



## COVID-19 Preparedness & Response Plan

### Version Eight, Updated 01/21/2022

#### **General**

The following COVID-19 preparedness & response plan has been established for DORSEY (for this document and its appendices, "DORSEY" refers to all Dorsey College campus locations, the Campus Support Center, Dorsey School of Beauty, and Training Direct locations) in accordance with the requirements in [Executive Orders & Directives](#) for COVID-19 issued by the State of Michigan Department of Health and Human Services, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest guidance from the US Centers for Disease Control and Prevention (CDC). The purpose of this plan is to minimize or eliminate employee, student, and visitor exposure to SARS-CoV-2.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards industries. Dorsey's compliance and operational leadership have read these guidance documents carefully, found the safeguards appropriate to DORSEY based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, applicable guidance is periodically updated. DORSEY'S compliance and operational leadership will be responsible for visiting the EO webpage and CDC guidance webpage regularly for the latest information and for revising the plan as necessary. The EOs are found at [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705---,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705---,00.html) and at [https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455---,00.html). The CDC guidance documents are found at <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>. This plan reflects the EOs and CDC guidance as of January, 2022.

DORSEY has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. A list of worksite supervisors is located in appendix A of this plan. The supervisor will remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

The plan is readily available at <https://www.dorsey.edu/covid-19>.

#### **Exposure Determination**

DORSEY has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. DORSEY'S compliance and operational leadership is responsible for the exposure determination.

DORSEY has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites,

schools, high-volume retail settings, and other high-population-density work environments.

DORSEY'S compliance and operational leadership verifies that Dorsey has no high-risk exposure jobs. High exposure risk jobs have high potential for exposure to known and suspected cases of COVID-19. Examples are most jobs in healthcare, medical transport, nursing homes and residential care facilities, mortuaries, law enforcement, and correctional facilities. This sample plan is not intended for employers who have high exposure risk jobs.

DORSEY has categorized its jobs as follows:

(NOTE: Some jobs may have more than one type of exposure risk depending on the task or qualifying factors.)

<b>Job/Task</b>	<b>Exposure Risk Determination (Lower or Medium)</b>	<b>Qualifying Factors (For Example, No Public Contact, Public Contact)</b>
Admissions Department	Medium	Public close contact - Moderate
Financial Aid Department	Medium	Public close contact - Moderate
Education/Faculty	Medium	Public close contact - Moderate
Career Services	Medium	Public close contact - Moderate
Other Administration	Medium/Lower	Public close contact - Moderate/None

## **Engineering Controls**

DORSEY has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

Operational and educational leadership will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary.

The following engineering controls have been implemented:

<b>Job/Task</b>	<b>Engineering Control</b>
Meeting with students	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
Instructing students	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
Student public clinic services	Fixed and portable physical barriers have been purchased and installed to create barriers where 6ft social distancing cannot be maintained.
DORSEY buildings	DORSEY has increased fresh air in-take in buildings and has also installed auto-cleaning needlepoint bipolar ionization systems within the building HVAC units. System details are located in appendix F.

## **Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee, student, and visitor exposure to the hazard. Operational, compliance, and educational leadership will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness.

The following administrative controls have been established for DORSEY:

<b>Job/Task</b>	<b>Administrative Control (For Example, Workplace Distancing, Remote Work, Notifying Customers)</b>
All employees, students, & visitors	When possible maintain at least six feet from everyone on campus.
All DORSEY buildings – emphasis on entry and common areas.	Use ground markings, signs, and physical barriers to prompt employees to remain six feet from others.
All employees	Promote flexible work hours (staggered shifts) to minimize the number of employees in the facility at one time.
All employees and students	Establish alternating days or extra shifts to reduce the total number of employees and students in the facility at a given time.
All employees	Restrict business-related travel for employees to essential travel only.
All employees, students, & visitors	Restrict face-to-face meetings. Communicate with others through phone, email, teleconferencing, and web conferencing.
All employees, students, & visitors	Restrict the number of people in the building at any given time.
All employees, students, & visitors	Minimize the sharing of tools, equipment, and items.
All employees, students, & visitors	Provide employees, students, and visitors with non-medical grade face coverings (cloth face coverings).
All employees, students, & visitors	Require employees, students, and visitors to wear cloth face coverings when they cannot consistently maintain six feet of separation from other individuals or when in a public space.
All employees and students	Keep employees and students informed about symptoms of COVID-19 and require sick people to stay at home until healthy again.
All employees, students, and visitors.	Encourage proper cough and sneeze etiquette by employees, including covering coughs and sneezes and coughing and sneezing in one's elbows rather than hands.
All employees	Ensure that sick leave policies are flexible and consistent with public health guidance, so employees do not go to work sick.
All employees and students	Do not require a healthcare provider's note for employees and students who are sick with acute respiratory illness to validate their illness.
All employees	Maintain flexible policies that permit employees to stay home to care for a sick family member.
All employees and students	Implemented a Social Distance and Conduct Policy requiring employee and student acknowledgement. – Appendix B

## **Hand Hygiene**

Operational and educational leadership will be responsible for seeing that adequate handwashing facilities are available in the workplace and that regular handwashing is required. Frequency of such handwashing will be determined in part by factors such as when and how often the employees' hands are potentially exposed to SARS-CoV-2. DORSEY will provide time for employees to wash hands frequently and to use hand sanitizer.

## **Disinfection of Environmental Surfaces**

DORSEY has increased facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment. DORSEY has made cleaning supplies available to employees upon entry and at the worksite.

Operational and educational leadership will be responsible for seeing that environmental surface in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2. When choosing cleaning chemicals, DORSEY will consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

The following is a list of environmental surfaces, methods used to disinfect, and the frequency of such disinfection:

<b>Surface</b>	<b>Method/Disinfectant Used</b>	<b>Schedule/Frequency</b>
Door handles & other common area high-touch surfaces	Wiped and sanitized w/ hospital grade germicidal cleaner	Once per day minimum or in-between employee/student shifts.
Restrooms	Wiped and sanitized w/ hospital grade germicidal cleaner	Once per day minimum or in-between employee/student shifts.
Classrooms and labs	Wiped and sanitized w/ hospital grade germicidal cleaner. Wipes or other cleaners are available for employees and students to disinfect their area.	Once per day minimum or in-between employee/student shifts. Employees and students are allowed to disinfect their areas as frequently as they desire.
Offices and workstations	Wiped and sanitized w/ hospital grade germicidal cleaner. Wipes or other cleaners are available for employees to disinfect their area.	Once per day minimum or in-between employee/student shifts. Employees are allowed to disinfect their areas as frequently as they desire.

DORSEY will perform enhanced cleaning and disinfection after persons confirmed to have COVID-19 have been in a work area. In the interim, that work area will be temporarily closed, and employees will be sent home or relocated. Operational leadership will be responsible for seeing that this protocol is followed.

The following methods will be used for enhanced cleaning and disinfection:

- DORSEY'S janitorial staff is prepared to sanitize all areas of possible exposure utilizing electric foggers designed to thoroughly disinfect workstations, classrooms, and common areas.

## **Personal Protective Equipment (PPE)**

DORSEY will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The PPE policy will follow the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace, and it will be in accordance with latest EOs.

All types of PPE are to be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted as applicable.
- Consistently and properly worn.

- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

DORSEY will provide non-medical grade face coverings (cloth face coverings) to employees. DORSEY will require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals or when in a public space. DORSEY will consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

The following type(s) of PPE have been selected for use:

<b>Job/Task</b>	<b>PPE</b>
All employees, students, and visitors	Face coverings are currently available at no cost at health screening stations.
All employees, students, and visitors	Gloves are currently available at no cost at health screening stations
Employees and students who cannot maintain a 3ft social distance	Face shields and gowns are available per request

## **Health Surveillance**

DORSEY has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees, students, and visitors and isolate them from the remainder of people on site. Operational, educational, and compliance leadership will be responsible for ensuring that all required health surveillance provisions are performed.

As people enter a DORSEY building at the start of each shift, DORSEY will have employees, students, and visitors self-screen for COVID-19 symptoms through the GoCanvas electronic screening and vaccine tracking system either on their phones or tablets made available at all DORSEY locations. The responses are monitored by campus leadership and site-supervisors. A no-touch thermometer will be used for temperature screening of employees, students, and visitors. DORSEY will similarly screen contractors, suppliers, and any other individuals entering a DORSEY building.

Employees have been directed to promptly report any signs and symptoms of COVID-19 to their direct supervisor and/or COVID-19 site supervisor before and during the work shift. DORSEY has provided employees with instructions for how to make such a report to the employer.

Students have been directed to promptly report any signs and symptoms of COVID-19 to their instructor and/or campus Managing Director. DORSEY has provided students with instructions for how to make such a report to the campus.

Employees, students, and visitors may also email [COVIDHelp@Dorsey.edu](mailto:COVIDHelp@Dorsey.edu) to report a confirmed or suspected case of COVID-19.

DORSEY will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
- Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

DORSEY will not discharge, discipline, or otherwise retaliate against employees who stay at home or who leave work when they are at particular risk of infecting others with COVID-19.

When an employee, student, or visitor is identified with a confirmed case of COVID-19, within 24 hours, a designated COVID-19 site supervisor will notify both the local public health department, and any employees, students, or visitors who may have come into contact with the person who is the confirmed case of COVID-19. When notifying employees, students, and visitors, Dorsey will not reveal the name or identity of the confirmed case.

DORSEY will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

## **Training**

The Senior Vice President of Operations and the Program Development Manager shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

DORSEY will train workers on, at a minimum:

1. Routes by which the virus causing COVID-19 is transmitted from person to person.
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
3. Symptoms of COVID-19.
4. Workplace infection-control practices.
5. The proper use of PPE, including the steps for putting it on and taking it off.
6. Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
7. How to report unsafe working conditions.

The Senior Vice President of Operations and the Program Development Manager shall create a record of the training. The record will list the names of the employees trained, the training date, name of trainer, and content of training.

## **Recordkeeping**

DORSEY will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records.
2. A record of daily entry self-screening results for all employees, students, and visitors entering the workplace.
3. When an employee is identified with a confirmed case of COVID-19, a record that within 24 hours the local public health department was notified as well as any employees, students, or visitors who may have come into contact with the person who was the confirmed case of COVID-19.

Operational and educational leadership will ensure that the records are electronically archived.

## Appendix A

**Worksite supervisors to implement, monitor, and report on the COVID-19 control strategies. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.**

Campus	Building	Name	Position	Email
Dearborn	Main	Tiphany Pugh	Sr. Managing Director	<a href="mailto:TPugh@Dorsey.Edu">TPugh@Dorsey.Edu</a>
Dearborn	Main	Sheila Batts	Sr. Academic Dean	<a href="mailto:SBatts@Dorsey.Edu">SBatts@Dorsey.Edu</a>
Dearborn	Main	Sara Turner	Administrative Coordinator	<a href="mailto:sturner@dorsey.edu">sturner@dorsey.edu</a>
Dearborn	Main	Darylsha Jones	Sr. Career Services Coordinator	<a href="mailto:Djones@Dorsey.edu">Djones@Dorsey.edu</a>
Dearborn	Main	Svetlana Leprich	Lead Instructor	<a href="mailto:Sleprich@Dorsey.edu">Sleprich@Dorsey.edu</a>
Dearborn	Main	Darcel Robinson	Lead Instructor	<a href="mailto:drobenson@dorsey.edu">drobenson@dorsey.edu</a>
Madison Heights	CSC	Lance Craven	VP, Operations	<a href="mailto:LCraven@DORSEY.EDU">LCraven@DORSEY.EDU</a>
Madison Heights	CSC	Kim Knapp	Program Development Manager	<a href="mailto:kknapp@dorsey.edu">kknapp@dorsey.edu</a>
Madison Heights	Main	Vince DeRita	Sr. Managing Director	<a href="mailto:VDeRita@Dorsey.Edu">VDeRita@Dorsey.Edu</a>
Madison Heights	Main	Cheriece Cylar	Academic Dean	<a href="mailto:Ccylar@Dorsey.edu">Ccylar@Dorsey.edu</a>
Madison Heights	Main	Sneha Kosobudzki	Sr. Director of Financial Aid	<a href="mailto:Skosobudzki@Dorsey.edu">Skosobudzki@Dorsey.edu</a>
Madison Heights	Main	Leslea McCargo	Sr. Associate Director of Admissions	<a href="mailto:LMcCargo@Dorsey.edu">LMcCargo@Dorsey.edu</a>
Madison Heights	Nursing	Jennifer Perreault	Sr. Director of Nursing	<a href="mailto:jperreault@DORSEY.EDU">jperreault@DORSEY.EDU</a>
Madison Heights	Beauty	Kaniesha Reno	Associate Director of Cosmetology	<a href="mailto:Kreno@dorsey.edu">Kreno@dorsey.edu</a>
Madison Heights	EMS	Eric Strouse	VP, Dorsey Divisions	<a href="mailto:ESTrouse@DORSEY.EDU">ESTrouse@DORSEY.EDU</a>
Madison Heights	EMS	Suesand Cornell	Regional Office Manager	<a href="mailto:scornell@dorsey.edu">scornell@dorsey.edu</a>
Roseville	Main	Todd Breadon	Sr. Managing Director	<a href="mailto:Tbreadon@DORSEY.EDU">Tbreadon@DORSEY.EDU</a>
Roseville	Main	Kelly Ruddle	Sr. Academic Dean	<a href="mailto:KRuddle@Dorsey.Edu">KRuddle@Dorsey.Edu</a>
Roseville	Main	Matt Schellig	Culinary Program Director	<a href="mailto:Mschellig@Dorsey.edu">Mschellig@Dorsey.edu</a>
Roseville	Main	Samuel Bullock	Culinary Lead Instructor	<a href="mailto:Sbullock@dorsey.edu">Sbullock@dorsey.edu</a>
Roseville	Main	Tammy Pikarski	Medical Manager	<a href="mailto:Tpikarski@dorsey.edu">Tpikarski@dorsey.edu</a>
Roseville	Main	Heather Hunter	Sr. Director of Financial Aid	<a href="mailto:Hhunter@Dorsey.edu">Hhunter@Dorsey.edu</a>
Roseville	Beauty	Sheila Dorjevski	Associate Director	<a href="mailto:Sdorjevski@Dorsey.edu">Sdorjevski@Dorsey.edu</a>
Roseville	Beauty	Diane Mihlader	Lead Instructor	<a href="mailto:Dmihlader@Dorsey.edu">Dmihlader@Dorsey.edu</a>
Roseville	Nursing	Lukesha Ledbetter-Lee	Director of Nursing	<a href="mailto:LLedbetter-Lee@Dorsey.Edu">LLedbetter-Lee@Dorsey.Edu</a>
Roseville	Nursing	Mary Lynn Hackle	PN Program Manager	<a href="mailto:mgerow-hackel@DORSEY.EDU">mgerow-hackel@DORSEY.EDU</a>
Saginaw	Main	Tracey Bass	Managing Director	<a href="mailto:Tbass@Dorsey.edu">Tbass@Dorsey.edu</a>
Saginaw	Main	Emily Brooks	Academic Dean	<a href="mailto:EBrooks@Dorsey.edu">EBrooks@Dorsey.edu</a>
Saginaw	Nursing	John Paul Stohon	Director of Nursing	<a href="mailto:jstohon@dorsey.edu">jstohon@dorsey.edu</a>
Taylor	Main	Vyktorya Williams	Managing Director	<a href="mailto:VWilliams@Dorsey.Edu">VWilliams@Dorsey.Edu</a>
Taylor	Main	Jason Camilleri	Associate Director	<a href="mailto:JCamilleri@Dorsey.Edu">JCamilleri@Dorsey.Edu</a>
Taylor	Main	Misty Willard	Lead Instructor	<a href="mailto:Mwillard@Dorsey.Edu">Mwillard@Dorsey.Edu</a>
Taylor	Main	Tameca Garrett	Lead Instructor	<a href="mailto:Tgarrett@Dorsey.Edu">Tgarrett@Dorsey.Edu</a>
Wayne	Main	Travis Faulds	Managing Director	<a href="mailto:TFaulds@Dorsey.edu">TFaulds@Dorsey.edu</a>
Wayne	Main	Michele Hixon	Academic Dean	<a href="mailto:Mhixon@Dorsey.edu">Mhixon@Dorsey.edu</a>
Wayne	Main	Pauline Willim	Lead Instructor	<a href="mailto:Pwillim@dorsey.edu">Pwillim@dorsey.edu</a>
Wayne	Nursing	Sonya Sevilla	Director of Nursing	<a href="mailto:Ssevilla@dorsey.edu">Ssevilla@dorsey.edu</a>
Wayne	Nursing	Ann Noeyack	PN Program Manager	<a href="mailto:ANoeyack@Dorsey.edu">ANoeyack@Dorsey.edu</a>
Woodhaven	Main	Amanda J. Glover	Managing Director	<a href="mailto:aglover@Dorsey.edu">aglover@Dorsey.edu</a>
Woodhaven	Main	Lori Gillon	Academic Dean	<a href="mailto:Lgillon@Dorsey.edu">Lgillon@Dorsey.edu</a>
Woodhaven	Main	Nicole Barber	Sr. Financial Aid Advisor	<a href="mailto:nbarber@dorsey.edu">nbarber@dorsey.edu</a>
Woodhaven	Main	Ciera Newman	Sr. Administrative Assistant	<a href="mailto:cnewman@dorsey.edu">cnewman@dorsey.edu</a>
Woodhaven	Main	Lucy Wickham	Lead Instructor	<a href="mailto:Lwickham@Dorsey.edu">Lwickham@Dorsey.edu</a>
Woodhaven	Nursing	Robbyn Smith	Director of Nursing	<a href="mailto:Rsmith@Dorsey.edu">Rsmith@Dorsey.edu</a>
Woodhaven	EMS	Kevin Brookshire Jr.	Regional Managing Director	<a href="mailto:KBrookshireJr@Dorsey.Edu">KBrookshireJr@Dorsey.Edu</a>
Woodhaven	EMS	Jessica Cornell	Office Manager	<a href="mailto:jcornell@dorsey.edu">jcornell@dorsey.edu</a>



## Appendix B



Your Career Connection Since 1934

# COVID-19 SOCIAL DISTANCING AND CONDUCT POLICY

Effective Tuesday, May 26, 2020  
(Updated 06/2021)

The following COVID-19 social distancing and conduct policy has been established for Dorsey College [includes all Dorsey College campus locations, the Campus Support Center, and Dorsey Emergency Medical Academy locations] in accordance with the requirements in the [Executive Orders \(EOs\)](#) for COVID-19 signed by Governor Gretchen Whitmer, the OSHA [Guidance on Preparing Workplaces for COVID-19](#), and the latest [guidance](#) from the US Centers for Disease Control and Prevention (CDC). The purpose of this policy is to minimize or eliminate employee, student, and visitor exposure to SARS-CoV-2.

1. In order to enter a Dorsey College building, an appropriate mask or face covering that covers both the nose and mouth is required.
2. A mask or face covering must be worn at all times if six foot social distancing cannot be maintained or when in a public space.
3. Avoid touching your eyes, nose, and mouth.
4. Further social distancing requirements may be required depending on the campus and activity involved. Signage and school official guidance will be provided in these events.
5. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are unavailable.
6. Cover coughs and sneezes with a tissue or sleeve.
7. Clean and disinfect frequently touched objects.
8. Anyone who is ill or has symptoms of illness (Click [here](#) for list of COVID-19 symptoms) should remain at home, contact their supervisor by phone or email, and only return once they have been directed to by their supervisor. Dorsey College will utilize [CDC guidance](#) when determining when an employee, student, or visitor may return to Dorsey College after experiencing illness symptoms.
9. Dorsey College reserves the right to deny entry to anyone who does not meet Dorsey College health screening standards, which includes a COVID-19 self-screening health questionnaire attestation and temperature check using a no-touch thermometer. If a person's temperature reflects a fever (100.4 °F or 38 °C and above) they will be denied entry.
10. Support contact tracing efforts. Students, employees, and visitors who are diagnosed with COVID-19 after visiting a Dorsey College location, are asked to notify campus administration immediately. When an employee, student, or visitor is identified with a confirmed case of COVID-19, within 24 hours, Dorsey College will notify both:
  - a. The local public health department, and
  - b. Any employees, students, or visitors who may have come into contact with the person with a confirmed case of COVID-19

Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Family Educational Rights and Privacy Act (**FERPA**) rules will be followed during the reporting process.

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I have read and agree to adhere to the above policy requirements. I further understand that the Dorsey College COVID-19 Preparedness and Response Plan is available for review at [www.dorsey.edu](http://www.dorsey.edu).

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Signature

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Date



## Appendix C



# COVID-19 Response Plan for a Confirmed Infection in Workplace

Effective Tuesday, May 26, 2020(Updated 1/13/22)

### Purpose:

The purpose of the COVID-19 Response Plan for a Confirmed Infection in the Workplace is to define the procedures for both reporting and responding to a confirmed COVID-19 infection in the workplace.

### Reporting Procedures:

Dorsey strongly encourages any person who has entered a Dorsey facility and then later tests positive for COVID-19 to notify school administration immediately. Each campus has designated site supervisors (listed in Appendix A of COVID-19 P&R Plan) that are responsible for responding to reported cases. Further, Dorsey has established an email group [COVIDHelp@Dorsey.edu](mailto:COVIDHelp@Dorsey.edu) of all site supervisors to ensure all reported incidents are documented and responded to timely.

### Response Procedures:

Site Supervisors are responsible for ensuring reported cases of COVID-19 are responded to timely and in accordance with this plan. The following steps are required to be taken within 24 hours of receiving a report.

1. Complete COVID-19 incident report.
2. Review daily screening forms to determine who may have been exposed to person with infection.
3. Contact persons who may have been exposed, notifying them that they may have been infected while on campus. Confidentiality must be maintained during this process to ensure adherence to both Health Insurance Portability and Accountability Act (HIPAA) privacy rules and Family Educational Rights and Privacy Act (**FERPA**) rules. DO NOT DISCLOSE NAMES OR PROVIDE IDENTIFYING INFORMATION OF THE PERSON WHO TESTED POSITIVE FOR COVID-19.
4. Notify your local health department.
5. Schedule an immediate deep cleaning and sanitation of facilities. Certain incidents may require short-term facility closures to ensure cleaning efforts have been completed prior to anyone entering the facility.
6. Upload incident report and supporting documents to your campus's SharePoint COVID Incident Folder.

Appendix D



**COVID-19 Incident Report for a Confirmed Infection in the Workplace**

**Effective Tuesday, May 26, 2020(Updated 1/13/22)**

1. Name of person who tested positive for COVID-19(Positive test results must be verified):

\_\_\_\_\_

2. Is the person a (circle one):    STUDENT                      EMPLOYEE                      VISITOR

3. Detailed explanation of exposure (E.g. *“Started having symptoms on 4/13, tested positive 4/19”*): \_

\_\_\_\_\_  
\_\_\_\_\_

4. What location(s) and building(s) were entered (If multiple locations, a site supervisor must be contacted at each location. Further, an incident report will need to be completed at each location). Please include visit purpose, date(s), and times of visits:

\_\_\_\_\_  
\_\_\_\_\_

5. Close Contacts as defined by the CDC (15 minutes or more of time within 6 feet of a confirmed case) Please also list vaccination status.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of School Official Completing Report

\_\_\_\_\_  
Date

# GPS-FC48-AC™

## 4,800 CFM Auto-Cleaning Needlepoint Bipolar Ionization System



### Product Description





The GPS-FC48-AC is an auto-cleaning, no maintenance, needlepoint bipolar ionization system designed to handle up to 4,800 CFM. The unit is designed for multiple mounting options including fan inlet, interior duct wall or interior duct floor. The all-composite and carbon fiber construction allows the product to be mounted in corrosive environments.

### Standard Features

Universal voltage input, In-line On/Off switch, programmable auto-cleaning cycle, plasma on indication light, alarm contacts, magnets for ease of installation and replaceable carbon fiber brush emitters.\*

\*Life cycle testing shows no mechanical degradation of the carbon fiber brushes due to repeated cleaning cycles

### Benefits

-  **Particle Reduction and Smoke Control**
-  **Odors Neutralized by destroying VOCs**
-  **Pathogens Killed (Bacteria, Viruses, Mold), Helps to Control Allergens/ Asthma\*, Prevents Dirty Sock Syndrome**
-  **Energy Savings of 30% by Reducing Outdoor Air Intake by up to 75%, reduces pressure loss by keeping coils clean without expensive UV system, and requires No Maintenance!**

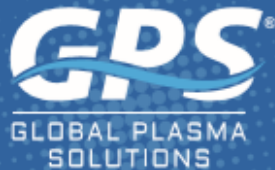
\*These statements are based on numerous customer testimonials and have not been evaluated by the FDA

### Specifications

<b>Input Voltage</b>	24VAC to 240VAC
<b>Amps</b>	0.41A to 0.041A
<b>Power</b>	10 Watts
<b>Frequency</b>	50/60HZ
<b>Total Ion Output</b>	> 400 Million Ions/cc/sec
<b>Airflow Capacity</b>	0 to 4,800 CFM or up to 12 tons
<b>Temperature/Humidity</b>	-20°F to 200°F / 0-100% RH
<b>Unit Dimensions/Weight</b>	11.1"L x 1.84"W x 3.52"H / 1.32 lbs
<b>Electrical Listings</b>	UL, cUL, CE
<b>Alarm Contact Rating</b>	250VAC/ 1A
<b>Compliance &amp; Certifications</b>	UL 867, OSHPD Seismic (OSP), IAQP

### Commercial Applications

- Schools and Universities
- Arenas and Stadiums
- Transportation Hubs
- Office Buildings
- Manufacturing
- Food Service
- Animal Care
- Institutional
- Senior Care
- Healthcare
- Hospitality
- Child Care
- Worship
- Theatre



Engineering Air for a Cleaner World™

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## **Appendix F (continued)**

Video on how systems work:

<https://globalplasmasolutions.com/how-it-works>

Testimonial on system effectiveness:

<https://www.youtube.com/watch?app=desktop&v=rHJE0529mM&feature=share>