

**Charter College COVID-19 Reopening Plan for Montana**  
**Revised 06/01/2020**

Beginning May 7, 2020, and in accordance with Governor Bullock's "[Reopening the Big Sky Plan](#)," Charter College's campuses in Billings and Missoula will partially reopen for some face-to-face instruction.

- May 7<sup>th</sup> - 17<sup>th</sup>
  - MA1620 Pharmacology: students who received a "COVID-19 Incomplete" grade for the March 9, 2020 module will attend the skills lab during scheduled times for face-to-face, faculty directed instruction to complete the course.
  
- May 18<sup>th</sup> - June 21<sup>st</sup>
  - All 4.5-hour classes: students will continue to attend these courses via Skype for Business video conferencing.
  - MA1120 Administrative Procedures, MA1900 Medical Assistant Certification, and SS1001 Student Success Strategies will all be offered in a 100% online delivery.
  - MA1340 Specimen Collection and Analysis: will conduct its 2-hour lab skills sessions in a face-to-face delivery.
  
- June 22<sup>nd</sup> – July 26<sup>th</sup>
  - All 4.5-hour classes including SS1110 Technology Fundamentals and MA1900 Medical Assistant Certification; will move back to a face-to-face delivery.
  - All 2-hour lab skills sessions will remain in a face-to-face delivery.

During any face-to-face instruction on campus, the following conditions will be met to mitigate the risk to students and faculty:

- The College will frequently disinfect common touch surfaces such as door handles, desks, equipment and other common surfaces
- The College will require handwashing for students and faculty at the beginning and end of instruction and when returning from any breaks
- Hand sanitizer will be available throughout the lab
- Social distancing of 6-feet will be kept at all times while on campus
- All students, staff, and faculty are required to wear face masks, covering the nose and mouth, while on campus
- PPE, including gloves, will be worn during lab skills practice
- All students, staff and faculty with COVID-19 symptoms are required to stay home until cleared to return to school by a qualified professional; in these instances, documentation must be provided indicating it is safe to return to campus. Individuals with these symptoms or combinations of symptoms must seek medical advice before arriving at campus:
  - Cough
  - Shortness of breath or difficulty breathing
  - Temperature at or above 100 degrees Fahrenheit
  - Fever
  - Chills

- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Signs and symptoms of COVID-19 continue to evolve, please visit the CDC's website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Students, faculty and Staff who have potentially been exposed to the virus should not come to campus until a 14-day symptom free quarantine has been completed. Students in this situation should contact their Student Academic Advisor immediately.
- Students who are high-risk, or who have family members who are high-risk, may opt to be in a 100% online class or take a Leave of Absence – COVID-19 (LOACOVID), depending on the course and availability.