

Charter Institute COVID-19 Reopening Plan for New Mexico
Revised 06/04/2020

Beginning June 22, 2020, and in accordance with Governor Grisham's "[All Together New Mexico](#)," Charter Institute's campus in Farmington will partially reopen for some face-to-face instruction.

This partial reopen will only affect the following program:

- Certificate in Medical Assistant

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

- MED1115 Medical Terminology Fundamentals
- SS1110 Technology Fundamentals

For the module June 22 – July 26

- All 4.5-hour classes: students will continue to attend these courses via video conferencing.
- 2-hour lab sessions will be held in a face-to-face delivery for the following courses:
 - MA1320 Patient Care Concepts
 - MA1420 Minor Surgical Procedures
 - MA1900 Medical Assistant Certification
- Courses from the March 9, 2020 module in which students received a COVID-19 Incomplete grade will be made-up at this time including:
 - MA1520 Pharmacology

All other 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 New Mexico Department of Health guidelines, covering the nose and mouth while on campus.
 - The student, staff, or faculty may provide their own mask otherwise Charter will provide one
- Charter will frequently disinfect common touch surfaces such as door handles, desks, chairs, equipment, restrooms, and other common surfaces
- Charter encourages frequent handwashing for all students, staff, and faculty. Charter 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
- Social distancing of 6-feet will be kept at all times while on campus
- 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.
- Staff, faculty, or students who fail to comply with any of the above will be sent home