

## Charter College COVID-19 Contingency Plan

Due to the COVID-19 national emergency, Charter College is making temporary delivery changes to the blended programs (Business Office Administration, Dental Assisting, Medical Assistant, Veterinary Assistant, Pharmacy Technician, Heating, Ventilation, Air Conditioning, and Refrigeration, Welding, and Student Success courses) at all campuses. Effective Tuesday 3/17/20, all 4.5-hour face-to-face meetings will be held via video conference using Microsoft Skype for Business. Nursing lecture will be held in its current format, which is face-to-face on-campus.

- The 4.5-hour face-to-face meetings will be delivered via Microsoft Skype for Business at the currently scheduled days and times.
- 2-hour skills lab sessions will be delivered as usual in-person at the campuses.
  - Students who have experienced the following symptoms in the last 24 hours are asked to not attend school and should seek medical advice.
    - shortness of breath
    - fever of 100 degrees or higher
    - a persistent cough that produces phlegm
  - Social distancing strategies will be employed.
  - All appropriate personal protective equipment will be utilized in these skills lab sessions (gloves, masks, eye protection, etc).
- Welding, Nursing, and all externship/clinical courses will maintain their current operations. Students must meet the health requirements listed above to participate, as well as any special requirements of the extern or clinical sites not known to the College.
- This delivery method will be effective from 3/17/20 – 5/18/20, unless otherwise directed.
  - It is important to note this delivery method does not represent a permanent change.
- Blended instructors will conduct their 4.5-hour Microsoft Skype for Business operations from their classrooms.
- Students who do not have the ability to attend the Microsoft Skype for Business lectures may attend the 4.5-hour courses in person except for our Washington State students who will be required to attend through Skype.
  - Students who attend in-person must meet the health requirements listed above.
  - AT&T, Comcast and Spectrum are offering free internet access to students affected by COVID-19.
  - Microsoft Skype for Business has a free smartphone app.
- Instructors will schedule Microsoft Skype for Business Meetings via Outlook and invite all registered students to said meeting.
  - The meeting link will also be posted via course announcement in Canvas and emailed to students.
  - The instructor will record their 4.5- hour Microsoft Skype for Business course meetings and post a link to the recording in Canvas.
- Students should reach out to their campus of record for any further clarifying questions.
- We also ask for your patience and understanding as we anticipate upcoming adjustments to this plan as we move forward with the best interest of everyone's health and safety