

Institute of Technology Salem Campus COVID-19 Plan

Updated June 29, 2021

Change Effective at 12:01a.m., on June 30, 2021

Institute of Technology (IOT) continues to monitor the coronavirus (COVID-19). As such, these plans are designed around the guidelines outlined by our local, state and federal health officials, and governing agencies. Changes to this plan and the guidance within can happen at a moment's notice, and therefore IOT recommends that this plan be used as a guide. For the most current and up-to-date information we recommend that you refer to the [Higher Education Coordinating Commission](#) (HECC), the [Oregon Health Authority](#) (OHA), and the [Center for Disease Control and Prevention](#) (CDC) for the most up-to-date information/guidance.

Last week, Governor Kate Brown announced that she will lift all COVID-19 health and safety restrictions by June 30, 2021. The decision includes lifting Executive Order 20-28, which has provided guidance for Oregon higher education, as well as other OHA guidelines that informed various college policies and operation during the pandemic. Some state requirements, such as those from Oregon Occupational Safety and Health Agency (OSHA), are expected to remain in effect for some workplaces, such as health care settings and transportation.

As of June 30, 2021, under [Executive Order 21-15](#), IOT's Face Covering Policy and Physical Distancing Policy are terminated and will be replaced with a general guidance as provided within this document. This document provides guidance on COVID-19 risk reduction requirements and recommendations, including the use of face coverings for those who are unvaccinated. The policy also includes provisions regarding positive COVID-19 case notification, isolation and quarantine procedures, and expectations for ongoing participation in contact tracing. This new COVID-19 Safety and Success policy will apply to all IOT settings and activities. Further, the lifting of building capacity and physical distancing requirements means that building and space utilization can return to full occupancy.

IOT will continue to promote health and safety by:

1. Continuing to apply remaining federal, state and local health authority guidelines and recommendations.
2. Students working in externships, clinical settings, and campus laboratories designed as "practice setting" for procedures (similar to those performed in the healthcare field) will follow mask protocol for those settings.
3. Tracking the incidence of COVID-19 to help reduce the spread of the virus.
4. Respecting individuals decisions to wear face coverings as a personal choice for COVID-19 risk reduction and other reasons.
5. Providing ongoing public health updates and guidance as applicable.
6. Providing disposable face coverings to those who request one.

What you can do to support your personal health and safety:

1. Continue to engage in COVID-19 related personal hygiene practices, including performing daily self-health checks and staying home when you are not feeling well.
2. If unvaccinated, wear a face covering to protect yourself and others, particularly indoors.
3. Respect others decisions on whether they choose to wear a face covering.

Class schedules and updates:

1. All current course schedules will remain the same until further notice.



2. NO class schedule changes will be made for the Allied Health programs.
3. NO class schedule changes will be made for the Practical Nursing program for the current term.
4. Any class schedules changes will be communicated by your program director via email no later than July 18, 2021.

We understand why some may be hesitant to comply with the updated guidance, policies, and procedures – but please know that our utmost concern when navigating the guidance we are provided is the safety and continued good health of our students, staff, and faculty. Options for your personal choice have been identified within this plan, as you should be able to feel as safe as possible while considering all of your options during this time.

Sincerely,
Kaylee Vickers
Campus President

Timeline

May 26, 2020

- Institute of Technology will reopen for business; lobby will be open. Admissions and Financial Aid will resume in-person appointments.
- IOT Staff and Faculty will be invited to resume working from campus to finish out the current module and/or term. This time will also be used to prepare for the return of students. Current 4th term PN students (scheduled to complete their program on May 28, 2020) will continue skills work and/or ATI work on campus in small controlled groups (as outlined by [HECC](#)).

June 1, 2020

- Professional Medical Assistant (PMA) and Medical Office Administration Billing and Coding (MOABC) students will begin and/or resume their program online.
- Select staff and faculty will be invited to return to the campus (if applicable, individuals will be notified by the Campus President, Human Resources and/or their Supervisor).

June 8, 2020

- Practical Nursing (PN) students will begin and/or resume their program online.

June 15, 2020

- It was anticipated that students would return to campus however an announcing was made mid-day indicating that a new/updated Executive Order would be released. All on-campus instruction (outside of 4th term) was cancelled pending additional information regarding the order.

June 22, 2020

- Per [Executive Order 20-28](#) (an update to [Executive Order 20-17](#)), students will return to campus and resume classes with a modified schedule; schedules are outlined in this plan and will be communicated via email. Modified schedules previously shared with students will be executed – as they will allow for at least one on-campus day, with the remaining of the coursework remaining online to accommodate skills lab availability, social distancing and the transition back to campus.

September 14, 2020

- Institute of Technology is not defined as a business but as a private college. As such, the College has decided to implement additional requirements as recommended by the [Oregon Health Authority](#) and the Higher Education Coordinating Commission (HECC). These requirements will apply to all staff, faculty, students, and visitors to the campus.

October 19, 2020

- Per revised [Oregon Health Authority](#) guidance, individuals are required to wear face coverings in all private and public workspaces, including classrooms, offices, meeting rooms and workspaces, unless someone is alone in the

space. It also requires people to wear face coverings in outdoor and indoor markets, street fairs, private career schools and public and private colleges and universities. Additionally, the guidance also recommends wearing a face covering such as a mask instead of a face shield, except where a face shield is needed to communicate with someone who is deaf or hearing impaired.

October 22, 2020

- Communicable Disease Management Plan for the College has been updated to indicate the following: Any confirmed case of a student, staff or faculty member will be reported by the college to the Marion County Health Department.

November 16, 2020

- All students will be required to complete a COVID-19 questionnaire prior to class commencement.
- All employees will be required to subject to an Exposure Risk Assessment per OSHA.

December 7, 2020 to June 29, 2021

- All guests (including students w/ scheduled appointments) will be required to complete a COVID-19 questionnaire upon arrival.
- The campus will close (as applicable) to the public (does not include classes or appointments w/ students) in compliance with county risk levels.

June 30, 2021

- Physical distancing and occupancy limits are no longer required on-campus.
- Full vaccinated employees and students, and those with acquired immunity, are no longer required to wear masks in most settings, consistent with OHA guidance.
- Students working in externships, clinical settings, and campus laboratories designed as a practice setting (similar to those performed in the healthcare field) will follow mask protocol for those settings (i.e. if demonstrating a blood pressure, practicing bedside care, practicing injections, etc. masks are required).

Campus Signage

There are a number of signs providing useful information about campus requirements for self-assessing symptoms, required lab practices, and the location of cleaning/disinfecting products and hand sanitizer.

Self-Screening

Using the signs posted on the front door, everyone must continue to self-screen prior to campus entry.

Personal Protection Equipment (PPE)

Anyone can request a mask from the front desk. Upon request, a one-time use disposable mask will be provided by the College.

- **Facial Coverings** – Per revised [Oregon Health Authority](#) guidance, unvaccinated individuals are required to wear face coverings in all private and public workspaces, including classrooms, offices, meeting rooms and workspaces, unless alone in a space.

OHA also recommends wearing a face covering or mask *instead* of a face shield, except in limited situations when a face shield by itself is appropriate, like talking to someone who is deaf or hard of hearing and needs to read lips to communicate. As such, IOT will not allow the use of face shields without a face covering or mask unless an accommodation request is made and approved with the College. Additionally, individuals who have a medical condition that makes it difficult to breathe or a disability that prevents an individual from wearing a mask or face covering, with or without a face shield, can also request an accommodation from the College.

- **Faculty and Staff**

- Masks or face coverings, with or without a face shield, are required at all times for unvaccinated employees while on campus. This includes hallways, bathrooms, classrooms, elevators, lobbies, breakrooms, meeting rooms and other common and shared spaces, unless employees, are at a private, individual workspace not shared with other people.
- Masks or face coverings, with or without a face shield, are required at all times regardless of vaccination status when performing lab skills or participating in a healthcare field practice.
- Vaccination status is based on either completing a self-certification form OR providing a copy of a vaccination card or similar document to the HR Coordinator.

- **Students**

- Masks or face coverings, with or without a face shield, are required at all times for unvaccinated students while on campus.
- Masks or face coverings, with or without a face shield, are required at all times regardless of vaccination status when performing lab skills or participating in a healthcare field practice.
- Vaccination status is based on the honor system.

- **Visitors**

- All unvaccinated persons visiting the college are required to wear a mask or face covering, with or without a face shield, unless the individual is under five (5) years of age.
- Vaccination status is based on the honor system.

- **Gloves** – Gloves are required when participating in a lab/clinical setting. In such a setting, gloves will be supplied by the College.

Safe Campus Practices

Please note that while on campus other safe campus practices will be enforced.

- **Cleaning/Disinfecting** - Sanitizing wipes and cleaning supplies will be available in each classroom, allowing for work station wipe down after each use. Following the conclusion of each class, IOT staff and faculty will clean each classroom. The building is also routinely cleaned and sanitized each evening.
- **Handwashing/Hand Sanitizer** – Restroom soap dispensers have been restocked with antibacterial soap. Please use them often. Additional hand sanitizing stations have been added around the campus.

Modified Schedules

Institute of Technology will continue to operate using modified course schedules, by program, until further notice. If you have specific questions about your schedule please speak with your respective Program Director.

Symptoms of Illness

Center for Disease Control (CDC) writes: People with COVID-19 have a wide range of symptoms reported – ranging from mild symptoms to severe illness. The following symptoms may be related to COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

This list is not comprehensive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting or diarrhea.

Regardless of vaccination status, if you experience these symptoms or feel sick:

- Do NOT come to the school.
- Leave campus immediately if you feel sick or become symptomatic while on campus.
- Contact your instructor or if you are an IOT employee, contact your supervisor.
- Seek medical attention from your healthcare provider.
- Any reports of illness need to be reported to the Campus President and/or Human Resources.

COVID-19 Symptom, Isolation and/or Testing Procedures

If any individual has a suspected and/or confirmed case of COVID-19, they must immediately notify their instructor, Program Director, and/or Supervisor and self-isolate. The requirements to return to campus will vary. Therefore, Institute of Technology will assess each situation on a case-by-case basis and report/advise in accordance with the Oregon Health Authority and the Higher Education Coordinating Commission.

Notification Procedures

In partnership with the local public health authorities, Institute of Technology will notify any student, faculty or staff member deemed to be impacted by new case(s) of COVID-19 are diagnosed in students, faculty or staff. Cases will also be reported to the local public health authority, which for IOT is the Marion County Health Department. Upon notification the College will provide individuals the appropriate resources to make an informed decision regarding next steps.

Any staff and/or student communications regarding COVID-19 will be navigated by the Campus President, HR Coordinator/Executive Assistant and/or Registrar.



Any communications with the Marion County Health Department will be navigated by the Campus President and/or HR Coordinator/Executive Assistant as per the IOT Salem – Communicable Disease Management.

For additional information, please refer to the policy and procedure MGT-14 and the Communicable Disease Management Plan for the College.

Questions?

We understand that through this transition there are likely to be questions. We encourage you to reach out to your Program Director, Director of Students Services and/or Campus President should you have any questions regarding your options as a student, available resources to assist during this time, etc. We can all be reached by phone at (503) 363.9001 or by email as outlined below:

Miranda Tackett, Allied Health Program Director – mtackett@iot.edu

Bonnie Olson, Interim Nurse Administrator – bolson@iot.edu

Cliff Boyer, Director of Student Services – cboyer@iot.edu

Kaylee Vickers, Campus President – kvickers@iot.edu

We are here to help and together we will get through this!