



## Caris College COVID-19 Contingency Plan

### Communication

As the status of COVID-19 continues to evolve, Caris College administrators are constantly reviewing and analyzing the situation. We will notify all faculty, staff and students with any updates and/or changes as they arise.

To date, all communication regarding Caris College's COVID-19 Contingency Plan has been sent out electronically to all faculty, staff and students via email, and also posted within the Student/Faculty Portal.

In the event of a sudden campus closure, or change in academic delivery method, all faculty, staff and students will be initially notified through our Emergency Notification System, and follow-up guidance will be sent electronically via email.

### Phase I

*Effective March 17, 2020 [active from 3.17.2020 through 4.6.2020]*

#### On-Campus Instruction

The health, safety and well-being of Caris College's students, faculty and staff has our utmost priority. As the current status of COVID-19 evolves, we are continuing to follow the recommendations from the Centers for Disease Control and Prevention [CDC], Indiana State Department of Health [ISDH] and our regulatory bodies.

In attempts to keep our current students academically on track, and progressing throughout their program as planned we are **not** cancelling scheduled, on-campus course sessions. Most active and upcoming class sessions will continue to meet as planned, on-campus during the regularly scheduled time. All current and active student cohorts consist of 10 or fewer students, keeping class sizes small, and on-campus traffic at a minimum. Due to our small class sizes, we are confident we can remain serving our students with minimal disruptions.

There have been a few deviations made:



## Campus-Wide Initiatives

We ask that anyone with a fever, cough, and/or shortness of breath to avoid coming to campus until cleared by a health care provider. All students should notify their instructor of any absences, especially those related to illness.

Additional procedures and steps have been put in place, including the following:

- On-campus staff has been reduced to a minimum, with a majority of faculty and staff instructed to work from home, when applicable. All students have been advised to reach out to any faculty or staff member directly via phone or email with any questions or concerns and refrain from coming to campus, except to attend class.
  - Currently the Admissions Department, Registrar/Bursar, Financial Aid Department, DMS, MA, VTA and A/CT Program Directors are working remotely. The Campus Director and Director of Education are the only administrators still reporting to campus, outside of applicable faculty members during class sessions.
- Faculty and staff are equipped with online conferencing capabilities to ensure anyone who needs to have a face-to-face meeting with campus personnel, are still able to do so.
- All faculty and staff has been assigned a *Coronavirus Awareness* course within our HR Training platform.
  - Staff and Program Directors must complete the course by Friday, March 20, 2020
    - All Program Directors were instructed to identify a class session ASAP for each cohort of students to replay this course to the students for awareness and educational purposes surrounding COVID-19.
  - Faculty must complete the course by Friday, April 3, 2020
- All visitors and guests scheduled to be on campus have been suspended, and will not resume until Monday, March 30th. The only individuals on campus through March 27th will be active students and necessary faculty and staff members.
- All faculty and staff members were encouraged to offer masks to anyone with an underlying issue, who may be more at-risk to contract COVID-19, and have severe complications.
- We are continuing, as always, to thoroughly clean on a regular and routine basis.
  - While DMS and A/CT students are currently on an academic break, those classrooms and labs were cleaned and disinfected Monday, March 16<sup>th</sup>.
  - All faculty were instructed to wipe down all surface areas, door knobs, laptops/computers and chairs with disinfecting wipes after every class session.
  - All classrooms and common areas have been stocked with hand sanitizer or hand soap.

## Phase II

*Effective April 6, 2020 [in active status]*

Caris College takes pride in providing quality education to the students we serve. While this can most often be achieved by residential learning, we understand that in extreme situations, virtual learning/distance education options should be made available. Such cases include but are not limited to: matters involving campus safety, government mandate, natural disasters, acts of God, etc.

In the event it is deemed necessary to offer remote educational opportunities, the following provisions are enacted to ensure our students continue to receive high quality education in a safe, controlled, learning environment.

### Notification Process

The Student Information System [SIS] serves as Caris College's Emergency Notification System, and is utilized to communicate with faculty, students and staff. In matters related to virtual learning opportunities, Caris College officials will notify students via email and phone to communicate the necessary changes that occur. Among other things, this notification will include effective dates, estimated time frames, etc. Updated communication will take place swiftly as changes occur.

Using Zoom software, Caris College instructors can carry out live classes for synchronous learning. Zoom software is accessible through multiple devices including desktop computers, laptops, tablets, and mobile phones. When possible, implementation and guidance is reviewed with students in the classroom prior to enacting emergency virtual learning provisions. Guidance is also distributed to students electronically, and will be available within the SIS. Students are expected to conference into the class during the scheduled instructional time. Attendance will be tracked via Zoom for all courses during this time.

### Course Instruction

All didactic courses are scheduled to begin April 13<sup>th</sup> through eLearning within the Student/Faculty Portal and Zoom software. Students are projected to return to campus on May 4<sup>th</sup>. Lab courses and externship rotations are scheduled to begin the week of May 4<sup>th</sup>.

- For Diagnostic Medical Sonography students scheduled in lab and/or externship courses, simulation instruction through SonoSim software will be utilized for a portion for required lab and clinical hours. Once normal operations have resumed, each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable. The upcoming Summer break has been reduced from five [5] weeks to three [3] weeks. The Summer term will begin as scheduled on July 13, 2020. For all students whose last term is scheduled to be the upcoming Spring term, their anticipated program

completion date has been pushed back to June 19, 2020 instead of June 5, 2020. This change will not affect graduation participation, as graduation remains scheduled for June 13, 2020.

- Number of students impacted = 25 students divided between 4 cohorts
- For current, active Comprehensive Dental Assisting students who are actively within their externship course [DA209], all 300 hours must be earned in order to successfully complete the course. All students have been placed on an Academic Leave of Absence [LOA] until sites reopen and externship hours can be earned. Once normal operations have resumed, each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable.
  - Number of students impacted = 13 students divided between 2 cohorts
- For current, active Comprehensive Dental Assisting students who are scheduled for the externship course [DA209], the term dates will not be disrupted and will remain March 30 – August 14, 2020, and all 300 hours must be earned in order to successfully complete the course. All students have been placed on an Academic Leave of Absence [LOA] until sites reopen and externship hours can be earned. Once normal operations have resumed, each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable.
  - Number of students impacted = 3 students in one cohort
- For current, active Acute/Clinical Technician students who are scheduled for the externship course [PAT120], the term dates will not be disrupted and will remain April 13 – June 19, 2020, and all 180 hours must be earned in order to successfully complete the course. Students will complete their didactic course through eLearning until sites reopen and externship hours can be earned. Once normal operations have resumed, each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable.
  - Number of students impacted = 5 students in one cohort

### Campus-Wide Initiatives

At this time, all on-campus traffic has been eliminated with all faculty and staff working remotely.

Additional procedures and steps have been put in place, including the following:

- Faculty and staff are equipped with online conferencing capabilities to ensure anyone who needs to have a face-to-face meeting with campus personnel, are still able to do so.
- All faculty and staff has been assigned a *Coronavirus Awareness* course within our HR Training platform.
  - Staff and Program Directors completed the course by Friday, March 20, 2020
    - All Program Directors were instructed to identify a class session ASAP for each cohort of students to replay this course to the

students for awareness and educational purposes surrounding COVID-19.

- This was completed for all CDA courses, and will be implemented for the A/CT and DMS students the week of April 13<sup>th</sup>.
  - Faculty completed the course by Friday, April 3, 2020
- All visitors and guests scheduled to be on campus have been suspended, and will not resume until Monday, May 4th.
  - Admissions has transitioned all essential forms and tasks to an electronic format to ensure processes and procedures are continuing to be completed and business is continuing with minimal disruption.

### Programs/Courses Impacted

Caris College maintains detailed records of programs, courses, and students affected in the event of emergency virtual learning provisions on a separate electronic file that is accessible to pertinent parties.

### Support Services

Caris College takes all necessary precautions to ensure students receive adequate support services from faculty and staff. In the event Caris College should enact emergency virtual learning provisions, faculty and staff are equipped to work remotely, if necessary, to continue serving our students. The goal is to ensure students receive copious support while learning remotely.

### Management of Distance Education

Distance education courses will be managed by the Director of Education and the applicable Program Director. Program Directors will ensure adequate information including, but not limited to, electronic lessons, assignments, discussion boards, etc., are provided to students on time. Program Directors will also regulate materials to ensure the highest standard of quality is maintained.

Instructors will monitor attendance for all courses via Zoom software and will record attendance in Populi. Instructors will also be available remotely through email, phone, and discussion boards to field questions and provide additional support. The Director of Education will serve as support for Program Directors and troubleshoot potential technical issues, etc., by communicating with our system officials and providing guidance as needed.

### Program Advisory Committees and Clinical Stakeholders

Discussion regarding Caris College's Emergency Virtual Learning provisions will take place during advisory board meetings. Feedback received from advisory board members is taken into consideration throughout the review process, conducted annually, at a

minimum. Adjustments to the process are made as needed. In such cases, communication regarding adjustments is distributed internally and to students [as needed] via email.

Program Directors, Clinical Coordinators, applicable faculty and the Director of Education work together to maintain constant communication with clinical stakeholders regarding the necessary provisions. They work with site affiliates to support students in the clinical setting. If the site remains open and is willing to allow students, Caris College will work with them to ensure completion of required externship hours. In the event the sites cannot allow students, Caris College will work directly with students to develop an approved plan of action to ensure their academic needs are met. Occurrences will be reviewed on a case-by-case basis and the Program Director and Director of Education will collaborate to determine the best course of action.

### Additional Policies

Caris College understands circumstances may prevent students from having remote access capabilities. In this event, whenever safe to do so, campuses will remain open for students who need to access course materials, etc. In the event that campus is not open for students, Program Directors will work on a case-by-case basis to determine how to best serve the student. Possible solutions include loaning laptops to students in need for an approved timeframe, conference calls, paper handouts, book assignments, etc.

In extreme situations when the student is unable to access resources, he/she will be considered for leave of absence approval. As an institution, our goal is to assist students in their program to prevent delay of completion. However, we will review leave of absence requests on an as-needed basis. Students who are unable to complete their course of study on-time will also be reviewed for an Incomplete, when appropriate.

Should Caris College enact emergency virtual learning provisions, courses may be re-arranged to better accommodate remote learning. For example, lectures and specific assignments may be more applicable to remote learning. Likewise, labs and clinical learning are often more applicable to residential learning. Therefore, lectures and specific assignments may be applied first, and labs/clinical learning can be made up when campus re-opens. In the event that the provisions become extended, Program Directors and the Director of Education will review materials and adjust as needed to ensure continued instruction. When necessary, make-up classes will be scheduled throughout the existing term. As a last resort, the term will be extended to ensure that all material is covered, and competencies are met.

Caris College administrators regularly review the provisions outlined in the Campus Safety and Security Handbook. On an annual basis, the handbook is republished and made available to all active students and current employees. Feedback is implemented in conjunction with official review and republish.

In the event of an emergency or otherwise urgent matter take place, college officials may review and adjust provisions as needed. Adjustments will be communicated to students and employees via email and an updated copy of the handbook will be made accessible electronically within the Student/Faculty Portal.

## Phase III

*Effective June 1, 2020 [in inactive status]*

### Course Instruction

All courses beginning April 13<sup>th</sup> transitioned to eLearning within the Student/Faculty Portal, Zoom software and simulation. Students are projected to return to campus in phases beginning June 1<sup>st</sup>, to ensure a safe return. Lab courses and externship rotations are scheduled to begin the week of June 1<sup>st</sup>. All didactic courses are scheduled to return to campus the week of June 15<sup>th</sup>.

- For Diagnostic Medical Sonography students scheduled in lab and/or externship courses, simulation instruction through SonoSim software has been utilized and will continue to be utilized for a portion for required lab and clinical hours. Once normal operations have resumed, each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable. The upcoming Summer break has been reduced from five [5] weeks to three [3] weeks. The Summer term will begin as scheduled on July 13, 2020. For all students whose last term is scheduled to be the upcoming Spring term, their anticipated program completion date has been pushed back to June 19, 2020 instead of June 5, 2020.
  - Lab courses returning June 1<sup>st</sup>
    - SON100L – Intro to Sonography Lab
      - Number of Students = 3
    - SON120L – Small Parts/Specialized Sonography Lab
      - Number of Students = 6
    - SON135L – OB/GYN II Sonography Lab
      - Number of Students = 6
  - Externship/Clinical Rotations returning June 1<sup>st</sup>
    - SON121 – Sonography Clinical II
      - Number of Students = 7
    - SON141 – Sonography Clinical IV
      - Number of Students = 8
  - Didactic courses returning June 15<sup>th</sup>
    - ANP102 – Anatomy & Physiology II
      - Number of Students = 3
    - SON102 – Sonography Physics II
      - Number of Students = 7

- SON140 – Ultrasound Seminar
      - Number of Students = 8
    - Number of students impacted = 25 students divided between 4 cohorts
  - For Comprehensive Dental Assisting students scheduled in didactic and lab courses, the didactic courses were scheduled online through eLearning for the first half of the term, instead of in conjunction with a lab course. This schedule permits the business courses to be completed in full in the conducive online environment, and then allow the clinical/lab courses to be completed on campus in the dental lab through hands-on activity.
    - Lab courses returning June 1<sup>st</sup>
      - MWF: DA202 – Dental Radiography
      - MWF: DA204 – Expanded Duties Dental Assistant
        - Number of Students = 3
      - TR: DA204 – Expanded Duties Dental Assistant
        - Number of Students = 4
  - For current, active Comprehensive Dental Assisting students who are actively within their externship course [DA209], all 300 hours must be earned in order to successfully complete the course. All students were placed on an Academic Leave of Absence [LOA] until June 1<sup>st</sup>, once sites reopen and externship hours can be earned. Each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable.
    - Number of students impacted = 13 students divided between 2 cohorts
  - For current, active Comprehensive Dental Assisting students who are scheduled for the externship course [DA209], the term dates will not be disrupted and will remain March 30 – August 14, 2020, and all 300 hours must be earned in order to successfully complete the course. All students were placed on an Academic Leave of Absence [LOA] until June 1<sup>st</sup>, once sites reopen and externship hours can be earned. Each student will be re-evaluated for any necessary deviations from the initial externship schedule and make-up hours will be scheduled, as applicable.
    - Number of students impacted = 3 students in one cohort
  - For active Acute/Clinical Technician students who are scheduled for didactic courses, the courses will be held online through eLearning until June 15<sup>th</sup>. They will then transition back to campus on June 15<sup>th</sup>.
    - Didactic courses returning June 15<sup>th</sup>
      - ANP105 – General Anatomy
      - MED105 – Basic Medical Terminology
      - SSK100 – College Success Skills
        - Number of students impacted = 9 students in one cohort
  - For current, active Acute/Clinical Technician students who are scheduled for the externship course [PAT120], the term dates will not be disrupted and will remain April 13 – June 19, 2020, and simulation software is being utilized through a Virtual Medical Office for Medical Assisting eWorkbook through Elsevier to earn their required 180 externship hours. Students will complete their didactic course through eLearning until June 15<sup>th</sup> when they are permitted to return to campus.

- Didactic courses returning June 15<sup>th</sup>
  - BUS115 – Professional Development
    - Number of students impacted = 5 students in one cohort

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### Campus-Wide Initiatives

All on-campus traffic has been eliminated with all faculty and staff working remotely through June 15<sup>th</sup>. The only exception will be faculty and students returning to campus, beginning June 1<sup>st</sup> for lab course sessions only. Faculty and students will only be permitted to be on campus for the duration of class, and will be encouraged to leave campus as soon as possible to keep traffic at a minimum.

Additional procedures and steps have been put in place, including the following:

- All faculty and students will be expected to wear a mask for all lab course sessions, and must have their temperature taken prior to being permitted to enter the lab/classroom.
- Faculty and staff are equipped with online conferencing capabilities to ensure anyone who needs to have a face-to-face meeting with campus personnel, are still able to do so.
- All visitors and guests scheduled to be on campus have been suspended, and will not resume until June 29<sup>th</sup> to continue to phase in traffic on campus, on a priority order
  - Admissions has transitioned all essential forms and tasks to an electronic format to ensure processes and procedures are continuing to be completed and business is continuing with minimal disruption.

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