



ATHENA CAREER ACADEMY

5203 Airport Highway

Toledo, Ohio 43615

Phone (419) 472-1150 • Fax (419) 932-6911

www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

Athena Career Academy COVID-19 Safety and Prevention Plan

COVID-19 Task Force:

Tony Restivo, President

Suzanne Smith, Director of Nursing Education

David Spencer, Physical Plant Operations and Security Manager

Michelle Moser, Compliance Manager

Contact Information: covid19@athenacareers.edu



May 1, 2020

All Employees of Athena Career Academy,

I hope this letter finds you all healthy and safe. As we begin to reopen the campus the safety and health of all our staff, faculty, students, and visitors is of the utmost importance. Please be sure and read through the entire COVID-19 Written Policy as it will be a team effort to ensure that proper safety measures are followed.

All employees will need to practice the following protocols to ensure their safety as well as others:

- All employees **will be required to wear a facial mask** in the building.
 - The only time that a mask is not required is if the employee is in their own personal workspace and not in contact with other persons. If you are walking throughout the building, meeting with co-workers, or anytime you are outside of your designated personal workspace a facial mask is required.
- **Complete a daily self-health Assessment PRIOR to reporting:**
 - Take your temperature daily prior to reporting on campus
 - Do a self-symptom check (see Appendix A)
 - Cough, fever, chills, etc.?
 - If you are sick, contact your immediate supervisor to report symptoms and do not come to work
- **Practice proper hygiene practices:**
 - 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.
 - 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.
 - Cover your cough/sneeze
 - If you are in a private setting and do not have your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow
 - Throw used tissue in the trash
 - Immediately wash your hands for at least 20 seconds. If soap and water are not readily available use hand sanitizer
- **Clean AND disinfect your personal workspace frequently.**
 - Examples: tables, doorknobs, light switches, desks, phones, keyboards, pens, etc.
- **Practice proper Social Distancing**

Thank you all in advance for your cooperation on helping us maintain a safe and healthy work environment. Please be sure to read through the following COVID-19 Written Policy. Please reach out should you have any questions or concerns to covid19@athenacareers.edu

Respectfully,

Tony Restivo

President

Social Distancing Protocols and Procedures:

Considering the recent National Pandemic of Coronavirus also known as COVID-19 the following protocols and procedures have been implemented.

* The CDC website provides the latest information about COVID-19 transmission:

www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

Signs, Symptoms of COVID-19

- COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.
- According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

*****Please note this list should be assumed as an exclusive list, this is from the most recent published CDC guidelines*

How COVID-19 spreads

- According to the CDC, the virus is thought to spread mainly from person to-person, including:
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

*****Please note this list should be assumed as an exclusive list, this is from the most recent published CDC guidelines*

Social Distancing Protocols and Procedures:

What is Social Distancing?

- Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings

How will this be practiced at Athena Career Academy?

- Athena Career Academy will have safety screens in place in all admission cubicles and reception area
- All staff, students, and visitors will be required to take their temperature prior to entering the building and do a self check symptom screening *(See Appendix A)*
 - If you have any symptoms or a fever, please report them to your immediate supervisor right away
 - If you are sick, stay home
- Hand sanitizer will be placed at each campus entrance and all entering and exiting the building will be required to sanitize hands upon entrance and exit of the campus
- Practice proper hygiene protocols to help stop the spread of germs *(See Appendix B)*
- All student and staff restrooms have posters displayed showing proper hand washing techniques
- All students, staff, and visitors are required to wear a mask *(See Appendix C)*
- Cleaning services will be brought in daily to clean all common areas, shared spaces and restrooms

COVID-19 Task Force at Athena Career Academy

The task force will correspond daily and have a regular planned weekly meeting (additional meetings will be held as needed). The task force consists of the following personnel;

- Tony Restivo, President
- Suzanne Smith, Director of Nursing Education
- David Spencer, Plant Operations and Security Manager
- Michelle Moser, Compliance Manager

If you have any of the following questions, concerns, or situations please contact the COVID-19 Task Force at Athena Career Academy at covid19@athenacareers.edu .

1. You have a question or concern that one of the health and safety protocols
2. You have been in contact with a person(s) that have COVID-19 or are a presumptive positive case and need to report it so that proper quarantine procedures and notification can take place.
3. You need to report an absence due to COVID-19

Section II.

Student

COVID-19 Safety and Prevention Plan
for Classrooms, Labs, and campus



ATHENA CAREER ACADEMY

5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

May 18, 2020

All Students,

I hope this letter finds you all healthy and safe. As we begin to slowly reopen the campus the safety and health of all our students remains our top priority and focus. We will be continuing many of our programs online at this time and the return to campus will be gradual and slow. All students will receive communication from their program director for instructions regarding online learning and planned return to campus dates. This will be an adjustment for all, and it will take each and everyone of you along with the Athena staff and faculty to embrace and enforce these policies and procedures to ensure the health and safety of yourselves and others on campus.

Please be sure and read through the entire COVID-19 Written Policy as this is effective immediately and will be enforced. If you have any questions or concerns please email the Athena COVID-19 Task Force at covid19@athenacareers.edu

Thank you all in advance for your cooperation and doing your part to ensure we maintain a safe and healthy learning environment.

Respectfully,

Tony Restivo

President

As Athena Career Academy begins to slowly reopen the campus, we will have new procedures and safety prevention plans in place to help prevent the spread of Coronavirus (COVID-19). The health and safety of all our students, staff, faculty, and visitors remains a top priority. Please be sure and read through this entire written plan so that you can do your part as a student to help keep yourself and those around you safe and healthy.

I. Coronavirus Overview

The information below was retrieved from the Center for Disease Control (CDC) website, to view the entire website and information on COVID-19, you can visit:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

a. What is COVID-19

- i. Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- ii. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- iii. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

b. What are some of the symptoms of COVID-19

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**. People with these symptoms may have COVID-19:

- i. Cough
- ii. Shortness of breath or difficulty breathing
- iii. Fever
- iv. Chills
- v. Muscle pain
- vi. Sore throat
- vii. New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

c. How does COVID-19 spread

- i. You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- ii. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- iii. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

d. **What are some things that I can do to protect myself and others**

- i. Take your temperature and do a self- symptom assessment each day before coming to campus
- ii. Wear a cloth face covering that covers your nose and mouth in public settings
- iii. Clean and disinfect frequently touched surfaces.
- iv. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- v. Avoid touching your face, mouth, eyes, and nose
- vi. Practice Social Distancing by maintaining at least 6 feet of distance between yourself and others
- vii. Stay home if you are sick

II. **Protocols and Procedures for Students on Campus:**

- a. All students will be **required** to wear a face mask in the building this includes classrooms, labs, clinical sites, and any common areas (See Appendix C & D)
- b. All students will be **required** to complete a **daily** self-health assessment **PRIOR** to reporting on campus
 - i. Take your temperature daily **PRIOR** to coming to campus
 - ii. Do a self-health assessment **PRIOR** to coming to campus by checking for signs/symptoms (See Appendix A)
 1. E.g. Cough, fever, chills, sore throat, etc.
 2. If you are ill please report your absence to absent@athenacareers.edu and include any symptoms you are experiencing so that the school can take proper precautions
- c. Use hand sanitizer upon **entry and exit** of the building (there will be stations at each entrance and throughout the building)
- d. Practice **proper hygiene at all times** (See Appendix B)
 - i. Wash your hands frequently using soap and water for at least 20 seconds and dry thoroughly afterwards.
 - ii. Avoid touching your eyes, nose, mouth, and face
 - iii. Cover your cough/sneeze
 - iv. Avoid congregating in groups of 10 or more
 - v. Practice proper social distancing at all times including lunchtime and any additional class breaks.

III. **Protocols and Procedures at Athena Career Academy**

- a. All building entrance/exits will have a hand sanitizer station and hand sanitizer is throughout the building and in classrooms/labs.
- b. All students, staff, and faculty will be required to wear a face mask (*staff and faculty are able to remove mask if they are working in their personal workspace and not in contact with anyone*)
- c. All staff and faculty will complete a self-health assessment daily **PRIOR** to reporting to campus.

- d. The entire campus will be cleaned by a contracted cleaning service at multiple times throughout the day following proper disinfection protocols as outlined by the CDC and State of Ohio Health Department
- e. Safety screens are in place at the reception desk and all faculty podiums for instruction, in places where safety screens are not in place 6 feet distancing will be enforced.
- f. All common areas (cafeteria, media center, computer/ATI labs) will enforce 6 feet of distance between persons.
- g. All state and local guidance and requirements will be followed.
- h. All staff, faculty, students, and visitors will not be granted entrance if they are symptomatic
- i. All staff and faculty will be required to stay home if they are symptomatic
- j. Signage will be posted throughout the building in common areas on health safety guidelines
- k. Frequent disinfection of desks, workspaces, and high-contact surfaces will be enforced
- l. All areas of the campus will enforce social distancing (See Appendix E) and there will be no groups larger than 10 people. *(This will be adjusted as state regulations change)*

IV. COVID-19 Task Force at Athena Career Academy

- a. The COVID-19 task force corresponds daily and meets weekly *(additional meetings are held as needed)*.
- b. The task force will review and make revisions or updates to this plan based on local guideline and requirements as needed and communicate changes to all students via their student email account.
- c. Students may contact the task force at covid19@athenacareers.edu with any questions or concerns.
- d. Students are asked to report symptoms, or any contact with person(s) that have tested positive or presumptive positive to the task force so that proper protocols can be implemented.

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Seek medical attention immediately if you or someone you love has **emergency warning signs**, including:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

Shortness of breath



This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

Stop the Spread of Germs

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

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.

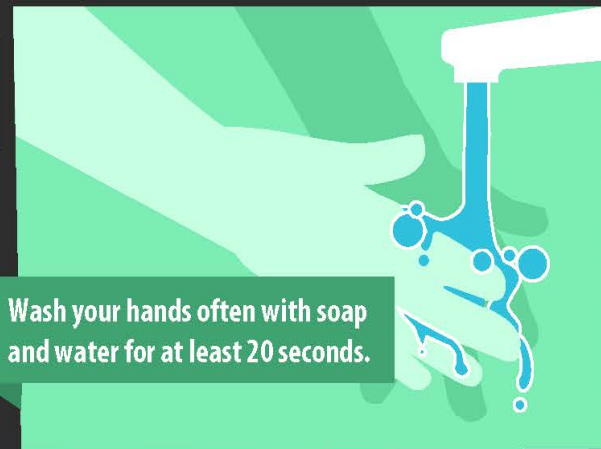


When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus



Do the Five.

HELP STOP CORONAVIRUS

1 HANDS
Wash them
often.



2



ELBOW
Cough into it.

3

FACE
Don't touch it.



FEET
Stay more than
6 feet apart.



4

FEEL sick?
Stay at home.

5



Appendix C



COVID 19 Carrier
(without mask)

Transmission probability is **70%**



Healthy contact
(with mask)



COVID 19 Carrier
(with mask)

Transmission probability is **5%**



Healthy contact
(without mask)



COVID 19 Carrier
(with mask)

Transmission probability is **1.5%**



Healthy contact
(with mask)

PLEASE REFUSE TO RELATE CLOSELY WITH ANYONE NOT WEARING A FACE MASK.

ANY TYPE OF FACEMASK WILL DO

Appendix D

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



cdc.gov/coronavirus

Appendix E

STOP THE SPREAD OF GERMS

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

**Stay at least 6 feet (about 2 arms' length)
from other people.**



6 ft
.....



cdc.gov/coronavirus