

Charter College COVID-19 Reopening Plan for Washington
Revised 06/08/2020

Beginning May 18, 2020, and in accordance with Governor Inslee's "[Phased Approach to Recovery](#)," Charter College's campuses in East Wenatchee, Fife, Lacey, Pasco, Vancouver, and Yakima will partially reopen for some face-to-face instruction.

This partial reopen will only affect the following programs:

- Certificate in Dental Assisting
- Certificate in Heating, Ventilation, Air Conditioning, and Refrigeration
- Certificate in Medical Assistant
- Certificate in Pharmacy Technician
- Certificate in Veterinary Assistant
- Certificate in Welding

Note, the following courses within the programs listed above will maintain a 100% online delivery for the June 22, 2020 module:

- BA1115 Human Relations in Organizations
- BA2025 Leadership and Team Management
- BA2720 Developing and Implementing Projects
- DA1210 Dental Sciences
- DA1220 Dental Care Delivery and Techniques
- MED1115 Medical Terminology Fundamentals
- PT1900 Pharmacy Technician Certification
- SS1110 Technology Fundamentals
- WE1210 Trades Math and Welding Details

For the module June 22nd – July 26th:

- All 4.5-hour classes: students will continue to attend these courses via Microsoft Teams video conferencing.
- 2-hour lab sessions will be held in a face-to-face delivery for the following courses:
 - DA1990 Dental Assisting Externship
 - HV1110 Basic HVAC Science and Electrical
 - HV1310 Maintenance and Start up Skills
 - HV1410 Residential and Commercial Controls
 - MA1420 Minor Surgical Procedures
 - MA1900 Medical Assistant Certification
 - MA1990 Medical Assistant Externship
 - PT1110 Introduction to Pharmacy
 - PT1310 Pharmacy Calculations
 - PT1330 Compounding
 - PT1990 Pharmacy Technician Externship
 - VA1000 Veterinary Practice Management
 - VA1130 Small Animal Digestive and Urogenital Systems and Diseases
 - VA1140 Small Animal Ophthalmic, Integumentary, and Dental Systems and Diseases

- 5.5-hour lab sessions will be held in a face-to face delivery for the following courses:
 - WE1340 Beads and Fillet Welds
 - WE1350 Groove Welds and Joint Fit
 - WE1445 Welding Fabrication Fundamentals
 - WE1545 Aluminum and Stainless Welding Fundamentals
- Courses from the March 9, 2020 module in which students received a COVID-19 Incomplete grade will be made-up during the June 22nd module included:
 - DA1410 Introduction to Prosthodontic
 - DA1421 Dental Specialties

All other programs/courses not referenced above will remain open in a 100% online delivery.

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

- Temperature checks will be conducted prior to entering the campus
 - Anyone with a temperature of 100.4 or higher will not be allowed to enter the campus.
- A COVID-19 Supervisor has been assigned at every location to monitor the health of the employees and students and enforce the COVID-19 Safety plan; a Supervisor will be available anytime the campus is open.
- A mandatory COVID-19 Safety Training will be conducted in the beginning of each face-to-face class. The training will explain the protective measures in place.
- All students, staff, and faculty are required to wear face masks in accordance with Washington Department of Health guidelines, covering the nose and mouth while on campus.
 - The student, staff, or faculty may provide their own mask otherwise the College will provide one
- The College will frequently disinfect common touch surfaces such as door handles, desks, chairs, equipment, restrooms, and other common surfaces
- The College encourages frequent handwashing for all students, staff, and faculty. The College requires handwashing at the beginning and end of instruction, before and after going to the bathroom, before and after eating, and after coughing, sneezing, or blowing their nose.
- Hand sanitizer (60%+ ethanol or 70%+ isopropanol) will be available throughout the campus
- Vancouver, Pasco, and Yakima: social distancing of 6-feet will be kept at all times while on campus.
- East Wenatchee, Fife, and Lacey: social distancing of 6-feet will be kept at all times while on campus except as noted for lab. These campuses are in counties that have progressed to Phase 2 of Governor Inslee's "[Phased Approach to Recovery](#)". Students may perform lab activities where strict physical distancing is not feasible; during lab activities appropriate PPE, will be utilized. Appropriate PPE, such as gloves, safety glasses or face shields will be worn during lab skills practice
- Break schedules will be staggered to prevent busy common areas or "choke points"
- Maximum class sizes have been adjusted to ensure minimum 6-foot separation
 - Floors have been marked with tape to ensure proper distancing
- 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 aches and/or pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Fatigue
 - 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.
 - Anyone who is not a prospective student, member of the student body, faculty, staff, or delivering supplies to the campus will not be permitted to enter the premises. Anyone who is permitted to enter campus will be logged in.
 - Staff, faculty, or students who fail to comply with any of the above will be sent home