

COVID-19 Policy & Procedure for Return of Staff and Students

The administration of CyberTex Institute of Technology has been aware and monitoring the spread of COVID-19 commonly known as coronavirus. This document describes the policy, steps and procedures we are taking to protect the health and safety of our students and staff.

The mission for CIT is to make sure that our facilities are not the cause for spread of COVID-19 and that our students and staff have a safe and sanitary working environment.

Any staff and students that present symptoms of Covid-19 must be immediately sent home until they are well:

- Cough
- Shortness of breath or difficulty breathing
- Chills or Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19

Students or staff who present with cough or other respiratory symptoms not associated with potential Covid-19 infection (such as allergy) must wear a mask while in the facility.

Steps Students or Staff can return after:

1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and,
2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
3. At least 10 days have passed since symptoms first appeared.

In the case of a faculty member, staff member, student, or campus visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or

tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the classroom or laboratory until the individual has completed the same three step criteria listed above; or

If the faculty member, staff member, student, or campus visitor has symptoms that could be COVID-19 and wants to return to the classroom or laboratory before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

All Staff are:

- Required to daily sanitize their workspace, furniture, computer peripherals, telephones, light switches and door handles.
- Required to keep their door open at all times.
- Required to wash their hands for 20 sec with soap every time they use restroom.
- Required to NOT show up at work if they present with the symptoms of COVID-19. Contact your supervisor to cover you shift immediately. Afterwards show to work with a doctor's note.
- Employees will have to wear a mask when they are interacting with any individual in their offices or if they leave their room.
- Required to stop hugs and shaking hands and use other forms of greeting.
- Should be aware of students that display symptoms; to send them home and inform students services about them.

Additional Return Procedures:

- All prospective students/visitors without exception will be asked if they have cough, fever or body aches before any visit or tour of the campus. Every visit will follow the same procedure. Prospective Students/Visitors will not be accompanied by additional visitors unless they are crucial to their decision and have followed the same procedures via phone before arriving.
- Upon arriving, all visitors will be offered facemasks, to be used for the period of their visit.
- Initial interview will happen at only designated spots. Prospective students will not visit different offices. Staff will visit only few offices for purpose of needing fewer surfaces needing constant disinfection.
- While touring the student, make sure all the doors are in open position and the student will walk behind the person doing the tour.
- Front area needs to be sanitized after every visit.
- Employees are asked not to visit different offices unless necessary and communicate with phone.

- If it becomes necessary for individuals to be in the same room, social distancing must be observed.
- All offices remain the responsibility of the occupant/occupants to disinfect and sanitize at all times. This includes surface like desk, chairs, door handles, filing cabinets, keyboards, mice, etc...

All student are:

- Required to wear mask while in the classroom environment.
- Required to stay distant during class and lab time.
- Required to NOT come to class if they display symptoms and inform their instructor and student services of their absence.
- That have cough but no fever will have to wear a mask to class.
- Required to wash their hands for 20 sec with soap:
 - Before and after using restroom
 - Before and after eating
 - Before and after smoking
 - As required by OSHA during clinical lab practicum
 - Anytime the hands are visibly soiled
- Able to disinfect their surfaces with antibacterial wipes available in each classroom.

Action Items:

- All classrooms will be disinfected twice every day. Once before morning class and once before evening class. clean and disinfect any touched surfaces, such as doorknobs, tables, chairs, and restrooms and have sufficient disinfecting supplies to maintain hygienic standards.
- All classrooms will keep their doors open.
- All classrooms will have antibacterial wipes, hand sanitizers, soap and water available for students/staff to use.
- No food items inside the classrooms.
- Social distancing designators and post guidelines throughout the campus will be used to tell staff, students and visitors where to be.

General Advice: we also encourage all to practice and share these everyday actions to help prevent the spread of respiratory illnesses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Don't share food, beverages, or smoking devices with others.
- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover coughs or sneezes with a tissue and throw the tissue in the trash.

- Clean and disinfect frequently touched objects and surfaces.
- If you have not received this year's flu vaccine, it is recommended that you do so, as seasonal flu continues to be a much greater risk to our campus than coronavirus.

We continue to monitor the situation and follow recommendations from the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health and other official sources. This is a rapidly evolving situation and information and guidance changes frequently.

Our number one priority is to provide a safe and as close to sterile environment for our students and staff. We will update staff and students as our policy and procedures change. If you have any questions and concerns, please contact your Campus Director.