




JUNE 30, 2020

*Best Care College's Restart Plan*  
*Relative to COVID 19*

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East Orange , New Jersey  
07018



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## **Summary**

This Plan has been developed to describe the four steps in Best Care College's Restart Plan to bring present students back into the College. The plan begins step 1: With Preparation of the College, Screening and testing for COVID-19; Education of those returning to the College, employees and visitors regarding COVID- 19 pandemic and the infection control procedures which will be instituted by the College. During step 2 there will be mandated requirements for the use of face masks, social distancing and proper hygiene for the return of the students for academic testing and use of the skill laboratories. During step 3, progressing to full return of the students. During step 4 admittance of new cohorts.

During the reopening process, the College will continually review updated information from Center for Disease Control (CDC) , Department of Labor (DOL), East Orange DOH, EPA, Executive Orders from Governor Murphy, NJDOH, OSHA, OSHE and accreditation bodies (etc.). In addition, as each step ensues monitoring, evaluation, screening and testing will take place and procedures will be reviewed and revised as needed to help protect students, employees and all visitors from COVID-19 as the College reopens.

## STEP 1: PREPARATION AND TRAINING

The first step includes preparation, making sure that the college is thoroughly cleaned and disinfected prior to the reopening. In addition, this step includes training. All students, faculty, staff, and administration will be educated regarding measures to prevent the spread of COVID-19 while at the College. To do so the following actions will be implemented:

### A. CLEANING AND DISINFECTION

To clean and disinfect the College and kill the COVID 19 virus requires the correct cleaning agents, training, and protection for the cleaning staff. The plan includes:

1. TRAINING OF CLEANING STAFF: This training includes safety, cleaning procedures, and special measures if someone is ill.
  - a. SAFETY: Persons who are cleaning must remember that the approved cleaning products are for cleaning surfaces and not to be used on skin. Gloves, gowns, and/or plastic aprons may be used to protect clothing and skin. In addition, if there is risk of splashing or spraying near eyes, eye protection is required. Therefore the cleaning personnel should wear aprons, goggles, gowns, and/or gloves and as needed.

Cleaning persons using the disinfectants must also comply with the label instructions regarding the right dilution, right surface to clean, proper storage, and any warnings about protecting skin, eyes, etc. Cleaning persons should also avoid mixing different cleaners and have adequate ventilation pursuant to the label instructions.
  - b. CLEANING PROCEDURES: Training relative to cleaning will be based on the CDC's *6 Steps for Safe and Effective Disinfectant Use*. Posters will be displayed where cleaning supplies are maintained. Cleaning staff will also be trained relative to initial, ongoing, and special measures if someone is ill. (A copy of the above poster is in the Appendix).

### CLEANING PROCEDURES

Initial Cleaning will include:

REMOVAL OF SOFT POROUS MATERIALS: Soft and porous materials, such as area rugs and seating, will be stored since these materials are difficult to clean and disinfect.

TOTAL SURFACE CLEANING AND DISINFECTION: Soap (or mild detergent) and water is used to remove dirt and contaminants, followed by disinfection of these surfaces using products from the EPA list of disinfectant products for COVID 19. The list of approved EPA cleansing agents is found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

This includes (but is not limited to) tile floors, tile walls and metal stalls in bathrooms, desks, tables, framed pictures, windows, blinds, carts, etc. *In addition, appropriate cleansing products must be used for electronics, microscopes mannequins, and simulators.*

To clean electronics, the manufacturer's instructions should be followed. However, if there are no instructions the CDC states: "use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly." (Cleaning mannequins and simulators is addressed later in this report.)

**After the Initial Preparatory Cleaning,** the cleaning staff will provide ongoing cleaning and disinfection of the College which will include:

TERMINATION CLEANING AFTER DAY AND EVENING SESSIONS: Will include pre cleaning and disinfection of all areas used and vacuuming of any rugs with a high-efficiency (HEPA) filter vacuum when the rooms are not in use.

ONGOING DISINFECTION: Throughout the day and evening while the college building is in use disinfection of frequently touched surfaces: doorknobs, door handles, light switches, countertops, tables, cabinet handles, keyboards, touch screens, microphones, phones, desks, faucets, toilets, locks on toilet stall doors etc. will be take place. Bathrooms will have ongoing cleaning after meal and break times.

**Special Measures If Someone Is Ill:** Cleaning instructions from the CDC will be followed. These instructions are at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> and presented below:

**Cleaning and disinfecting your building or facility if someone is sick (CDC)**

- Close off areas used by the person who is sick. (This may require the college to close)
- Open outside doors and windows to increase air circulation in the area.

- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- Vacuum the space if needed. Use vacuum equipped with (HEPA) filter, if available.
  - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
  - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy work environment. (CDC)

## **B. VENTILATION .**

The College has had its' HVAC Units evaluated and serviced as needed in preparation for the return of students by Braham Services. The College also has the advantage of opening screened windows to provide fresh air into the building.

After the initial evaluation and servicing of the HVAC units and when the College is occupied checks of the HVAC system will be done by September 1, 2020 to ensure operating efficiency as recommended by the CDC to help maintain appropriate indoor temperature, humidity, and air exchange. Research has shown that cognitive function declines when room temperature is too high. Thereupon the temperature will be maintained at 70 to 75 degrees Fahrenheit. (<https://www.scientificamerican.com/article/warm-weather-makes-it-hard-to-think-aight/#:~:text=People%20tend%20to%20be%20most%20comfortable%20at%20around,the%20researchers%20found%20remarkable%20differences%20in%20cognitive%20functioning.>) In addition, humidity will be kept between 30-60%.

## **C. TRAINING**

Students, faculty, staff, and administration will be provided with current information regarding what is presently known about COVID =19 and infection control measures.

1. COVID 19 –WHAT IS KNOWN-CURRENT INFORMATION:

- a. Students, nursing faculty and nurse administrators are to complete the following free series of courses on COVID 19 provided by the National Council of State Boards of Nursing (NCSBN). Proof of completion is required for the following courses: "COVID-19: Epidemiology, Modes of Transmission and Protecting Yourself with PPE," "COVID-19: Nursing Care," "COVID-19: Basic Law and Ethics for Nurses during COVID-19" and "COVID-19: Credible Information, Hoaxes and the Media."  
<https://www.ncsbn.org/14712.htm>
  - b. In-service education will be provided to non-nursing faculty, administrators, staff, students, and nursing faculty via ZOOM.
2. **Infection Control Measures:** Instruction will be provided regarding hand hygiene, face coverings, social distancing, attire, and when not to come to the College. In addition, students will be informed about the procedures that will be implemented at the College inclusive of screenings, desk assignments, breaks, meals, and staggering of classes. (Described later in this booklet).
- a. **HAND HYGIENE** methods recommended by the CDC are as follows: The CDC recommends using alcohol-based hand rub (ABHR) with greater than 60% ethanol or 70% isopropanol in healthcare settings. Methanol should not be used. Unless hands are visibly soiled, an ABHR is preferred over soap and water in most clinical situations due to evidence of better compliance compared to soap and water. Hand rubs are generally less irritating to hands and are effective in the absence of a sink. Hands, however, should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html> Alcohol based hand hygiene products will be available at the front entrance, in hallways and outside of classrooms and laboratories.
  - b. **FACE COVERINGS:** Since COVID-19 can be spread by respiratory droplets when one sneezes, coughs, sings or talks, all students, faculty, staff, administration and visitors are required to wear cloth face coverings while in the College or on its property. The surgical procedural ear-loop masks must be worn to protect others from respiratory droplets. These surgical mask coverings must completely cover the person's mouth and nose. Posters from the CDC will be displayed at the College regarding "How to safely

wear and take off a cloth face covering” and “Face masks do’s and don’ts”(A copy of the poster is in the Appendix).

- i. The CDC also provides instructions regarding wearing a face covering to protect others and how to wash the face covering, which are provided below:

**Wear your Face Covering Correctly**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

**Use the Face Covering to Protect Others**

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- **Don’t** put the covering around your neck or up on your forehead
- **Don’t** touch the face covering, and, if you do, wash your hands

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

**Care of Face Coverings**

Cloth face coverings should be washed after each use. How to clean them:

**Washing machine**

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

**Washing by hand**

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.

**Drying the cloth face covering:**

- Dryer--Use the highest heat setting and leave in the dryer until completely dry.
- Air Dry--Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>



c. SOCIAL DISTANCING (Physical Distancing): The CDC recommends that people avoid close contact to help prevent the spread of COVID-19. It is recommended that students, faculty, staff, and administration distance themselves from other people by at least *6 feet*. Students, faculty, staff, visitors and administration will be instructed regarding social distancing and not to congregate together anywhere inside the college (classes, labs, restrooms, student service offices, etc.). Tape and symbols will be used to mark distances of six feet for lines and placement of desks. During the COVID 19 pandemic all persons at the College must follow social/physical distancing rules regarding no congregating anywhere in the College.

1. No congregating in bathrooms will be allowed. Only one person at a time may enter the bathroom and others may line up 6 feet apart outside the door.
2. No congregating is allowed in the communal lunchroom during meals and other breaks. Chairs and tables will be removed.
3. Classrooms will be arranged for social distancing with desks set 6 feet apart and laboratories will have smaller numbers of students to maintain social distancing. Students may not move their desks (or tape markings) to be closer to other students and are to only use their assigned desk.
4. Assigned staff members will walk through the college to maintain compliance with social distancing.

d. ATTIRE: Students are to wear freshly laundered scrub suits to the College. Students may not wear uniforms or scrub suits that were wore to their jobs (especially settings where they provided patient care). The are also to wear a surgical procedural face mask that was not worn prior to coming to the college.

e. WHEN SHOULD I NOT COME TO THE COLLEGE? Students, faculty, staff and administration should not come to the College if they are experiencing any signs or symptoms that may be associated with COVID 19 or if they have had recent travel to countries or states on the quarantine list; and individuals with COVID-19 exposure. Presently, the CDC recommends that all nonessential travel should be avoided. Students are to contact the College and let a representative know that they will be absent.

Posters will be displayed with the signs and symptoms of COVID 19. Students, faculty, staff, visitors and administration are to monitor their health to determine if they have any COVID 19 symptoms.

The CDC reports that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus** The CDC reports people with the symptoms below may have COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If students, faculty, visitors and administration have any of the symptoms listed below, they will be asked not to report to the College. They will be asked to contact their health care provider and to notify the College that you will be absent and medical clearance upon return. CDC identified signs and symptoms include:

- 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
- Chest pain

(This list does not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19)

**STEP 2: Screening and Limited opening of the College for  
Testing/Examinations, Simulations/Nursing Skills Practice, and Science Labs.**

**Step 2:** Preparation and Training, Best Care College will include: COVID 19 screenings, infection control, and limited return of students and faculty for “in College” Testing/Examinations, “in College” Simulation/Nursing Laboratory Skills Practice and Testing, and “in College” Science Laboratory.

**A. Health Screenings:** Before students, faculty, staff, administration, and visitors may enter the College they are to line up 6 feet apart with surgical procedural face masks on, by the entrance canopy tent for screening using the *COVID 19 Screening Form and temperature checks*. The screening includes an assessment of the person’s temperature and questions regarding:

1. Signs and symptoms of COVID 19
2. Exposure—If the person had close contact with someone who is positive for COVID 19 during the last 14 days
3. Travel—If the person travelled out of country or to States requiring mandated quarantine during the last 14 days
4. Testing---If the person has recently had a COVID 19 test that was positive or is waiting for the results of the test.

If any faculty, student, staff member, administrator, or visitor has positive screening results they will **not** be allowed to enter the Best Care College facility and will be referred to their primary care provider, hospital, or clinic for further evaluation and treatment as appropriate. In addition, the East Orange Board of Health, Health Officer, will be notified regarding the positive COVID 19 symptoms. The screening and surveillance process will be done each day that a students, faculty, staff, administrators, or visitors come to the College. A copy of the screening tool will be placed in the student’s health record. (See the Appendix II for the Screening Tool.)

Infection control will include the measures as described in Step 1 above (hand hygiene, social/physical distancing, and surgical procedural face-masks.) Hand sanitizers will be placed at the entrance of the facility and at the entrance of each classroom and lab. Frequent hand hygiene to reduce infection transmission will be encouraged by all who enter the Best Care College campus. Additional personal protective equipment as required for the laboratories is described below:

**C. Limited Opening of The College and Return of Students:** Limited return of students and faculty, will begin for “in College” Testing/Examinations, “in College” Simulation/Nursing Lab Skills Practice and Testing, and “in College” Science Laboratory. Screening as described above will be done prior to entrance into the College and infection control measures will be required (social distancing, cloth face coverings, hand hygiene). In addition, to help prevent spread of COVID 19 students will have assigned desks. Each desk will have a number and students will be assigned to a numbered desk for only their use when they are at the College. Other procedures for limited return of students related to “in college” testing/exams and use of the nursing and science labs and for meals and breaks is presented below:

1. **IN COLLEGE TESTS AND EXAMINATIONS:** Prior to reopening of the College proctored examinations were conducted on the students’ computers in their homes. Some students had difficulty preventing interruptions by children and family or had computer or WiFi problems making this a less desirable method for testing, yet safe for preventing the spread of COVID 19. During Step 2 the students will take examinations at the College, with their classmates (6 feet apart) without family distractions and with Information Technology assistance present for computer concerns. There will be the following precautions in place for “in College” Testing/Examinations
  - a. COVID 19 screening will be done prior to entrance into the College.
  - b. Students will be required to use hand hygiene, wear a cloth face covering, and practice social distancing.
  - c. Students will be assigned a desk, and all desks will be at least 6 feet apart.
  - d. Only one cohort of students will be scheduled to come into the College at a time for testing. To keep the number of persons in the college low.
  - e. Exams may be given on a College computer, which has undergone appropriate disinfection, the student’s own computer, or on occasion via pencil and paper.
  - f. There will be a minimum of two proctors present during the exams since the students will be 6 or more feet apart.
  - g. Students who feel well enough to take the exam but were unable to come into the College because of positive screening may confer with their instructor regarding taking a proctored exam at home, or if appropriate taking a makeup exam at a later date when they are able to return to the college.

2. IN COLLEGE SIMULATION/ NURSING LAB SKILLS PRACTICE AND TESTING will resume during Step 2 with the following requirements:

- a. Students must be screened prior to entering the College.
- b. Students must use hand hygiene, wear a cloth face covering (or specific PPE during a skill), and practice social distancing.
- c. Small groups 10- 12 (or less) students will be assigned to Simulation/ Nursing Lab to learn and practice nursing skills.
- d. Measures will be taken to simulate the PPE (gloves, gowns, masks, goggles) that would be worn when working in clinical settings providing care to patients.
- e. Clear plastic shower curtains will be between the beds where faculty will demonstrate the skills and students will practice skills individually
- f. Students will remain 6 feet away and apart to observe procedures.
- g. For testing the Instructor will remain behind the plastic curtain as the student performs the skills required for testing. In addition an opaque curtain will be used for privacy during testing.
- h. Simulation/Nursing Lab Linens will be removed and sent for laundering, and the simulators should be washed according to manufacturer instructions. Instructions from this website are provided below: (<https://www.simghosts.org/News/28302/Medical-Simulation-Equipment-Cleaning-Protocols>)
  - i. NOELLE Simulator: The simulator should be cleaned with a cloth dampened with diluted liquid dish washing soap. Remove all traces of any lubricant. Dry thoroughly. Do not clean with harsh abrasives. Do not use povidone iodine. The simulator is “splash-proof” but not waterproof. Do not submerge or allow water to enter the interior of the simulator.
  - ii. SimMan “Never perform mouth-to-mouth or mouth-to-nose rescue breathing on the Patient Simulator. The simulator’s airways are not designed for cleaning or disinfection.” Clean the outside of the Patient Simulator with “manikin wipes”
  - iii. Hard plastic mannequins may be cleaned with soap and water and disinfected with 70 - 90 % Ethanol solution

3. IN COLLEGE SCIENCE LABS: During Step 2 if a virtual lab is not feasible the instructor may bring a group of 6 students into the lab to observe and/or conduct specific scientific experiments or

demonstrations. Students will be assigned times when they are to be in the lab. (Those who are not inside the lab may be in the classroom at their desks 6 feet apart to maintain social distancing and receive a laboratory related assignment to complete while waiting for their turn to go into the lab.)

- a. Students must be screened prior to entering the college.
- b. Students will be required to use hand hygiene, wear a cloth face covering, practice social distancing while in the classroom and the lab.
- c. Depending on the lab procedures students may also be required to wear gloves, paper gowns/ plastic aprons, goggles etc.
- d. Students will remain 6 feet away and apart to observe procedures. Therefore, no more than 6 students may be in the lab at a time and the lab tables, equipment, and microscopes if used must be cleaned and disinfected prior to the next group of students entering the lab.
- e. Laboratory testing will be scheduled on an individual basis by appointment.
- f. After use, the lab and all equipment are to be thoroughly cleaned and disinfected and disposables discarded.
- g. Microscope cleaning Protocol is found at <https://www.leica-microsystems.com/science-lab/how-to-sanitize-a-microscope/>

4. MEALS AND BREAKS: To maintain social distancing meals and breaks will require modifications because of COVID 19.

1. The communal lunchroom will be closed to prevent congregation of students which would violate social distance requirements. It may only be used by one or two students who have documented food allergies and cannot be in the classroom where other students are eating. Vending machines, microwaves, and the coffee pot are not to be used in the lunchroom.
2. During the pandemic students are to bring their own nonalcoholic beverages (water, juice, seltzer, etc.) and snacks. Evening students should have their meal prior to coming to the College. Day students may bring a meal in a lunch box with a cold pack to keep food from spoiling. As previously noted there will be no microwave, coffee pot or vending machine usage at the College.
3. Meals or snacks may be eaten at the assigned desk remaining 6 feet away from others. Students may not touch or hand food to other students and are to use hand hygiene before and after meals.

4. During breaks and mealtime, students, one at a time may go into the restrooms. Those waiting must remain 6 feet apart. Hand hygiene is required.
5. During the pandemic there will be no birthday parties or other parties in the communal lunchroom or classrooms to help prevent spread of infection.

**STEP 3: Resumption of classes (for students already in a program) at Best Care College**

Step 3 will begin on September 7, 2020 with current students.

After steps 1 and 2 are monitored, evaluated and if necessary revised, classes will resume in the college for students who are already in a program at the College. This will require COVID 19 screenings, infection control procedures, and additional cleaning and disinfection along with classroom scheduling, and staggering times the classes start, end, meals and breaks. Plans for desk assignment, meals and breaks were discussed above.

- A. Resumption of classes for students already in a program will include planning for the Practical Nursing Program and for the Associate of Science in Registered Nursing (LPN to RN) Program. Presently the Practical Nursing Program has two groups of day division students, while the LPN to RN program has one group of students in the evening program. The College also has two floors for class assignment. The plans for future resumption of these classes at the College are:
  - 1. Assignment of the first floor to the LPN to RN evening students. The first floor has the science lab which is used by the LPN to RN students and the largest classroom which is enclosed by sliding doors which can be opened to expand the classroom to accommodate the present number of students at 6 feet or more apart. Because students will be widespread, audio equipment with microphone and speakers will be used (with appropriate cleaning before, and after use) so students are able to listen to lectures, presentations, and videos. The students are to arrive between 5 pm- 5:30 pm to be screened outside (Screening canopy tent) prior to entering the College. Once in the College they are to follow the infection control measures as described above (hand hygiene, cloth face covering, social/physical distancing). Class will start promptly at 5:30 pm.
  - 2. The day division practical nursing students will be assigned to both floors of the College and start times will be staggered.
    - a. The practical nursing class (Level 3) will be assigned to the first floor to provide adequate room for arrangement of desks for physical distancing. These students will be screened between 8 am and 8:30 am and class will begin promptly at 8:30 am and classes for this group will end at 2 pm providing sufficient time for cleaning and disinfecting of classrooms, desks, frequently touched areas and AV equipment prior to use by the LPN to RN evening students.
    - b. The other practical nursing class (Level 2) will be assigned to the second floor for adequate physical distancing of 6 feet or more. These students will be screened



between 8:30 and 9 am prior to entering the college and will go directly to the second floor for class, which will start promptly at 9 am and end at 3 pm.

3. All day division students are to leave the College prior to the arrival of the evening LPN to RN students.
  4. Library resources, tutoring, class, and faculty meetings, faculty student conferencing will remain online as the pandemic continues to maintain social distancing and prevent overlapping of the day and evening students.
  5. The first and second floors of the College will be cleaned and disinfected via the following schedule
    - a. First floor will be cleaned and disinfected after use by the day Level 3 practical nursing class (between 2:30 to 4:30 pm) prior to use by the evening LPN to RN students.
    - b. Second floor will be cleaned and disinfected after use by day Level 2 practical nursing students after the first floor, cleaning and disinfecting is completed.
    - c. First floor will again be cleaned and disinfected (including the science lab) after use by the LPN to RN evening students when class ends in the evening.
  6. To also prevent possible spread of COVID 19 students will have a desk assignment. Each desk will have a number on it assigned to a student which will be used only by the student assigned to that desk when they are at the College.
- B. Meals and breaks will be staggered to correspond to the start and end times of classes when more than one group of students is in the College.

#### **STEP 4: Expansion and admittance of new students**

Step 4 will begin September 25, 2020 with a new class of LPN

##### **A. Practical Nursing Program:**

After monitoring and evaluation of Steps 1, 2, and 3 with revisions as needed the College will make plans for starting another practical nursing class. Plans include accepting applications, doing online interviews, and bringing up to four students at a time into the College for preadmission testing after appropriate screening of the applicants, and cleaning and disinfection of the Computer Testing Lab. The applicants would have to wear cloth face coverings, do hand hygiene, and social distancing of at least 6 feet. After a class of at least 24 practical nursing applicants are accepted, orientation would be provided, and the practical nursing program would start in the evening on the second floor with the Steps 1-3 above in place. This cohort would have screening between 4:30 and 5 pm with classes starting promptly at 5 pm as not to interfere with screening of the present LPN to RN student who use the first floor of the college in the evening.

**B. Associate of Science in Registered Nursing (LPN to RN) Program:** The LPN to RN program had been recruiting and accepting applications prior to COVID 19. Online interviews will be conducted and up to 4 students at a time will be scheduled for screening and preadmission testing. Students will be required to follow infection control procedure (hand hygiene, cloth face cover, social /physical distancing) and the computer lab will have appropriate cleaning and disinfection. Orientation and tutoring will be provided online or at the College with infection control procedures in place. This LPN to RN program plans to start a new cohort Fall 2020. Property neighboring the College will be leased expanding Best Care College's campus so that there is adequate space for social (physical) distancing and growth of the Associate of Science in Registered Nursing (LPN to RN) Program.

### **Disciplinary Action**

It is the expectation of Best Care College that all students, faculty, staff, and administration will provide true and honest answers during the COVID 19 Screening and follow the College's infection control procedures.

Providing false information during the COVID 19 screening process or failure to follow infection control procedures will be reported to the Director of Education.

- For students, the result for the behaviors described above may be disciplinary action up to and including dismissal from the College as decided by the Academic Affairs Committee.
- For employees (faculty, staff, and administration) the result for the behaviors described above may be a written warning up to being dismissed from the job position as determined by the College Director/CEO and Director of Education.

Visitors who refuse to complete COVID 19 screening will not be admitted to the College and will be asked to leave if not following appropriate infection control measures.

## **Appendices**

- I. CDC Posters to be displayed
  - Six Steps for Effective Disinfection Use
  - Guidance for Cleaning and Disinfection
  - How to wear and safely take of a cloth face covering
  - Stop the Spread of Germs
  - Symptoms of Coronavirus (COVID 19)
  
- II. COVID 19 Screening Tool
  
- III. Websites for Ongoing Review and Resources

## 6 Steps for Safe & Effective Disinfectant Use



### Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



### Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

### Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



### Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

### Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



### Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**

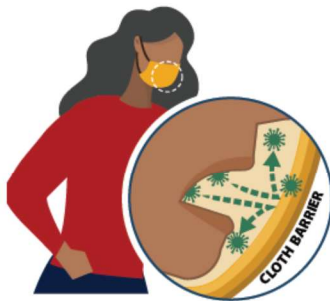
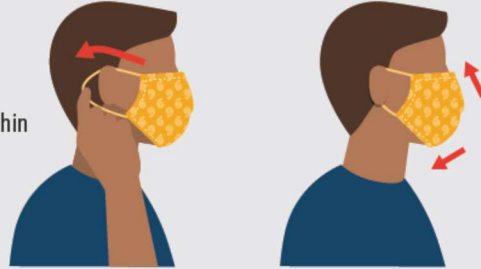


# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

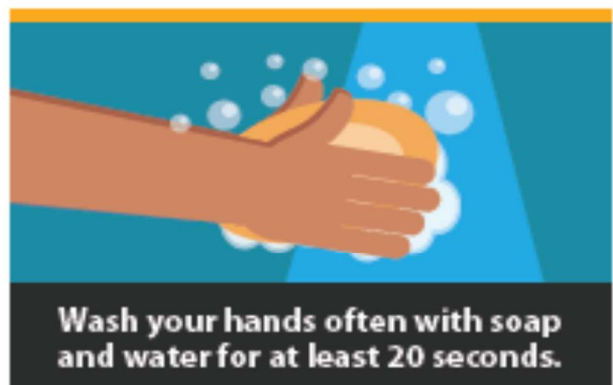
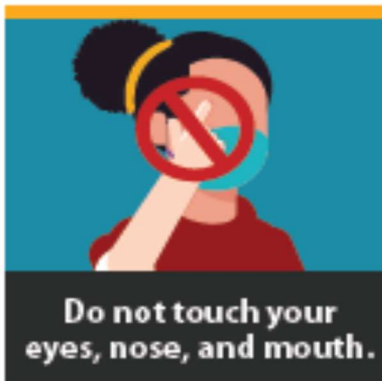
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



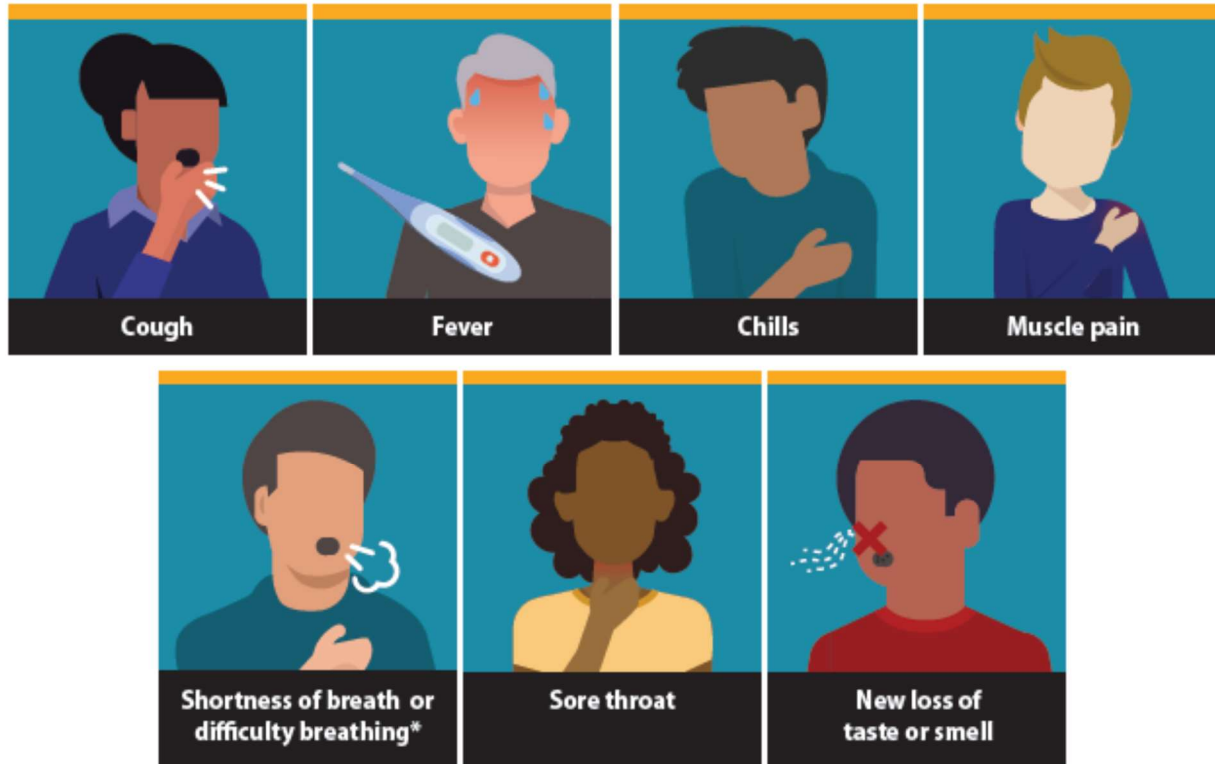
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

2020-04-14 May 13, 2020 10:42 AM



# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

317142-A May 20, 2020 10:44 AM

## APPENDIX II



68 South Harrison Street  
East Orange, New Jersey 07018  
Tel: (973) 673-3900 Fax: (973) 673-3900

### COVID-19 Screening Tool

<b>Name:</b>	<input type="checkbox"/> Student <input type="checkbox"/> Visitor
<b>Date:</b>	<input type="checkbox"/> Faculty/Staff/ Administration
<b>Time:</b>	

In the past 24 hours, have you experienced:

Temperature now: \_\_\_\_\_

Fever or Chills or felt feverish, or temperature more than 100.4° F)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea, Vomiting , Diarrhea	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle pain or body aches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Congestion or runny nose	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are any of the symptoms that you marked yes to, due to a known, non-worsening chronic condition?

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Had a COVID 19 test and it was positive or are waiting for the results?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Travel out of country or to Alabama, Arkansas, Arizona, Florida, North Carolina, South Carolina, Utah, and Texas	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered "yes" to any of the questions above, or your temperature is 100.4° F or higher do not enter Best Care College. **Contact your health care provider.**

Adapted/Modified from Barry Eaton District Health Department

### Appendix III Resources

CDC Considerations of Institutions of Higher Learning: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

CDC COVID 19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Symptoms.pdf>

CDC Guidance for Cleaning and Disinfection: <https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening America Cleaning Disinfection Decision Tool.pdf>

CDC Hand Hygiene: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>

CDC Health Screening: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC How to make a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

CDC How to Protect Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC How to wash a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>

CDC How to wear a cloth face covering: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

CDC Reopening Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

CDC *6 Steps for Safe and Effective Disinfectant Use* is at: <https://www.epa.gov/sites/production/files/2020-04/documents/disinfectants-onepager.pdf>

CDC Stop the Spread of Germs: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

CDC Symptoms of COVID 19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Symptoms Poster <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

East Orange Health and Human Services: Victor Kuteyi, Health Officer 143 New Street  
East Orange, NJ 07017 Phone: 973-266-5480 Fax: 862-930-7776

EPA approved cleaning agents is found at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Executive Order Governor Murphy: <https://nj.gov/infobank/eo/056murphy/pdf/EO-155.pdf>

Health Department Barry-Eaton District Health: <https://www.barryeatonhealth.org/>

NJ Department of Health: [https://www.nj.gov/health/cd/topics/covid2019\\_schools.shtml](https://www.nj.gov/health/cd/topics/covid2019_schools.shtml)

Office of the Secretary of Higher Education: <https://www.state.nj.us/highereducation/>

OSHA Guidance: <https://www.osha.gov/Publications/OSHA3990.pdf>

Protocol Microscope Cleaning: <https://www.leica-microsystems.com/science-lab/how-to-sanitize-a-microscope/>

Protocols Simulator Cleaning (<https://www.simghosts.org/News/28302/Medical-Simulation-Equipment-Cleaning-Protocols>)