



COVID-19 Preparedness and Response Plan

Basic Infection Prevention Measures

- All faculty, staff and students will stay home if they covid-19 symptoms and will test negative for covid-19 before returning.
- All faculty, staff and students will quarantine according to CDC guidelines if traveling by plane.
- All faculty, staff and students will quarantine according to CDC guidelines if exposed to covid-19.
- All faculty, staff and students that test positive for covid-19 will follow CDC guidelines regarding returning to work/school.
- 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.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- 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.
- Social distancing – stay at least 6 feet from other people.
- Cover your mouth and nose with a cloth face cover when around others (this will be a requirement of all faculty, staff, and students). Note, the cloth face cover is not meant to be a substitute for social distancing.

- Cleaning and disinfecting frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, chairs, phones, keyboards, toilets, faucets, sinks.

Specific Prevention Measures Taken by Northwestern Tech

- All faculty and staff will be trained in COVID-19 policies established by Northwestern Tech.
- All faculty, staff, and students will be subject to a temperature reading prior to being allowed access to the building. Anyone with a temperature of 100.4 or above will not be allowed entry to the building. In addition, everyone will be questioned about COVID-19 symptoms and any potential exposure to someone with COVID-19 prior to being permitted entry to the building. Anyone who affirms symptoms or exposure will not be permitted entry to the building.
- All faculty, staff, and students will be supplied with washable and disposable masks.
- All faculty, staff and students will be provided with a clear face guard upon request.
- All faculty, staff, and students will be supplied with latex gloves daily (non-latex gloves are also available for those allergic to latex).
- Soap and hot water are available on all floors for hand washing.
- Wall dispensers with hand sanitizer are located throughout the school.
- All faculty and staff desks will be provided with a 48" x 32" sneeze guard made out of plexiglass.
- All faculty and staff will be provided with disinfecting wipes to keep their work area clean and safe.
- All faculty and staff will be provided with a spray bottle of anti-bacterial cleaner and paper towels to keep their work areas clean and safe.
- All offices and classrooms will be set up using the 6 ft social distancing.

- A COVID-19 team will be trained and set in place to keep all faculty, staff, and students safe by monitoring and enforcing social distancing, wearing of masks (gloves optional), and taking of temperatures upon entry to the building.
- The COVID-19 team will be trained in the protocols in place at the school.
- Any possible COVID-19 cases or someone exposed to COVID-19, are to be reported to the student services department.
- Elevators will be limited to a single rider.
- Lab stations will be set to 6 ft. apart according to social distancing standards.
- All offices, classrooms, equipment, and the most frequent touch points throughout the building will be cleaned and sanitized throughout the day by maintenance staff. In addition, all of these areas will be professionally cleaned and sanitized every night after labs are completed.
- Signs reminding everyone of COVID-19 protective measures will be posted throughout the school.
- All faculty and staff are discouraged from using other workers phones, desks, offices, and/or work tools.

Policies and Procedures for Prompt Identification and Isolation of Sick People

Anyone who experiences symptoms, or has been exposed to someone who has tested positive for COVID-19 must seek out a member of the student services department for assistance to report.

If employee or student has a fever, may not enter the premises and must stay home until fever has subsided for at least 3 days. The employee or student will be required to take a covid-19 test to determine length of quarantine.

If employee or student has tested positive for the virus, or has been in close contact (less than 6 feet for greater than 15 minutes) with someone who has tested positive for the virus:

- Leave the premises immediately.
- Quarantine for 14 days and cannot return to work or school until they can provide the results of a negative COVID-19 test.

Workplace Controls

Engineering Controls

- Higher MERV air filters have been installed.
- Constant ventilation and moving of air throughout the building.
- Physical barriers such as heavy plastic curtains and sneeze guards have been installed.

Administrative Controls

- Any faculty, staff, and/or students who are sick must stay home!
- There are to be no face-to-face meetings without the use of facemasks and proper social distancing. No office meetings of more than 2 people.
- All nonessential travel to locations with ongoing COVID-19 outbreaks is discontinued.
- Keeping all faculty, staff, and students up-to-date on any COVID-19 risk factors and protective behaviors.
- Training all faculty, staff, and students on how to use masks, gloves, etc.

Safe Work Practices

- Items which promote personal hygiene such as tissues, no touch trash cans, hand soap, hand-sanitizer containing at least 60% alcohol, and disinfectant wipes will be provided.
- Require hand washing and use of the alcohol-based hand rubs.
- Handwashing signs posted in restrooms.

Personal Protective Equipment (PPE)

- Mandatory masks and gloves.
- Ensure PPE are worn consistently and properly.

Exposure Risk Classification

- Medium
- Implementation of Engineering and Administrative Controls, and Personal Protective Equipment.

Reporting Unsafe Working Conditions

- Any unsafe working conditions identified are to be immediately reported to a COVID-19 team member.

If a Positive Case of COVID-19 is identified

- Any faculty, staff, and students who may have come into contact with the person with a confirmed case of COVID-19 will be notified.
- If necessary, class schedules and/or employee work schedules will be modified to facilitate a deep cleaning and disinfecting of the entire facility.