

The logo for Advanced Technology Institute (ATI) consists of the letters 'ATI' in a bold, blue, sans-serif font.

Advanced Technology Institute
Virginia Beach, VA

Campus Readiness Plan for Reopening

July 2020

revised October 2020

This plan has been reviewed by the State Council of Higher Education and has been found to be compliant in containing the required components of the 'Higher Education Reopening Guidance' which was developed in consultation with the Virginia Department of Health.

COVID-19 Response Coordinators

- ▶ Formed in March 2020
- ▶ Led by President and Vice President
- ▶ Informed by CDC, Department of Education, Commonwealth of Virginia, and other state guidelines

Goals

- ▶ Ensure safety of faculty, staff and students
- ▶ Mitigate anxiety of returning to campus for work, school
- ▶ Continue to offer classes in remote synchronous and online formats as needed
- ▶ Bring in staff - Scheduling to maintain social distancing/gathering limitations by
 - ▶ Continuing mix of on-campus and telework
 - ▶ Staggering arrivals/departures
 - ▶ Reconfiguring work stations
- ▶ Bring in faculty and students
 - ▶ Maintain social distancing/gathering limitations
 - ▶ Provide classroom and technology resources as needed

Preparing the Building

- ▶ Cleaning plan
 - ▶ Clean and disinfect all workspace areas prior to opening
 - ▶ Maintain enhanced cleaning and disinfecting practices
 - ▶ Establish stringent cleaning protocols for shared spaces- labs, classrooms, rest rooms
- ▶ Building infrastructure check
 - ▶ HVAC - increase ventilation rates
 - ▶ Verify routine maintenance on mechanical systems up-to-date
 - ▶ Verify safety inspections up-to-date
- ▶ Reduce touch points
 - ▶ Touchless ingress/egress- prop open doors where feasible (do not violate fire codes)
 - ▶ Remove high shared touch tools - whiteboard markers, remotes, etc.
 - ▶ Disable vending machines - signage
 - ▶ Signage to use elbows, tissues, paper towels in other high touch areas has been ordered

Preparing the Building (cont.)

- ▶ Social distancing plan
 - ▶ Redesign work space, classrooms or schedule to ensure 6 feet between work stations or desks
 - ▶ Reduce capacity of shared spaces (remove seating)
 - ▶ Limit the number of people in any one room to ensure adequate physical distancing
 - ▶ Control the direction of foot traffic in main circulation areas (lobbies)
 - ▶ Install barriers such as Plexiglas shields for reception areas
 - ▶ Close common areas - conference rooms, break rooms
 - ▶ Meetings continue via Zoom, Teams
 - ▶ Employees leave campus for lunch, order take-out or bring non-perishable lunches
 - ▶ Vendor/delivery protocols
 - ▶ Designated space/monitored entrance to receive goods

Preparing the Building (cont.)

- ▶ Consistent placement of all Purell/sanitizing stations
 - ▶ Entrances & exits
 - ▶ Entering/exiting labs and classrooms
- ▶ Sufficient PPE & plan for inventory replacement
 - ▶ Masks - required in all common areas
 - ▶ Purell/hand sanitizer
 - ▶ Disinfectant for labs and individual workstations
 - ▶ Tissues/paper towels and no touch disposal receptacles for doors that cannot be propped open
- ▶ Post signage to communicate and enforce cleaning and social distancing protocols, use of PPE

Screening Protocol for Faculty, Staff, and Students

- ▶ Single point of access to building- monitored
 - ▶ Or one entrance faculty/staff, one entrance for students
- ▶ Maintain social distancing outside of building while waiting to get in
- ▶ Temperature taken at monitoring station (non-contact infrared forehead thermometer or thermal imaging camera)
- ▶ Faculty and staff coming on campus are surveyed before being authorized to return via link to Microsoft Forms (responses go directly to HR) or upon arrival at monitoring station.
 - ▶ Are you currently experiencing any of the following symptoms?
 - ▶ Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
 - ▶ Have you, or has anyone in your household, had COVID-19?
 - ▶ Were 2 week quarantine protocols observed? If yes, dates.
 - ▶ Have you, or has anyone in your household, had contact with anyone who has or has had COVID-19, or the symptoms associated with COVID-19.
 - ▶ Were 2 week quarantine protocols observed? If yes, dates.
 - ▶ Please enter any comments you wish to add related to your responses above.
 - ▶ Is the information you provided on this form true and correct to the best of your knowledge?

Screening Protocol for Faculty, Staff and Students (cont.)

- ▶ Based on responses, HR notifies Faculty/Staff member if return to work is authorized. Responses treated as PHI.
- ▶ No one allowed in building who
 - ▶ has or has had COVID-19 and has not been quarantined for at least two weeks
 - ▶ has been exposed to COVID-19 and has not completed quarantine protocols
 - ▶ who is symptomatic
 - ▶ who has a temperature of 100.4 or above
- ▶ Masks required in common areas - if entrant does not have, a mask will be provided at monitoring station.
- ▶ Staff Monitors trained on
 - ▶ what constitutes PHI and how to handle PHI - maintaining confidentiality
 - ▶ how to handle a situation where someone is symptomatic, has a temperature or answers yes to any of the screening questions.
 - ▶ always wear mask - frequent wipe down of screening area

Training

- ▶ Faculty, Staff, and Student Training
 - ▶ Information provided on the website, faculty and staff portal, and through the Canvas learning management system (LMS) portal
 - ▶ CDC guidelines, anti-stigma, and vulnerable populations
- ▶ Staff Monitors trained on
 - ▶ what constitutes PHI and how to handle PHI - maintaining confidentiality
 - ▶ how to handle a situation where someone is symptomatic, has a temperature or answers yes to any of the screening questions.
 - ▶ always wearing mask - frequent wipe down of screening area
- ▶ Additional Training for Students
 - ▶ Communication sent regarding campus reopening
 - ▶ COVID-19 prevention: Screening protocols & posted signage communicate and enforce cleaning and social distancing protocols, use of PPE
 - ▶ Cleaning and disinfecting protocols posted

Signage and Floor Marking (*aspects of training*)

- ▶ Reminders & How to guidelines
 - ▶ Wash your hands
 - ▶ Wear a mask in common areas - don't touch your face
 - ▶ Social distancing
- ▶ Informative
 - ▶ Signs directing traffic - floor markings along with directional signs
 - ▶ Protocols for cleaning individual work stations
 - ▶ Protocols for cleaning labs

Communication *(aspect of training)*

In anticipation of more faculty, staff and some students being on campus next week as we enter Phase 1 of our reopening, we want to make you aware of the preparations we have made and what you can expect to see on campus beginning Tuesday 5/12/2020:

- Cleaning protocols have been enhanced to include cleaning and disinfecting common areas, restrooms and high touch surfaces each day. Faculty, staff and students will be required to maintain this cleaning standard by cleaning and disinfecting their personal work stations, classrooms and labs before starting and ending work/class each day.
- Sanitizing stations have been set up near all entry/exit points, elevators, stairwells and other high-touch surface areas. Please remember to wash your hands and use hand sanitizer frequently throughout the day. No hand shaking or other physical contact.
- Face Coverings/Masks (see attached) should be worn in all common areas- if you do not have a face covering/mask, one will be provided for you.
- Signage and floor markings will be visible throughout the campus to remind everyone of proper preventative measures and social distancing protocols.
- Faculty, staff and students will enter the building through designated entrances. All other entrances and exits will be locked.
- Faculty, staff and students will have their temperature taken when they enter the building- if your temperature is above 100.4 you will be asked to go home and follow the self-quarantine protocol provided by Human Resources.
- Faculty, staff and students will complete a confidential health assessment prior to returning to work/school. The link to the confidential health assessment is here. (Links to an external site.) Please take a few minutes to complete it now. Information you provide goes directly to Human Resources.
- We are limiting the number of visitors to the campus. Vendors/food delivery will have a designated drop off and pick up area outside of the building. Keep in mind, common break rooms and vending machines will not be accessible during this initial return period. Please plan your meals accordingly.

We want to assure you that while COVID-19 has changed the way we operate, in re-opening our campuses the health and safety of our faculty, staff and students is our highest priority. ATI is complying with all CDC and OSHA guidelines, as well as federal, state and local orders and directives regarding resumption of campus operations.

As we navigate these uncertain times, it is important to have patience and remember we are all in this together. This situation is fluid and subject to change- while we all want to get back to normal, it is important for the health and safety of our faculty, staff and students that we observe these new protocols and most importantly, that no one comes to work or school if they have had or been exposed to COVID 19 and not completed quarantine protocols, or if they are sick, have a fever or are exhibiting any symptoms of COVID-19.

Lastly, we don't want anyone returning to school if they or a family member are in a high-risk category and are uncomfortable returning to work at this time.

Thank You

Lab/Testing Protocols

▶ Scheduling

- ▶ Program Directors to schedule student shop times to assure that adequate physical distancing is maintained. Sufficient time to be provided to allow one group to leave before the next arrives. Schedule available to students on Canvas Learning Management System (LMS).
- ▶ Faculty will ensure that the number of people assembled in their room at any given time is appropriate to ensure adequate physical distancing.

▶ Cleaning & Disinfecting Protocols

- ▶ Faculty to disinfect with 70% or higher alcohol based solution workspace including monitor, keyboard, chair, and any tools or equipment used prior to first student. Student to disinfect workspace, including monitor, keyboard, chair, and any tools or equipment used upon completion of lab.
- ▶ Cleaning and disinfecting protocols to be posted in each lab.

Lab/Testing Protocols (cont.)

▶ Testing Procedure

- ▶ Student testing space organized with alternate desks in checkerboard pattern ensuring that each workspace is a minimum of 6 feet apart. Monitors and keyboards removed for computers not being used.
- ▶ Cloth chairs replaced with washable chairs.

▶ Laboratory Procedure

- ▶ Laboratory doors remain open, lights on.
- ▶ Laboratory workstations situated no less than 6 feet apart to accommodate 2 people (faculty and student) a minimum of 6 feet apart.
- ▶ Floor taped to indicate stations, safe distancing and traffic flow.
- ▶ Supplies available in each classroom. Faculty to resupply for each individual use.

Necessary Supplies

- ▶ Sneeze guards/Plexiglas shields ordered for transaction desks
- ▶ Floor tape
- ▶ Cleaning and disinfecting supplies
- ▶ Hand sanitizer
- ▶ Hand sanitizing stations
- ▶ Tissue & paper towels and no touch disposal receptacles for high touch areas
- ▶ Masks
- ▶ Infrared forehead thermometers or thermal imaging camera
- ▶ Chair covers for cloth chairs if not enough vinyl/washable chairs

Additional Information

- ▶ Virginia Department of Health <https://www.vdh.virginia.gov/> (interactive map connects to local health departments)
- ▶ President and Vice President contact local health departments as necessary
- ▶ Testing information available on VDH and local health department web sites
- ▶ Virginia Beach Health Department 757-683-2745

Additional Information

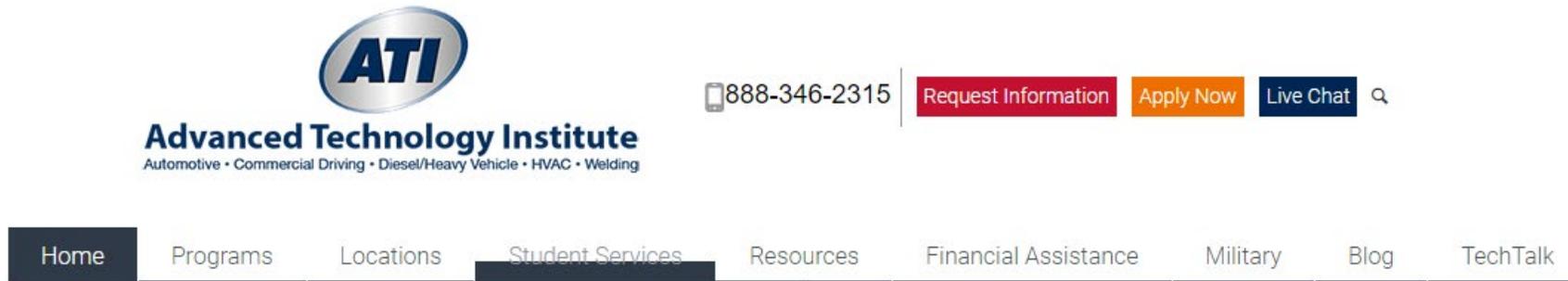
- ▶ In case of outbreaks that require campus closure, resume 100% remote synchronous classes, virtual laboratories, and telework if necessary; partial campus closure includes limiting access for faculty, staff, and students to certain areas (e.g., labs)
- ▶ Communicate with students through email and Canvas Learning Management System (LMS) portal
- ▶ Communicate with faculty and staff through Microsoft Teams, Zoom meetings, and email
- ▶ All non-discrimination policies, which include anti-stigma, remain in effect and are outlined in the publicly posted school Catalog
- ▶ At this time, the school has not implemented campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods
- ▶ At this time, the school is not partnering with VDH for contact tracing, nor does the school have formal partnerships with health care system to assure care
- ▶ Large in-person events (e.g., graduation ceremonies) have been postponed or planned as virtual

Consideration of Vulnerable Individuals

- ▶ COVID-19 policies and procedures apply to all students, including international students and vulnerable individuals.
- ▶ Faculty and staff who are at higher risk for severe illness (e.g., persons 65 years or older or those with underlying health conditions) may have the option to telework, depending on the nature of their work.
- ▶ Faculty and staff who have tested positive, or who have been exposed and are awaiting test results, can transition to telework, if that is available.
- ▶ The school has implemented a COVID-19 Leave Policy, which provides for a set amount of paid leave for full-time faculty and staff if they are unable to work because they are quarantined (based on advice of a health care provider) due to a COVID-19 diagnosis or symptoms.
- ▶ Students at higher risk may continue to participate in remote synchronous or online classes, as available.
- ▶ If necessary, faculty, staff, and students are responsible for quarantining and isolating.
- ▶ Links to CDC resources and information provided on school website

Additional Information

- ▶ ATI web site: <https://auto.edu/>



WE'RE OPEN
And Teaching Live Online

Virtual Classrooms with Live Online Instruction

- ✓ Live instructor led classes
- ✓ Real time feedback
- ✓ In class with other students
- ✓ Structured delivery to keep you engaged and focused

The banner features a blue background on the left with a close-up image of an engine. On the right, there is an orange background. A white icon of a laptop with a headset and a speech bubble is positioned between the text sections.

Please visit [cdc.gov](https://www.cdc.gov) for more information. | View ATI [Campus Readiness Plan](#).
[People Who Need to Take Extra Precautions](#) | [Reducing Stigma](#)