

Prism Career Institute's Covid19 Restart Plan pursuant to Executive Order 155 for the current programs at its New Jersey campus locations (Cherry Hill, NJ and West Atlantic City, NJ)

In response to the need Governor Murphy's Executive Order 155 to re-open Prism Career Institute's Cherry Hill and West Atlantic City campuses, we have enacted the following plan of action to continue our curriculum delivery in part through remote online access.

Prism Career Institute's current academic schedule for the academic programs at both its Cherry Hill and West Atlantic City locations have scheduled classes to resume a portion of its program instruction on-campus on July 6, 2020.

Medical Assistant Program

The following delivery methods have been set up to replace in-person class content delivery in its Medical Assistant program.

1. Zoom – students will join their scheduled classes in a synchronous online method accessible from any device. Faculty can record attendance during the visual and audio interaction of course content. Through video and audio teleconferencing, delivery of PowerPoints or other course material will be completed at this time. Questions, answers, and discussions are facilitated via audio or written text responses during the class. Recording and automatic transmission provides a backup of each session which is posted to the learning management system.
2. PowerPoints – faculty will be completing PowerPoints as another resource for students. This asynchronous method of learning will allow students to review information multiple times and students can then interact with faculty during the scheduled Zoom lectures to confirm information and ask questions about course content.
3. Test and Examination Delivery – the campuses will deliver tests and examinations in two methods: 1) certain assessments done by test or examination will be delivered remotely with remote proctoring by an instructor. In other cases, the campus will deliver the tests or examinations on campus to assure testing integrity with in-person proctoring. In those cases, the campuses will adhere to the policy of spreading student working stations at distances consistent with CDC guidelines and requiring that masks be worn.
4. Courses including laboratory components will be taught partially at the campus location in its laboratories and partially remotely via the tools referenced above. The number of students in those environments will be taught consistent with the General Provisions outlined below.

At the current time, there are significant restrictions on available externship sites for those completing the program due the current health emergency. Nevertheless, the Prism recognizes the importance of attention of an externship experience.

As a result, the following externship delivery will be offered pending availability of external sites:

- a. Students will be given the choice of either 1) taking an official leave of absence for the period until an available externship becomes available; or 2) pursuing a mixed training program of virtual clinical and work-type simulation, actual clinical laboratory practice, and skill development instructed by a faculty member. The student will receive credit for the hours in those modalities. Upon a return of viable externship sites, they may complete their hours at such a site. These on-campus sessions will be limited to no more than 10 students and will include use of masks, personal protective equipment, and reasonable social distancing consistent with the clinical training. Other virtual tools may be used remotely for additional instruction.

PRACTICAL NURSING PROGRAM

A copy of the Restart Plan submitted to the New Jersey Nursing Board regarding the restart of both campuses Practical Nursing program as required by Governor Murphy's Executive Order 155 is appended.

General Provisions:

INFECTION CONTROL

The schools will:

- Perform health screenings for faculty, staff, students, and visitors which may include temperature checks
- The school 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. Anyone exhibiting these symptoms will be sent home immediately and asked to follow guidelines from the Centers for Disease Control and Prevention (CDC)
- Any staff or students who begin to feel sick or exhibit symptoms common to COVID-19 will be sent home immediately and asked to follow guidelines from the Centers for Disease Control and Prevention (CDC) to determine when those individuals may return to work or classes.
- Develop protocols for when a staff member, student and/or visitor may return after exhibiting any of the signs common to COVID-19.
- Provide individuals who are immunocompromised or at high risk for COVID-19 with the option to receive instruction remotely.

II. PHYSICAL DISTANCING

The schools will:

- Enforce social distancing in classrooms, workstations, laboratories, clinical settings, and student seating areas through the school.
- Provide for smaller class sizes, and space desks and student seating areas throughout the facility six feet apart where feasible.
- Consider staggering start, break, and end of class periods, or alternating scheduled class days to reduce crowding at facility and classroom entryways.

III. FACE COVERINGS -

The schools will:

- Require all faculty, staff, students, and visitors to wear disposable or cloth face coverings deemed satisfactory to the school except where doing so would inhibit the individual's health.
- Provide information to staff and students on proper use, removal, and washing of cloth face coverings.

IV. CLEANING AND DISINFECTION

The school will:

- Clean and disinfect classrooms and common areas after each usage.
- Disinfect high-touch areas like desktops, light switches, doorknobs, etc. periodically throughout the day.
- Refer to the CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workspaces, Businesses, Schools, and Homes for additional information on cleaning and disinfection.
- When an individual is suspected or confirmed to have COVID-19, the school 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 (during which time the facility should not be open to students or staff), and then conduct cleaning and disinfection as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines.

V. HAND HYGIENE

The school will:

- Maintain adequate equipment and supplies for staff and students to wash and sanitize hands periodically.
- Place stations with hand sanitizer with 70 percent or more alcohol content at all building entry points and throughout the facility.
- Provide students and staff adequate break time to wash hands regularly.

VI. EDUCATION AND TRAINING

The school will:

- Provide training for 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.
- Provide training for faculty and staff on appropriate sanitization, hygiene, and social distancing standards, and on the school's restart plan protocols.
- Display CDC hand hygiene posters and other "How to Protect Yourself and Others" materials in English, Spanish, and other languages as needed.

VII. VENTILATION

The school will:

- Collaborate with Prism's landlords to consider methods to get fresh air to individuals and properly utilize the ventilation system.

VIII. COLLABORATION WITH HEALTH OFFICIALS

The school 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.
- 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

The school will in its labs and clinical programs:

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.

We fully understand that this plan may need to be modified secondary to future governmental mandates and with technology issues the student body or faculty may experience. We believe that this plan will assure student learning objectives are met for the Practical Nursing program offered both at its Cherry Hill and West Atlantic City campuses.

This plan complies with Governor Murphy's Executive Order 155 as well as the Department of Labor and Workforce Private Career Schools Reopening Guidelines issued June 19, 2020. Both campuses have previously received approval for remote-online instruction and needs no additional approvals at this time pursuant to the Department of Labor and Workforce's letter dated June 19, 2020.