

## COVID-19 Preparedness Plan for Denmark College

**Denmark College** is committed to providing a safe and healthy workplace for our employees, instructors, students and clients (our “Constituents”). To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan (the “Plan”) in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our Constituents. Only through this cooperative effort can we establish and maintain the safety and health of our Constituents.

Campus managers, administrative staff and instructors are all responsible for implementing the Plan and our Constituents are responsible for complying with the Plan.

Our employees, instructors and students are our most important assets. We are serious about safety and health and keeping our students learning and employees and instructors working at **Denmark College**. Our COVID-19 Preparedness Plan is based on information available from the Centers for Disease Control and Prevention (CDC) and the Indiana Department of Health guidelines and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees, instructors and students; and
- management and supervision necessary to ensure effective implementation of the plan.

Notwithstanding this COVID-19 Preparedness Plan, Denmark College cannot guarantee the virus will not be spread within our campus community. Should you wish to discuss your return to campus, please contact the Aaron Young at 773-644-5702.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees, instructors and students must familiarize themselves with the symptoms of COVID-19, which include the following:

- Coughing;
- Fever;
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose

If you develop a fever or any of the above symptoms, **DO NOT GO TO THE COLLEGE**. Call your supervisor or instructor and healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor or instructor and healthcare provider right away.

Stay home if you have a fever, cough, or shortness of breath until you are symptom-free for at least 24 hours without the use of fever reducing drugs.

Upon entry into the building we will check the temperature of all Constituents. Any Constituent with a temperature in excess of 100° will not be permitted to enter the building. All Constituents are asked to stay home if they are feeling sick.

## **COVID-19 Workplace Policies**

**Denmark College** has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

**Denmark College** has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. In accordance with the CDC recommendations, the infected employee/student will be told to remain at home and not return to the College until released by their medical provider and they should self-isolate as instructed by the CDC. All employees, instructors or students that have worked in close proximity (within six feet) of the infected person for a prolonged period (10 minutes or longer) during the 48 hours before the onset of symptoms will be sent home and asked not to return until 14 days after the last exposure, maintaining social distance from others and self-monitoring for symptoms (i.e. fever, cough, or shortness of breath).

For details about these workplace policies, see the Campus Director.

## **Handwashing**

Basic infection prevention measures are being implemented at our Campus at all times. All students and instructors are instructed to wash their hands for at least 20 seconds with soap and water when they arrive, before beginning any client service, after they complete any client service, and before entering any classroom or the clinic. All clients will also be asked to wash their hands for at least 20 seconds with soap and water prior to having any service performed. All employees are instructed to wash their hands for at least 20 seconds with soap and water throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, after touching commonly used items, and after using the toilet. Hand-sanitizer dispensers are also available at entrances and locations in the College. In addition, all employees, instructors and students are advised to avoid touching your eyes, nose, or mouth with unwashed hands.

## **Respiratory etiquette: Cover your cough or sneeze**

All Constituents are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors.

## Social distancing

Social distancing of six feet will be implemented and maintained between employees, instructors and students in the workplace through the following engineering and administrative controls:

Classrooms have been rearranged and/or relocated to increase the distance between desks and chairs have been removed to ensure only one student per table/desk. The break room furniture has been removed and students will take breaks outside or in the classroom. The floor has been marked with tape to indicate spacing for the time clock. The orientation area has been rearranged to increase the distance between desks and chairs have been removed to ensure only one student per table/desk. The admissions meetings will be conducted in an open space to ensure adequate distance between the prospective student and the admissions rep.

Fifty percent of the barber clinic stations have been covered and will not be used for client services. The waiting room chairs have been removed and all clients will be asked to remain in their car or outside of the building until they receive a call that their barber clinic seat is open. Sneeze guards have been installed to separate the front desk from students and guests.

All Constituents will be asked to wear a mask or face covering when they are in close proximity to (within six feet of) another person. Students, instructors and clients will be required to wear a mask or face covering when they are on the barber clinic floor. All employees and students will be given one face mask each week.

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including classrooms, computer labs, and restrooms. The barber chairs and back bars will be sanitized between every client. Our students and instructors will be required to take a refresher course on infection control and earn certificates. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

## Communications and training

This COVID-19 Preparedness Plan was communicated to all employees and instructors on June 23 and necessary training was provided. Additionally, communication and training will be provided to all students upon their return and provided to new employees and students as part of their orientation. Instructions will be communicated to client and visitors about: waiting outside of the building until notified a seat is ready for them; required hygiene practices; and required use face masks when receiving services. Clients and visitors will also be advised through signage and when contacting the school not to enter the College if they are experiencing symptoms or have contracted COVID-19. Managers and instructors are to monitor how effective the program has been implemented and are to work through this new program together and update the training as

necessary. This COVID-19 Preparedness Plan has been certified by **Denmark College** management and was posted throughout the workplace on June 23, 2020. It will be updated as necessary.

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Indiana State Department of Health (ISDH): Coronavirus – [www.coronavirus.in.gov](http://www.coronavirus.in.gov)

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

## Social distancing

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

## Housekeeping

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## Employees exhibiting signs and symptoms of COVID-19

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

## Training

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)