD TO HUMANS?

COVID-19 appeared in Wuhan, a city in China, in December 2019. Although health officials are still tracing the exact source of this new coronavirus, early hypotheses thought it may be linked to a seafood market in Wuhan, China. Some people who visited the market developed viral pneumonia caused by the new coronavirus. A study that came out on Jan. 25, 2020, notes that the individual with the first reported case became ill on Dec. 1, 2019, and had no link to the seafood market. Investigations are ongoing as to how this virus originated and spread.

## HOW DOES THE NEW CORONAVIRUS SPREAD?

As of now, researchers know that the new coronavirus is spread through droplets released into the air when an infected person coughs or sneezes. The droplets generally do not travel more than a few feet, and they fall to the ground (or onto surfaces) in a few seconds — this is why physical distancing is effective in preventing the spread.

### **Person to Person Spread**

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 or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs

## **Can Someone Spread the Virus without Being Sick?**

People are thought to be most contagious when they are most symptomatic (the sickest). However, some spread might be possible before people show symptoms or even in cases where infected people never show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

## **Spread From Contact with Contaminated Surfaces or Objects**

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads

## **WHAT IS THE INCUBATION PERIOD FOR COVID-19?**

Typically, a person develops symptoms 4 to 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, the time range can vary.

## **WHAT TO DO IF YOU ARE POTENTIALLY EXPOSED TO SOMEONE WHO IS POSITIVE**

If you think you have been exposed to someone with laboratory-confirmed COVID-19, you need to contact your Instructor or Supervisor immediately. Brenda Knox, the Human Resources Director will work with your Supervisor to address all employee COVID related situations. All student inquiries should be directed to your Instructor, the Campus Directors will make decisions regarding students. Tery Deshong, CLD Department Head, will assist with COVID related student issues at CCC. Depending on your individual situation, we will work with you to determine your level of risk to others and in the event you must quarantine, we will determine ways for you to continue to work or attend your classes using remote access.

## **HOW DO I KNOW IF I WAS EXPOSED?**

You generally need to be in close contact with a sick person to get infected. If you have not been in close contact with a sick person with COVID-19, you are at low risk for infection. You can continue to go to work and school, but should monitor your health since the contact and stay away from others if you get sick.

## **WHAT DO I DO IF I GET SICK AFTER BEING CLOSE TO A POSITIVE PERSON?**

If you get sick with fever, cough, or shortness of breath (even if your symptoms are very mild), you likely have COVID-19. You should isolate yourself and stay away from other people. If you have any of the following conditions that may increase your risk for a serious infection—age 60 years or older, are pregnant, or have medical conditions. Contact your physician's office and tell them that you were exposed to someone with COVID-19. They will probably recommend that you be tested. If you do not have a high-risk condition but want medical advice, call your healthcare provider and tell them you were exposed to someone with COVID-19. Your healthcare provider can help you decide if you need to be evaluated in person or tested.

## WHAT ARE THE SYMPTOMS OF COVID-19?

COVID-19 symptoms include:

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

In rare cases, COVID-19 can lead to severe respiratory problems, kidney failure or death. If you have a fever or any kind of respiratory difficulty such as coughing or shortness of breath, call your doctor or a health care provider and explain your symptoms over the phone before going to the doctor's office, urgent care facility or emergency room. If you have a medical emergency such as severe shortness of breath, call 911 and let them know about your symptoms.

## HOW IS COVID-19 DIAGNOSED?

Diagnosis may be difficult with only a physical exam because mild cases of COVID-19 may appear similar to the flu or a bad cold. A laboratory test is needed to confirm the diagnosis.

### Testing

You've probably heard a lot about coronavirus testing recently. If you think you have coronavirus (COVID-19) and need a test, contact your health care provider, local pharmacy, or local health department. The FDA has been working around the clock to increase the availability of critical medical products, including tests to fight the pandemic.

### Types of Tests

There are two different types of tests, a diagnostic test and antibody test.

1. A **diagnostic test** can show if you have an active coronavirus infection and should take steps to quarantine or isolate yourself from others. Currently there are two types of diagnostic tests which detect the virus – molecular tests, such as RT-PCR tests, that detect the virus's genetic material, and antigen tests that detect specific proteins on the surface of the virus.
2. An **antibody test** looks for antibodies that are made by your immune system in response to a threat, such as a specific virus. Antibodies can help fight infections. Antibodies can take several days or weeks to develop after you have an infection and may stay in your blood for several weeks or more after recovery. Because of this, antibody tests should not be used to diagnose an active coronavirus infection. At this time researchers are not completely sure the presence of antibodies means that you are immune to the virus in the future.

There are some new diagnostic tests available with alternative methods and benefits.

- **Rapid, point-of-care** diagnostic tests use a mucus sample from the nose or throat but can be analyzed at the doctor's office or clinic where the sample is collected and results may be available in minutes. These may be molecular or antigen tests.
- **At-home collection** tests, available only by prescription from a doctor, allow the patient to collect the sample at home and send it directly to the lab for analysis.
- **Saliva tests** allow a patient to spit into a tube rather than get their nose or throat swabbed. Saliva tests may be more comfortable for some people and may be safer for health care workers who can be farther away during the sample collection.

## SHOULD I BE QUARANTINED?

Quarantine is used to keep someone *who might have been exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their Healthcare Provider or local health department.

Current CHEI guidelines for those who have been exposed to someone close to them that tested positive is approximately 10 days. If you are symptom free after that time or test negative after a determined period of time, you may return to work or school, a copy of your negative test result may be required. Three days of quarantine may be required for anyone traveling out of state or who has taken a commercial flight. Working with your supervisor, the HR Director will make the determination if you are an employee. The Campus Directors at CSC and OTC will make decisions for students and the CLD Department Head will assist students at the CCC location. You must be fever free for two days or submit a negative test result to return to school or work if you have been positive.

## HOW IS COVID-19 TREATED?

On October 22, 2020, the FDA approved the antiviral drug Veklury (remdesivir) for use in adults and pediatric patients (12 years of age and older and weighing at least 40 kg) for the treatment of COVID-19 requiring hospitalization.

The FDA can also issue [emergency use authorizations](#) (EUAs) to allow healthcare providers to use products that are not yet approved, or that are approved for other uses, to treat patients with COVID-19 if certain legal requirements are met.

## TREATMENT OUTSIDE OF THE HOSPITAL

If you receive a positive test result for COVID-19 and are more likely to get very sick from COVID-19, your healthcare provider may recommend that you receive treatment.

**For people at high risk of disease progression** - The FDA has issued EUAs for two investigational monoclonal antibodies that can attach to parts of the virus. These antibodies could help the immune system recognize and respond more effectively to the virus.

[Bamlanivimab](#) and [Casirivimab](#) plus [Imdevimab](#) are available under FDA EUAs for patients at high risk of disease progression and severe illness. Preliminary data suggest that some outpatients may benefit from receiving anti-SARS-CoV-2 monoclonal antibodies early in the course of infection.

Your healthcare provider may recommend the following to relieve symptoms and support your body's natural defenses.

- Taking medications, like acetaminophen or ibuprofen, to reduce fever
- Drinking water or receiving intravenous fluids to stay hydrated
- Getting plenty of rest to help the body fight the virus

## TREATMENT IN THE HOSPITAL

Your healthcare provider will decide on what approach to take for your treatment. There are drugs that have shown some benefit in reducing the severity of illness or risk of death for patients in the hospital by:

- **Slowing the virus** - Antiviral medications reduce the ability of the virus to multiply and spread through the body.
  - [Remdesivir](#) (Veklury) is an antiviral medication approved by FDA to treat COVID-19. Remdesivir is given to patients by infusion through their veins.
- **Reducing an overactive immune response** - In patients with severe COVID-19, the body's immune system may overreact to the threat of the virus, worsening the disease. This can cause damage to the body's organs and tissues. Some treatments can help reduce this overactive immune response.
  - [Dexamethasone](#) is a steroid medication, similar to a natural hormone produced by the body. Dexamethasone is recommended for patients who need supplemental oxygen.
- **Treating complications** - COVID-19 can damage the heart, blood vessels, kidneys, brain, skin, eyes, and gastrointestinal organs. It also can cause other complications. Depending on the complications, additional treatments might be used for severely ill hospitalized patients, such as blood thinners to prevent or treat blood clots.
- **Supporting the body's immune function** - Plasma from patients who have recovered from COVID-19—called convalescent plasma—can contain antibodies to the virus. This could help the immune system recognize and respond more effectively to the virus.

**\*Getting a flu vaccine is more important than ever this flu season to protect yourself, your family and your community from flu.** A flu vaccine can also help reduce the burden on our healthcare systems responding to the COVID-19 pandemic and save medical resources for care of COVID-19 patients.

## HOW CAN I BOOST MY IMMUNE SYSTEM?

Since the President tested positive, more people are using some of the same treatment recommendations to help reinforce the Immune System. Healthcare professionals recommend the following Vitamins

1. **\*Vitamin D**
2. **B-Complex Vitamins**
3. **\*Zinc**
4. **Vitamin C**

\*highly recommended

## BENEFITS OF GETTING A COVID-19 VACCINE

We understand that some people may be concerned about getting vaccinated now that COVID-19 vaccines are available in the United States. While more COVID-19 vaccines are being developed as quickly as possible, routine

processes and procedures remain in place to [ensure the safety](#) of any vaccine that is authorized or approved for use. Safety is a top priority, and there are many reasons to get vaccinated.

## CAN THE VACCINE MAKE ME SICK WITH COVID-19?

No. None of the COVID-19 vaccines contain the live virus that causes COVID-19 so a COVID-19 vaccine cannot make you sick with COVID-19. Below is a summary of the benefits of COVID-19 vaccination based on what we currently know. CDC will continue to update this page as more data become available.

### The Vaccination will help keep you from getting COVID-19

- All COVID-19 vaccines currently available in the United States have been shown to be highly effective at preventing COVID-19
- All COVID-19 vaccines that are in development are being carefully evaluated in clinical trials and will be authorized or approved only if they make it substantially less likely you'll get COVID-19.
- Based on what we know about vaccines for other diseases and early data from clinical trials, experts believe that getting a COVID-19 vaccine may also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, particularly people at increased risk for severe illness from COVID-19.
- Experts continue to conduct more studies about the effect of COVID-19 vaccination on severity of illness from COVID-19, as well as its ability to keep people from spreading the virus that causes COVID-19.

### The Vaccination is a safer way to help build protection

- COVID-19 can have serious, life-threatening complications, and there is no way to know how COVID-19 will affect you. And if you get sick, you could spread the disease to friends, family, and others around you.
- Clinical trials of all vaccines must first show they are safe and effective before any vaccine can be authorized or approved for use, including COVID-19 vaccines.
- The known and potential benefits of a COVID-19 vaccine must outweigh the known and potential risks of the vaccine for use under what is known as an Emergency Use Authorization (EUA).
- Getting COVID-19 may offer some natural protection, known as immunity. Current evidence suggests that reinfection with the virus that causes COVID-19 is uncommon in the 90 days after initial infection. However, experts don't know for sure how long this protection lasts, and the risk of severe illness and death from COVID-19 far outweighs any benefits of natural immunity.
- COVID-19 vaccination will help protect you by creating an antibody (immune system) response without having to experience sickness.
- Both natural immunity and immunity produced by a vaccine are important parts of COVID-19 disease that experts are trying to learn more about, and CDC will keep the public informed as new evidence becomes available.

### The Vaccination will be an important tool to help stop the pandemic

- Wearing masks and social distancing help reduce your chance of being exposed to the virus or spreading it to others, but these measures are not enough. Vaccines will work with your immune system so it will be ready to fight the virus if you are exposed.
- The combination of getting vaccinated and following CDC's recommendations [to protect yourself and others](#) will offer the best protection from COVID-19.
- Stopping a pandemic requires using all the tools we have available. As experts learn more about how COVID-19 vaccination may help reduce spread of the disease in communities, CDC will continue to update the recommendations to protect communities using the latest science.

## PREVENTION

New information is emerging every day on how the new coronavirus spreads and the best ways to protect against COVID-19. The most effective protections include washing your hands frequently with soap and water and practicing physical distancing, and wearing a mask when physical distancing can't be observed.

### **Clean 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, 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
- Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick. As mandated by the City of Tulsa ordinance, effective July 16, 2020, cover your mouth and nose with a cloth face cover or face shield when around others. The ordinance is in effect until November 30.
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover or face shield when they have to go out in public, for example to the grocery store or to pick up other necessities. 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.
- Continue to keep about 6 feet between yourself and others.

### **What Counts as Close Contact?**

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

### **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.
- Use a household disinfectant. Most common EPA-registered household disinfectants will work.

### **Monitor your Health**

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19, especially important if you are running essential errands, going to class, the office or your workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

## CAN A FACE MASK PREVENT CORONAVIRUS FROM SPREADING?

Face masks help prevent the spread of COVID-19. Because it's possible to have coronavirus without showing symptoms, it is best to wear a face covering even if you think you are healthy. A mask helps contain small droplets that come out of your mouth and/or nose when you talk, sneeze or cough. If you have COVID-19 and are not showing symptoms, a face mask reduces your chance of spreading the infection to others. If you are healthy, a mask may protect you from larger droplets from people around you. Different levels of masks are appropriate for different situations and needs. At Community Care College, Clary Sage College and Oklahoma Technical College we currently require everyone entering our facilities to wear a mask, with the exception of children under 2. We ask that you only bring children to the campuses when you absolutely need to.

# Safety

## CHEI COVID POLICIES & PROCEDURES

The safety of our campus community is paramount. Our daily decisions impact one another's safety and wellbeing. Wearing masks, sanitizing hands frequently, and avoiding touching our faces and eyes all help us not to catch or spread COVID-19. We must also exercise a sense of [personal responsibility](#) and sound judgment as we make decisions about where and when to gather on campus, and when not to gather if we are starting to feel unwell. Additionally, while there is an ongoing spread of the coronavirus in Tulsa County, members of the CHEI Community are required by [Tulsa City ordinance](#) to wear masks while in public places or in other areas where physical distancing is not possible. Additionally, CHEI has adopted the following safety measures and implemented protocols to preserve the health of the community:

- There will be only one entrance into the building at all three campuses
- If you are a guest you will be asked a few health related questions
- All who enter the building must have their temperature taken using a non-contact method
- All who enter the building must have a mask or face covering
- All who enter the building must sanitize their hands
- Social distancing of at least six feet when possible
- Only two individuals on the elevator at a time
- All employees will be required to answer and submit a daily COVID questionnaire at the beginning of each shift
- If you are sick you are required to stay home
- If you are exhibiting any symptoms of COVID while at work or in class you will be sent home

- If you have had close contact with a family member or other individual who is positive, you are to notify your supervisor or instructor immediately
- Wash and sanitize your hands upon entering the campus and throughout the day, refrain from touching your nose and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow.
- Avoid shaking hands
- Employees are asked to Zoom meetings and other appointments when possible

## SAFETY IN THE CLASSROOM

It is the responsibility of our students and faculty to take an active role in ensuring the health of the CHEI community. Students will be asked to clean their workspaces and laboratories and shops after using and before they leave. Faculty will ensure students are cleaning their respective areas.

We encourage everyone to carry personal supplies, including hand sanitizer and wipes. Hand sanitizer stations have been placed throughout campus, but we also encourage each department and campus to provide cleaning supplies to be utilized by staff and faculty.

The Custodians working under the Maintenance Department will disinfect all high traffic areas; however, it is the responsibility of students and faculty to take an active role to practice safety measures in the classroom, lab and workshop. Those attending class in person may have the option to remote into the class on a given day if they are ill. Do not assume a person has the virus just because they are absent from class.

Masks are required in the classroom. Physical distancing will be accommodated through limits on classroom capacity and placement of furniture. Tables and chairs have been spread out with one student to a table in the classroom. To maximize physical distancing in the laboratories and shops, the number of students allowed in lab may rotate to allow a minimum number of students at one time. The instructor will manage any scheduling changes.

All future events, meetings, in services, large gatherings and other campus activities will be evaluated by the President to insure we are minimizing any risk to the students, faculty, staff and public. All large events have been cancelled at this time. Administrative personnel are working on creative ways to provide virtual participation when possible for applicable activities. The President will communicate any announcements involving such events.

Attending a class or classes by video conference periodically throughout the pandemic is also possible if a student is self-isolating due to sickness. No form is required, but students are expected to communicate in advance with their instructor. The opportunity to remote into classes periodically is not to be taken advantage of for the sake of convenience. Students who must self-isolate due to exposure to the virus or who become sick with the virus should remote their courses. All virtual learners are expected to adhere to remote guidelines.

## WAYS TO DEMONSTRATE PERSONAL RESPONSIBILITY ON CAMPUS

- Wash your hands regularly. Also carry hand sanitizer with you and regularly sanitize your hands, especially before and after touching surfaces.

- Wear your face covering while inside and wherever physical distancing is not possible.
- If you are feeling unwell, let others know and take time to get well.
- Do not touch your eyes.
- Be mindful of yourself and your personal space, exercise physical distancing.

#### CHEI CUSTODIANS, PPE, EQUIPMENT AND SUPPLIES

\*Community HigherEd has employed additional housekeeping personnel with clear guidelines on routine cleaning of frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, office equipment, toilets, faucets, sinks, etc.

\*The Maintenance Department has been charged with fogging all classrooms, labs, offices, bathrooms and other areas on campus with sanitizer and or FDA approved disinfectant as needed.

\*Funds have been appropriated for additional Personal Protective Equipment (PPE), cleaning equipment such as foggers, hand sanitizing stations, Plexiglas partitions, signs to indicate a distance of 6 feet, and non-contact thermometers for each campus.

Community HigherEd Institute adheres to all government and public health requirements and will update this plan regularly, based on the latest guidelines as they become available.

Questions or concerns about the requirements contained in the plan should be directed to the President, Dr. Raye Mahlberg and or the HR Director Brenda Knox.

***Community HigherEd Coronavirus Response Plan Last Updated on January 18, 2021***