



REOPENING PLAN

DIRECTIVE

Effective July 1, 2020, all private trade schools, career schools and other post-secondary facilities that offer or maintain a course of instruction or instructional program utilized to prepare individuals for future education shall be permitted to resume in-person instruction, including laboratory or clinical components, provided that the training school complies with all applicable Executive Orders and has in place a restart plan.

National Career institute will undertake the following measures to plan for its school re-opening for in-person instruction on July 1, 2020:

I. INFECTION CONTROL

- Perform health screenings for faculty, staff, students, and visitors.
- NCI will not admit staff or students into the facility who feel sick or exhibit symptoms common to COVID-19, including 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, and diarrhea. Schools must send home immediately any staff or students who begin to feel sick or exhibit symptoms common to COVID-19 and should follow recommendations from the Centers for Disease Control and Prevention (CDC) to determine when those individuals may return to classes.
- Students who are immunocompromised or at high risk for COVID-19, NCI will provide the option for students to receive instruction remotely.

II. PHYSICAL DISTANCING - I

- Social distancing in classrooms, workstations, laboratories, clinical settings, and student seating areas through the school. Computers, tables and chairs distanced apart.

- Classrooms reduced to 50% capacity and desks and student-seating areas arranged six feet apart where feasible.
- Classes scheduled to ensure reduced crowding in classroom entryways.

III. FACE COVERINGS - C

- All faculty, staff, students, and visitors are required to wear face coverings except individual's where doing so would inhibit their health.
- Staff and students are informed on proper use, removal, and washing of cloth face coverings, as per CDC's guidance.

IV. CLEANING AND DISINFECTION

- Clean and disinfect classrooms and common areas after each usage.
- Throughout the day high-touch areas like desktops, light switches, doorknobs, etc. disinfected periodically.
- Facility cleaned daily.
- When an individual is suspected or confirmed to have COVID-19, NCI will close off areas visited by the ill person, open outside doors and windows and use ventilating fans to increase circulation in the area, and wait 24 hours or as long as practical. Cordoned off area will not be open to anyone. A thorough cleaning and disinfecting of the area to be done.

V. HAND HYGIENE

- Maintain adequate PPE equipment and supplies for staff and students to wash and sanitize hands periodically.
- Hand sanitizer dispensers with 60 percent or more alcohol content installed at all building entry points and throughout the facility.
- Students given 10-minute breaks after every hour of instruction.

VI. EDUCATION AND TRAINING – A & B

- Train students regarding COVID-19, including topics such as sanitization, hand hygiene, and social distancing practices and protocols as a condition for resuming in-person instruction.
- Train faculty and staff on appropriate sanitization, hygiene and social distancing standards, and regarding the school's restart plan protocols.

- CDC hand hygiene posters and other “How to Protect Yourself and Others” materials in English, Spanish, are displayed in strategic places around the building

VII. VENTILATION

- NCI’s building is equipped with centralized air conditioning that is properly maintained.
- Offices and classrooms have windows.

VIII. COLLABORATION WITH HEALTH OFFICIALS

- NCI will collaborate with local and State officials, including local health departments and local office of emergency management to share reopening plans and revise those plans as necessary.
- Establish testing guidance and contact tracing protocols in consultation with local health officials and in line with existing State and federal health privacy statutes and regulations. We will maintain a log of students, faculty, staff, and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to local health officials.

IX. SPECIAL GUIDANCE FOR LABS, TECHNICAL, AND CLINICAL PROGRAMS

- Labs, technical, and clinical programs will observe the CDC and NJDOH public health standards for personal protective equipment (masks or face shields as appropriate), physical distancing, sanitizing equipment, hand-washing, cleaning and disinfection ,and exclusion of individuals with symptoms or a positive diagnosis of COVID-19.

ADDITIONAL RESOURCES

- The Road Back: Restoring Economic Health Through Public Health
- State of New Jersey: COVID-19 Information Hub
- Center for Disease Control: Social Distancing Guidance
- New Jersey Department of Health: Information for Communities and the General Public
- New Jersey Department of Health (DOH) Local Public Health Directory
- Centers for Disease Control and Prevention: Testing for COVID-19
- Centers for Disease Control and Prevention: Symptom Checker
- New Jersey Department of Health: COVID-19 Information for Schools