

HealthWrite



Training Academy

**2303 14th Street NW, Suite 100
Washington DC 20009
202-349-3934**

Policy and Procedure for Resumption of Educational Services related to COVID 19 Pandemic

Target Date for implementation - July 20, 2020

HealthWrite Training Academy follows the recommendations of DC Health Department related to Infection control and Prevention for COVID 19 prevention, control, exposure, testing and treatment.

Additional information, questions and concerns related to the plan and/or COVID 19 can be obtained as follows:

HealthWrite – Zerita Hudson RN – zhudson@healthwrite.org 202-349-3934

DC Health – DC.health.dc.gov 202-442-5955

HELC (Higher Education Licensure Commission) – helc.osse.dc.gov 202-727-6436

1. HealthWrite Training Academy has identified the Program Coordinator as the Infection Control/Prevention Coordinator.
2. All persons seeking entry in the building will required to wear a mask and/or face covering of nose and mouth
3. Upon entry in the building, the receptionist/security staff will monitor the temperature of all persons while supporting social distancing.
 - a. If the temperature is less than 100.4, the person will be allowed to sign in and proceed to the designated area of the building (i.e., administrative area, classroom area, computer lab area, student lounge area)
 - b. If the temperature is greater than 100.4, the person will be requested to leave the building and immediately contact their primary care provider
4. As a subsequent measure for protection, upon entry in the classroom, the HealthWrite staff member will measure the temperature of the student and HealthWrite staff will supporting social distancing:
 - a. If the temperature is less than 100.4, the student will be allowed to sign in and be seated at the assigned space.

- b. If the temperature is greater than 100.4, the student will immediately be asked to leave the building and referred to their Primary Care Provider for additional medical assessment, testing and intervention
5. At the beginning of each class, the HealthWrite staff will assure appropriate and effective hand hygiene through the skills demonstration and return demonstration for Hand washing. Soap and paper towels will continue to be made available by the leaser (YWCA). HealthWrite Training Academy will also maintain an ample supply of Hand sanitizer, Soap and Paper towels. HealthWrite Training Academy Assistant Program Coordinator will provide the Program coordinator with a supply list each Friday of supplies that will be required over the next 14 days to include:
 - a. Hand sanitizer
 - b. Paper towels
 - c. Soap
 - d. Gloves
 - e. Gowns
 - f. Face Shields
 - g. Goggles

60% alcohol-based Hand sanitizer is available in the classroom and student lounge area for staff and student use. In addition, the students will be required to wash their hands upon return to the classroom after any break session and restroom use and prior to leaving the building. Students are required to wash their hands prior and after all skills demonstrations and practice sessions

6. Upon resumption of the classroom training and at the start of all new classes, the Program Coordinator for HealthWrite will conduct COVID 19 prevention and control training for students. Included in the training will be COVID 19 etiology, Public Health Interventions to include social distancing and masking, use of PPE, DC Health Situational reports, DC Health COVID information to include the importance of tracing as well as the location of testing facilities. The learning situation will include the significance of providing support for COVID 19 positive students as well as importance of upholding anti-stigma behavior for persons exposed to COVID 19.
7. All HealthWrite staff members are expected to complete the COVID 19 Prevention and control Self Learning Packets developed by the Program Coordinator
8. All Students will be required to have the Medical Form completed prior to the initiation of the class. If the Medical form cannot be completed prior to the start of class; at a minimum, the student will be required to show evidence of current immunizations to include influenza. To support students with a higher risk for underlying medical conditions and/or illnesses as well as in an effort to mitigate their exposure to COVID 19, upon verification of the risk factor and/or underlying medical condition by the Primary Care Provider, HealthWrite can offer virtual learning. Students who are unable to

accommodate masking because of a medical contraindication for face covering will be able to participate in virtual learning.

9. Students and staff returning from domestic and/or international travel should be advised to self-assess for COVID 19 symptoms to include:
 - a. Temperature
 - b. Symptomology
 - i. Sore Throat
 - ii. Dry, hacking cough
 - iii. Shortness of Breath
 - iv. Loss of smell
 - v. Loss of taste
 - vi. General malaise
 - vii. Flu like symptoms
 - viii. Nausea
 - ix. Diarrhea
 - c. If any symptoms as described above as noted, the student/staff should self-isolate and contact their primary care provider for further assessment and interventions. The student/staff should not return to HealthWrite until medical information is received from the Primary Care Provider regarding COVID 19 positive or negative status.
 - d. If during the time of classroom instruction; the staff and/or student complaints of any of the COVID symptoms as noted above in number 9, the student will be advised to immediately leave the building, self-isolate and contact their Primary Care Provider for additional instructions and intervention . Upon clearance from their Primary Care Provider, the staff and/or student can resume instruction.
 - e. If a staff and/student are diagnosed with COVID 19 via approved testing, they are required to Self – isolate and follow the directives from their primary care provider:
 - i. The staff and/or student can return to work and/or class upon meeting the criteria of “Discontinuation of Home Isolation and Home Quarantine”
 1. Negative results of an FDA Emergency Use Authorized molecular assay for COVID 19 from at least 2 negative specimens
 2. Positive results are reported to DC Health from the testing site however the Program Coordinator will notify DC Health in a secure email by emailing coronavirus @dc.gov with the following information:
 - a. COVID-10 CONSULT in the email subject line
 - b. Name and Direct phone number of the best point of contact for DC Health to return the call
 - c. Short summary of incident/situation

3. Medical information related to COVID -19 Testing and/or positive test will be maintained in a student-centered health file separate from the academic file; however available to DC officials as required.
 4. Students, staff and stakeholders that have had face to face interaction with the positive student within a 14 day period of time will be apprised of the positive test and advised to immediately contact their Primary Care Provider and test for COVID 19
 5. The YWCA Office Manager will be notified of the exposure, along with a request for terminal cleaning of the areas where occupied by the COVID 19 positive student. The classroom/lab area will not be used until the terminal clean is completed
 6. When and if the HealthWrite classroom and lab areas are closed because of COVID 19 exposure and the need for a terminal clean; the Program coordinator will notify via email; - DC Board of Nursing – Dr. Bonita Jenkins, HELC - Ms. Angela Lee, HealthWrite Board of Directors – Ms. Lenora Holloway – Williams
 - ii. Students required to self-isolate related to COVID exposure will be allowed to make up instructional time and testing missed because of self-quarantine at the conclusion of the class.
 - iii. If the student elects not to return to the class because of medical complications; the student can elect to for a voluntary dismissal from the program and allowed to re-enroll within 6 months of the dismissal.
 - iv. Students and staff requiring assistance from a mental health provider related to anxiety, stress can be referred to a Core Service Agency of the Department of Behavioral Health
10. HealthWrite will have medical mask available to students as required and requested. The Face mask must be used while in the building and while in the classroom. If the student does not have a face mask upon entry in the building, the receptionist/security staff immediately provide the student with a medical mask. Compliance with the use of the medical mask is always expected apart from when eating and/or drinking fluids.
11. HealthWrite students participating in laboratory activities where social distancing is not conducive to the skill; will be provided with the following Personal Protective Equipment (PPE):
- a. Face Shields
 - b. Gloves
 - c. Goggles
 - d. Gown
12. Students will be provided designated equipment to include but not limited: stethoscopes, gowns, hand sanitizer, scrub uniforms

13. The PPE should be discarded at the end of the skills lab learning activities and properly discarded in the appropriate trash receptacle.
14. HealthWrite supports social distancing through the implementation of a reduced student instructional capacity. Not more than 8 students: 1 instructor will be allowed in the classroom and computer lab at any time. The desk/tables are having been reconfigured to allow for the six feet social distancing with one student per table; the area for the instructor accommodates social distancing requirements.
15. Clinical Field Placements will be deferred until guidance is received from the DC Board of Nursing.
16. Testing through Pearson Vue for theory and skills testing will be deferred until guidance is received from the DC Board of Nursing
17. In an effort to enable social distancing; the students will be encouraged to eat/break in the classroom, however if the student declines to eat/break in the classroom, the student will be allowed access to the student lounge. The student lounge has an occupancy of no more than 6 students. The student lounge has been partitioned off/divided into individual spaces for the students at the counter and tables that meets the criteria for 6 feet social distancing. The tables will accommodate one student per table and the counter will accommodate 3 students at the distance of six feet apart. Cleaning materials and gloves will be available for the students to disinfect the table/counter space after use.
18. The YWCA building and HealthWrite Training Academy area was terminally disinfected to include sanitizing of table, chairs, counters, equipment, carpet, floors, and bathrooms. The maintenance staff of 2303 14th Street NW through the leaser; the YWCA continues to ensure appropriate and operational ventilation system through scheduled ventilation checks and filter changes.
19. At the end of the class; the instructor will thoroughly wipe down high touch areas with bleach and/or disinfectant to include: Tables, Chairs, door knobs, over bed table, bedside commode(while in demonstrative use), bed, mattress, mannikin, wheelchair ((while in demonstrative use) and other related equipment. Linen used during the skills lab will changed daily and washed in hot, soapy water, placed in drier, folder and placed in clear plastic bags (indicating clean) and stored appropriately
20. The floors will be mopped daily by the contracted environmental services staff at the end of the training day with EPA approved cleaning products.
21. HealthWrite will following the directives of Mayor Bowser, DC Health and YWCA (leaser) related to shutdowns necessitated by severe conditions and continued public health concerns.
22. 2303 14th Street NW, Suite 100 has been occupied by YWCA and/or HealthWrite staff and has been maintained as fully operational building by engineering and maintenance during the pandemic.

Approved by: Zenta Hudson RN

Title: CEO

Date: 7/7/2020