COVID-19 Preparedness Plan

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*All guidance and policies are subject to change as conditions warrant.*

Intent
Summit Academy OIC is committed to providing a safe and healthy environment for all of our students and employees. Leadership will continue to monitor CDC and MDH guidelines as well as the COVID situation, making changes as needed and as appropriate.

With the wide availability of the COVID vaccine, Summit seeks to balance the benefits of in-person learning with appropriate health and safety protocols across our campus community to the extent authorized by our accrediting and licensing bodies.

If necessary, Summit will take emergency steps appropriate to any emergent situation and with the recommendations of public health agencies. Flexibility is appreciated as Summit responds to the dynamic situation.

All students, employees, and visitors are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan with the full support of Summit’s leadership.
Vaccination

- **Summit strongly encourages all staff to get vaccinated against COVID-19.** Getting vaccinated against COVID-19 is one of the best ways to protect yourself and everyone around you. All the COVID-19 vaccines offer very good protection and are provided at no-cost.  
  [https://www.health.state.mn.us/diseases/coronavirus/vaccine/basics.html](https://www.health.state.mn.us/diseases/coronavirus/vaccine/basics.html)

Staff

- **As of 4/25/2022, staff members are no longer required to participate in daily health screening.**
  - Between 8/25/2021 and up until 4/24/2022, staff who were not on PTO had been required to respond to a daily health screening questionnaire no later than 9am as a part of emergency health and safety procedures. Staff may have had their body temperature taken as a precautionary measure to reduce the spread of COVID-19.
  - Summit continues to expect that staff members working on site are healthy - any employee who is feeling unwell should contact their supervisor and discuss the most appropriate steps.

Face-masks

- All staff, students, guests, and visitors may wear masks over their nose and mouth while in the building to prevent the spread of disease.

Social distancing

- Summit will ask for and enforce social distancing only when recommended by public health agencies.

Cleaning and disinfection

- SAOIC spaces will be cleaned and disinfected on a schedule appropriate to their use.
- Approved supplies will be stocked by maintenance and distributed to offices and classrooms throughout the campus.
- At the conclusion of each class period, faculty members supervising the classroom environment may ask students, faculty, or other staff present to wipe down that classroom’s hard surfaces with an appropriate disinfectant. Hard surfaces include, but are not limited to, classroom desks and tables; hard-surface chairs, chair backs, and chair arms; computer keyboards, mice, screens, monitors, and monitor bezels; drawer/cabinet pulls; door handles and push panels; and any other high touch surface. Gloves will be available to any person asked to participate in routine disinfecting.
- Employees may clean and disinfect high-touch areas in offices and classrooms after use by the employee at the end of shift, including but not limited to desks, chairs, keyboards, touch screens, controls, door handles, telephones, etc.

Dining Services

- Dining services resumed operations on 4/25/2022.

Students

- Training may be flexibly adjusted to balance the benefits of in-person learning with appropriate health and safety protocols to the extent authorized by our accrediting and licensing bodies. Emergency steps may be taken that are appropriate to and aligned with the current situation
and with the recommendations of public health agencies. Flexibility is appreciated as Summit responds to any emerging situations.

- Students are expected to be healthy to participate in in-person training. Any student who is feeling unwell should contact their instructor or advisor. Students may be directed to connect with their Program Manager to discuss the most appropriate steps.
- Students may be screened upon arrival on campus. Those exhibiting symptoms may be asked to leave campus and connect with their Program Manager about next steps.
- Summit will ask for and enforce social distancing only when recommended by public health agencies.
- Students may wear masks over their nose and mouth in the building to prevent the spread of disease.
- Academic Programs will set and enforce appropriate health and safety standards for students in classrooms. Academic Programs will be supported by all staff in this effort.

Visitors and guests

- Visitors and guests
  - May wear a face-mask over their nose and mouth while in SAOIC buildings.
  - Should be healthy. A visitor, guest, or other appointment who is feeling unwell is asked to reach out to their contact at Summit to consider alternate steps.

Incident Forms

- Incident: at this time, a COVID incident is
  - An individual tests positive for COVID-19

  At this time, (a) close contact with a positive case or (b) close contact with an individual who had close contact is not considered an incident. If exposure does result in a positive test, that positive test would be an incident.

- Student
  - Any staff member learning of a student with a COVID incident will tell the Program Manager. The Program Manager will begin a student incident form and take appropriate steps including but not limited to collecting additional information on dates of test/exposure, last day on campus, vaccination status, and possible close contacts.
  - Program Managers will inform their director and so on up to and including the leadership team who will review the incident to determine other campus or staff impacts.
  - Steps, communication, timelines, and other pertinent information over the course of the incident will be included on the incident form.
  - Once the incident is complete, the Program Manager will submit the form to HR for filing and storage.

- Staff
  - Staff members will inform their supervisor of a COVID incident. The supervisor will begin a staff incident form and take appropriate steps including but not limited to collecting additional information on dates of test/exposure, last day on campus, vaccination status, and possible close contacts.
Supervisors will inform their manager and so on up to and including the leadership team who will review the incident to determine other campus or staff impacts.

Steps, communication, timelines, and other pertinent information over the course of the incident will be included on the incident form.

Once the incident is complete, the supervisor will submit the form to HR for filing and storage.

Employee PTO and FMLA policies
- Please consult the Employee Handbook for PTO and FMLA policies
- No amendments are been approved at this time

Quarantine and Isolation guidance
Definitions:
- You isolate if you are sick to test positive, even if you don’t have symptoms.

Please refer to appropriate CDC guidance for isolation steps


Summit will respond to each situation based on the details of the case. **Summit may choose to be more cautious than public health recommendations indicate.**

Communication
- Summit has hosted Health and Safety presentations for all staff starting the week of 4 May 2020 and continuing through the pandemic.
- Summit has also held multiple Town Hall meetings for all staff to hear concerns and relay information. All directors and managers have been encouraged to discuss guidelines and concerns with their teams.
- The President and Director of HR have provided guidance to all staff via email.
- Signs and posters will be placed throughout the campus and displayed on screens in campus common areas.
- Updates will be shared with staff, students, guests, and visitors as necessary using the most appropriate means for that communication.
- This plan is posted to the employee intranet and on the saoic.org website.

Management and supervision
- The President and the Director of HR will conduct necessary oversight to ensure implementation of these steps.