



HEALTH AND SAFETY PLAN COVID-19 Campus Safety Protocols For Students and Employees

The health and safety of students, staff, and faculty continues to be our top priority and is at the center of all return plans in development. Florida Education Institute (FEI) has instituted several new policies and safety measures to help mitigate exposure to the COVID-19 virus that include but are not limited to social distancing expectations, health monitoring, personal hygiene protocols, personal protective equipment and more frequent cleaning and sanitizing of the campus and equipment

In order to provide the safest possible environment, all students, staff, and faculty must understand and comply with the following requirements when on the FEI campus.

BY ENTERING OR RETURNING TO THE CAMPUS YOU ARE INDICATING THAT YOU ARE NOT SICK, DO NOT HAVE ANY SYMPTOMS OF ILLNESS AND AGREE TO ABIDE BY THE POLICIES AND PROCEDURES OUTLINED BELOW:

Safety and Health Information, Daily Screening, Release, and Expectations

DO NOT come to campus if you are sick or if you have any signs or symptoms of illness including but not limited to fever, cough, or shortness of breath. Students should report any confirmed case of COVID-19 to the Campus Director via services@fei.edu. Any student or employee can report knowledge of potential COVID-19 risks to services@fei.edu. Guests, Vendors, or others that do not necessarily have to enter campus buildings should not be allowed to do so. If it is necessary for any of these individuals to enter the campus building, each person must be cleared by Administration's COVID-19 Station (**hereinafter COVID Station**) and added to the COVID-19 Visitor Log. All students and employees who want to enter the building for work or school must voluntarily sign the Employee, Student, Visitor Acknowledgement and Assumption of Risk for COVID-19 (**hereinafter referred to as FEI COVID-19 Liability Release or Release**) form which can only be provided by the COVID Station. Every person who signs the FEI COVID-19 Release AND passes the DAILY health screening will receive a color sticker (different color for each day) that must be worn visibly by the shoulder area at all times. Anyone inside any campus building not wearing the day's color sticker, must be asked to visit the COVID Station and be reported immediately to COVID Station by whomever identified the person.

Social Distancing

FEI will plan for students and employees to return to the FEI campus in a way that will allow social distancing. When that time comes, all FEI students, staff and faculty should maintain the recommended distances of 6-feet between individuals. FEI will display signage and physical markers to remind of expectations. Students will be assigned to groups of ten (10) or less with one instructor and common areas will be monitored to ensure gatherings remain below the suggested thresholds.

Health Monitoring

All FEI students, staff, and faculty will have their temperature checked and answer a basic symptom screening questionnaire each day upon entering the campus. Anyone exhibiting a temperature under 100 degrees and without a history of symptoms will be permitted to enter. Each person entering any FEI campus building shall voluntarily sign an **Employee, Student, Visitor Acknowledgement and Assumption of Risk for COVID-19 (Release)** to confirm that they will comply with the steps recommended by the **Center for Disease Control (CDC) and FEI's protocols** in helping to protect others.



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Personal Hygiene

All students, staff and faculty entering the campus will be expected to use **hand sanitizer** provided by FEI. In addition **to wearing protective face coverings (masks) at all times while on campus**, FEI expects all students, staff, and faculty to follow CDC guidelines of frequent hand washing using soap and water for a minimum of 20 seconds and/or the use of hand sanitizer containing at least 60% alcohol when hand washing is not readily available. Avoid touching your eyes, nose, and mouth and practice “respiratory etiquette” regarding coughing or sneezing.

Personal Protective Equipment

All FEI students, staff, and faculty **must wear protective face coverings while on campus**. FEI will supply a face mask for anyone that needs one, or individuals may wear their own. Anyone using a personal, reusable mask should follow CDC guidelines for maintaining and sanitizing a reusable mask.

Social Distancing/Avoid Gathering

Students, staff, and faculty should not congregate in any campus facility, including parking areas. Common areas, including student and staff lounges, break rooms, and study rooms have been reconfigured to reduce capacity or will be closed until further notice. **The 6-foot social distancing rule must always be followed**. In addition, restrooms have been designated as single-use restrooms to ensure safe social distance (one person at a time).

Sanitizing/Disinfecting

All classrooms and laboratories will be cleaned between uses. All campus facilities will be cleaned multiple times each day to promote safety and hygiene. Students and faculty should use single-use or disposable equipment whenever possible and dispose of equipment immediately after use. When the use of disposable equipment is not possible, students should clean and disinfect any materials or equipment prior to and after using.

Positive Tests

Students, staff or faculty who test positive (with or without symptoms) for COVID-19 will be excluded from campus and/or externship sites until 14 days have passed since the date of the first positive test, assuming resolution of fever and improvement of respiratory symptoms (if applicable). Additional instructions will be provided by administration in these cases in order to protect everyone.

Compliance with Established Protocols

Any student who is unwilling or unable to comply with any of the above provisions should contact the Campus Director in writing via services@fei.edu.

Any employee who is unwilling or unable to comply with any of the above provisions should contact the Director of Human Resources in writing via hr@fei.edu.

Questions or Requests

Any questions or requests regarding this consumer information section may be obtained by contacting the Campus Director or services@fei.edu.