

# The Institute for Continuing Education | Dental Studies Institute

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Established 1987

## Pandemic Recovery Plan

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Our Policy and Guideline procedure is being implemented and enforced prior to our school's re-opening and resuming in-person programs at The Institute.

Our Policy follows the requirements presented by Governor Murphy's State of New Jersey Executive Order No. 155, dated June 19, 2020.

This policy will expand further on our procedures that will be implemented regarding Academics/Instruction Delivery and Facility Safety and Guidelines.

### Introduction

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The COVID-19 pandemic has disrupted daily life and has caused uncertainty about the future. We plan to re-open our school starting July 6, 2020 and have developed this Pandemic Recovery Plan (PRP) to describe in detail how we will continue to provide high-quality education and experience while ensuring the safety and well-being of our Staff, Students and Instructors. It highlights our adjusted operations to accommodate CDC guidelines of social distancing in response to the ongoing pandemic. The PRP includes a proposal for delivery of our academic curriculum and preparedness plans for other areas. All adjustments regarding social distancing guidelines are being implemented prior to re-opening to ensure stability and safety for our students, instructors and staff members, including specific plans regarding admittance, sanitation and dining here at The Institute. Beyond these plans, the PRP offers guidelines for the development of specific strategies that will be implemented to enhance safety. Communication between our Staff members and Students is critical during this crisis, as The Institute strives to ensure all who come to our facility feels safe, comfortable and is also achieving high-quality education.

### Section I. Academics/Instruction Delivery

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In order for students to return to the Institute with confidence, it is essential that we are to ensure safety while also providing a high-quality learning experience. In order to balance these two priorities, we will be utilizing remote online learning for students who prefer or cannot attend in-person classes when possible. For those students who will be returning to our in-person programs, there will be restrictions and guidelines set with accordance with CDC guidelines, expanded upon in Section II, *Sanitization Procedures*. Students and Instructors will also have the ability to stagger class start time, breaks, and class end times, to minimize crowding in the facility.

During the first class of each program, there will be an Orientation for Students regarding COVID-19 sanitization and social distancing protocols and practices. Our Staff members and Instructors will also be

given training on the appropriate sanitization and social distancing protocols and practices as well as our facility policies and procedures that will be implemented to enhance safety.

Remote Learning for those not able or comfortable to return to in-person programs will be continued and consist of the following. All of the didactic (classroom) lectures will be done via interactive webinar platforms. Students and Instructors must have access to a desktop/laptop or iPad in order to utilize and take part in the remote learning programs. All quizzes, exams and laboratory requirements must be done at The Institute and will be setup on a private basis, and also to accommodate student's schedules. If a student wishes to postpone enrollment due to the pandemic, they must and are encouraged to notify the Director in writing (via email or letter).

Laboratory: All CDC Guidelines and social distancing will be enforced in any laboratory setting. When possible students will have their own equipment. Shared equipment will be sanitized between student use. Class size will be limited during laboratory sessions.

## **Section II. Sanitization Procedures**

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Procedures are being implemented, beginning prior to re-opening, to follow CDC guidelines of disinfecting high touch surfaces, filtered air circulation as well as social distancing guidelines. Staff members will be disinfecting high touch surfaces including, but not limited to, door handles, classroom desks, restrooms, light switches and desktops, which will take place prior to the first class of the day as well as periodically throughout the day. Staff members will be using recommended and approved FDA and EPA disinfectants as well as an approved disinfectant misting spray to cover large areas and classrooms. All key access points throughout the facility such as, facility entrances and classroom entrances will be equipped with hand sanitizer stations. Our staff members will also be cleaning desks and other high touch and classroom surfaces after every class. Class schedules may be modified to accommodate cleaning needs. HEPA filters will be placed in each classroom and near each entrance to enhance safety throughout the facility.

## **Section III. Upon Entry**

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Each individual entering the facility will be required to enter through our front entrance. A temperature sensing station will be positioned at the front facility entrance, required for admittance as well as for self-monitoring, along with a screening form that must be filled out. All staff members will also be required to complete a daily log, which will include their temperature and check for symptoms. After entering through our facility's front entrance, all other doors will be opened to exit out of. With accordance with CDC guidelines, all staff members must have a temperature below 100.0° F to be permitted to work in the facility. If a staff member has a temperature above 100.0° F or begins to show symptoms, they must notify the Director immediately and will be instructed to go home, monitor their symptoms, and speak with their own doctor if need be. All Students, Instructors and visitors must have a temperature below 100.4° F to be permitted into the facility under CDC guidelines. If any Student or visitor has a temperature of 100.4° F or higher, they will not be permitted entry. Staff, students and any visitors are required to self-monitor for symptoms of COVID-19 and encouraged to use our temperature sensing station throughout the day.

#### **Section IV. Face Coverings and Social Distancing Requirements**

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Face masks and coverings are required to be permitted into the facility and must be worn for the duration of the program by each student. This requirement will be enforced if students or staff members are not wearing face coverings properly (covering the mouth and nose). Due to limited availability, we cannot guarantee face coverings can be provided if the student/visitor does not have one, therefore we strongly request each individual to bring their own face coverings. For those who cannot wear face coverings due to medical reasons, reasonable accommodations will be made through our Director with appropriate medical documentation being presented prior to the program start date. Individuals who refuse to wear face coverings and who do not have a valid medical excuse will be referred to the Director for further action and will be asked to leave the facility.

All staff members, students and visitors are required to maintain social distancing throughout the facility, keeping a minimum of 6 feet in distance. Staff members' and students' desks will be arranged to be 6 feet apart from other staff members/students as well as instructors in each classroom. Students are required to sit at the same desk for the duration of the class and encouraged to use our hand sanitizer stations and wash their hands frequently.

#### **Section V. Cafeteria and Lunch Room**

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Our cafeteria and lunch room will be closed. Lunch as well as refreshments in our cafeteria and break room will not be offered to our Students, Instructors, or Staff members. This will be done to reduce crowding and minimize risk of COVID-19 transmission. Each individual is advised to bring their own lunch and refreshments and can eat at their desks or outside of the facility, making sure to adhere to social distancing guidelines.

#### **Section VI. Other Questions or Concerns**

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For any other questions or concerns, Students and Instructors are encouraged and advised to contact the Director or The Institute Staff members. Please see the CDC Guidelines links for any questions regarding New Jersey and CDC requirements.

[CDC Guidelines for Responding to COVID-19](#)

[FAQ Regarding CDC Guidelines](#)

[Governor Murphy's State of New Jersey Executive Order No. 155](#)