

EMERGENCY PREPAREDNESS PLAN

CAMBRIDGE COLLEGE OF HEALTHCARE & TECHNOLOGY
CAMBRIDGE INSTITUTE OF ALLIED HEALTH AND TECHNOLOGY

Objective: to provide an organized process for maintaining safety of operations for the purpose of maintaining safety of students and staff while on campus. This will be accomplished through the continual evaluation of our plan, practice of emergency procedures, and continual training and access to new information.

There are exit signs located throughout the facility, leading to an exit door in the front of the building and or exit door in the back of the building. Evacuation routes are posted in each and every room on the campus. Students are oriented as to the location of the evacuation routes, and provided information on this emergency evacuation plan during their orientation. An annual testing of the fire alarms is scheduled by the property management and Cambridge College follows the building evacuation practice schedule. This information may be obtained from the controller.

Fire extinguishers are located throughout the campus in accordance with safety codes and are checked on an annual basis by a reputable company. The campus bathroom facilities are in compliance with the Americans with Disabilities Act. Hallway spaces and classroom doors are also large enough to accommodate wheelchair access.

Risk Assessment

Cambridge College has prioritized its risks in accordance with the nature of its operation, regional disposition and potential exposures due to on campus training equipment, substances and/or potentially harmful exposures. These are considered primary risks.

Secondary risks include, but are not limited to accidents outside of the facility but immediately adjacent to its location. Such risks also include criminal activity within the community.

Primary Risk Assessment & Emergency Plans

Inclement Weather: From time to time, specifically between June 1 and November 30 of each year, inclement weather alerts occur. The most common weather alerts are hurricane warnings, tornado warnings, and thunderstorm warnings. From December through March of each year, inclement weather alerts occur. The most common is snow and ice.

Hurricane season begins June 1 of each year and ends June 30 of each year. The most typical high level period within this season is August through October. The following procedures exist to be able to facilitate emergency preparedness in the event of an impending hurricane:

Revised 6/15/2020

- The registrar and controller maintain active monitoring of storms, determining whether the campus location is within the cone of caution of an impending hurricane. The team will follow the National Weather Center alerts and updates. Hurricane warnings are typically issued 72 hours in advance of a hurricane. Each county issues emergency advisories and provides information on designated shelters and evacuation routes within the county. In the event the institution appears to be in the cone of caution, the registrar will disseminate this information to students and faculty through a mass email in order that they may personally prepare for impending hurricanes.
- Campus based preparations include advisories to students concerning the status of school closures during periods where inclement weather is likely. Specific to hurricanes, once a hurricane warning is issued, an estimated time of arrival for landfall within the region is also issued based on the number of miles per hour. The hurricane is moving, the category factor and the size of the storm. At the time of a hurricane warning residents are also notified what the storm is bringing heavy rain, winds, tornadoes and other weather affects that may present dangerous situations for the residents within the region. Students are notified 72 hours in advance of a hurricane of anticipated closure. This is based on County warnings and information from the National Weather Center. Within 24 hours of a hurricane landfall, the County announces whether schools will be closed as well as the status of federal buildings and services. Students are advised that if government agencies and institutions are closed, then Cambridge is also closed.
- Campus preparation includes redundancy services on the backup server, covering of file cabinets for water leakage, the covering of computers and computer systems with plastic tarp or moisture barrier sheets. The Campus Director is responsible for all emergency preparations and will delegate staff members to assist with safety measures.
- Frequently, tornado warnings do not occur with the same level of time frames as hurricane warnings. Tornado warnings happen quickly and Cambridge is required to move into action just as quickly. If a tornado warning is issued in our area, students are released to go home and secure their families. If a tornado occurs while students are in school, faculty is to lead their students into the nearest stairwell evacuation route. These areas are very secure and constructed with concrete cinder block designed to withstand major storms. The campus director is required to ensure that all staff and students enter into the stairwells and move downward to the first floor remaining in the stairwell area.
- The campus will adhere to Department of Transportation during the presence of snow and ice and other inclement weather. Classes or clinical activities suspended during the warning will be made up as soon as possible. Any student or employee in clinical facilities at these times will follow the guidelines of that facility.

Revised 6/15/2020

1. Environmental Hazards:

- a. During dry seasons it is not unusual for a County to issue a burn alert. A burn alert is designed to inform residents that due to lack of rain much of the foliage is dry and subject to burn. In such instances, once a burn alert is issued, the institution notifies all faculty and staff to inform students of precautions to take in order to prevent fires in the surrounding area of the building. Such warnings include instruction on how to dispose of cigarettes when smoking in the parking lot. The campus director can issue the e-mail to the faculty and staff of such alerts and may also delegate this responsibility to a member of the administrative team on campus. Staff members are also required, during a burn alert, to monitor students in the parking lot and smoking areas in order to maintain assurance that precautions are being taken with any activities that may require fire in the immediate area of the building. There is no smoking on campus at any time.
- b. Fire inspection of related safety equipment is performed annually. The building management regularly monitors the fire alarm system as well as the sprinkler system. This information can be acquired from the Cambridge controller.

2. Biohazard: the institution follows OSHA guidelines in order to maintain biohazard. MSDS sheets are kept in a binder stored in the department labs. The OSHA lab manual is also stored in each individual department labs. All program directors are required to participate in the updating of the OSHA manual and the MSDS binder.

- a. Biohazards are considered primary risk. Elimination of a biohazard risk is the best approach to limiting biohazardous risk. The institution has taken the following steps to eliminate biohazardous risk:

- i. Biohazardous waste is placed in the proper, labeled containers. Use of biohazardous waste containers is monitored by trained faculty. Use of biohazardous waste containers is only warranted when necessary (i.e. teaching psychomotor skills and phlebotomy procedures).

- ii. Universal precautions are always practiced. Students are required to follow all procedures with regard to the safe collection of blood products.

- iii. All needles and sharps are stored in a locked cabinet.

- iv. The biohazardous waste container has a full line that must be adhered to. When the biohazardous container is full to the point of within 1 inch of reaching the full line, the medical safety disposal company must be contacted for medical waste disposal. This must be performed and monitored by the lab supervisor.

Revised 6/15/2020

b. Instructors are required to train students on all lab procedures, including the use of eyewash stations and all other equipment, supplies and medical procedures performed in the laboratory setting. Emergency protocols are covered on the first day of lab class.

c. The Program Director, as applicable, monitors inventory in the laboratory to ensure sufficiency for all class requirements throughout each year.

Primary risk communication:

All communications concerning announcements, closures, risks, and any other information that students must be made aware of is coordinated by the registrar or Campus Director. This includes any local or pandemic medical alerts, hurricane warnings, tornado warnings, burn alerts, snow/ice and other such local activity. Community communications concerning announcements, closures, risks, and other information that students and/or the community must be made aware of will be performed by the Campus Director under the advisement the VP of Compliance of Regulatory.

Secondary Risk Assessment

Intruder Alert/Lockdown

In the event of an intruder on campus, the following procedures must be adhered to:

The first person who observes a threat must dial 911 and inform them of the situation immediately. Access to school is restricted. All doors are locked to avoid entry.

All classroom doors are locked by the instructors. Instructors will stay with students in the classroom. Lights are turned off. Students are required to sit under/behind their desk or in corners. The Administrative entrance is locked down and all visitors are required to remain inside of the offices with staff.

A designated staff member, who is available at the time of the emergency, maintains a cellular communication with other staff members on campus, as well as, external agencies.

All cell phones are to be turned to vibrate or silent.

All offices and classrooms are to remain locked until the "all clear" is given.

Revised 6/15/2020

Bomb Threat

In the event of a bomb threat the first person who would likely receive the call is the receptionist. The receptionist is required to follow the Department of Homeland Security guidelines on bomb threats (attached). <http://www.dhs.gov/ensuring-building-security>.

Once the institution is notified of a bomb threat all classes must be evacuated in accordance with the evacuation routes posted in each office and classroom. All evacuations are led by the Campus Director and/or Career Services Coordinator. All individuals evacuated must move towards the campus designated area.

Communications policies and procedures for intruder alerts and bomb threats:

The receptionist and administrative staff are likely to be the first notified of any kind of intruder alert. The campus director, in conjunction with a designated staff member, is required to maintain communication with faculty on campus by cell phone. E-mail may also be used to communicate as all classrooms are outfitted with Wi-Fi and computer for faculty with constant access to e-mail.

The external communications concerning intruder alerts and bomb threats are conducted by administrative team members, including the receptionist, Campus Director and Career Services Coordinator. This communication is specific to security agencies and emergency services, such as 911.

Media communications will be notified by the Campus Director. Any press release or other information concerning emergency situations will be upon the advisement of the campus director and information concerning local agencies.

Media Statement

At approximately _____ (insert time), _____ (insert date), a _____ (insert type of situation) occurred at the campus.

The local police and fire services were immediately alerted and contained the situation.

Our immediate concerns are for the safety and well-being of our students, employees and the public and to minimize the impact to the surrounding area.

We will keep you updated as more details become available. (Please check our website or call the hotline number_____).

Revised 6/15/2020

HEALTH ALERTS/PANDEMIC – UPDATED 3/2020 COVID-19

In the event of a Health Alert/Pandemic this plan provides guidance to Cambridge College/Cambridge Institute students and employees and may serve as the plan for maintaining essential functions and services during a health alert/pandemic. This guidance neither replaces nor supersedes any current, approved Cambridge College/Cambridge Institute emergency preparedness plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a health alert or pandemic. This plan stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families if available, and similar approaches. Cambridge College/Cambridge Institute will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. All organization personnel and students are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging health alert or pandemic will be conducted by a School Official. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and /or state/local government directives are provided by a School Official to assist in limiting the spread of disease at the primary and alternate worksite.

Current course of action

Due to the Pandemic, students are currently attending their programs of study through Distance Education with the notification to our Regulatory and Accreditation Bodies. This action is to take place through June 25, 2020. At that time students will resume back to the campus to continue their programs of study. If there is a change in the schedule, the students will be notified through an email.

Disclosure

A Student Disclosure was sent out to all current and prospective students on April 17, 2020.

PANDEMIC COVID-19

DISTANCE EDUCATION DISCLOSURE

Due to the Pandemic of COVID-19 (Coronavirus), Cambridge classes have been moved to Distance Education through Blackboard. While the end date is currently undetermined, online courses that were formerly on-ground, will only last online through the temporary approval provided by the State and Accrediting Agency.

When the temporary approval ends, the remainder of the program will revert to on-ground delivery.

(Student Signature)

(Institution Representative Signature)

(Print Name)

(Print Name and Title)

Submitted Documentation

The College/Institution has submitted a plan of action for each program with the required elements to keep the students engaged. This information was submitted on 3/23/2020, 3/26/2020 to ABHES and 3/23/2020 and 4/9/2020 to the Commission for Independent Education, and on 3/23/2020 to GNPEC (Georgia Location). Copies available for anyone that request them.

Clinical Completion - Updated April 15, 2020

Students Graduating (Competencies Completed/Lacking Clinical Hours)

Revised 6/15/2020



Modified Student Graduation Plan COVID-19 Pandemic

Student Name: _____ Student ID: _____
LAST FIRST MIDDLE

Program: (circle one) DMS RXT RTT ASN

Last Date of Attendance _____ Graduation Date _____

All Clinical Competencies Completed NO YES

Number of total Clinical hours are required: _____ Number of clinical hours left to be completed: _____

Does the student meet all graduation requirements including SAP, GPA, etc. as outlined in the catalog NO YES

FINAL GRADE ____% Letter Grade _____

Explanation of clinical hours left to be completed:

Program Director Name: _____

Program Director Signature: _____ Date: _____

1000 Park Centre Boulevard, Ste. 112
Miami Gardens, FL 33169
(P)305-627-3001 (F)305-437-8035

5150 Linton Boulevard, Ste. 340
Delray Beach, FL 33484
(P)561-381-4990 (F)561-381-4992

5669 Peachtree Dunwoody Rd., Ste. 100
Atlanta, GA 30342
(P)404-255-4500 (F)404-255-4503

460 E. Altamonte Dr., Third Floor
Altamonte Springs, FL 32701
(P)407-265-8383 (F)407-265-8384

www.cambridgehealth.edu

Revised 6/15/2020

Modified Student Clinical Rotation Completion Plan



Modified Student Clinical Rotation Completion Plan COVID-19 Pandemic

Student Name: _____ Student ID: _____
LAST FIRST MIDDLE

Program: (circle one) DMS RXT RTT ASN

Last Date of Clinical Attendance _____ Course Code _____

All Clinical Competencies Completed for rotation NO YES

Number of total Clinical hours are required for rotation: _____

Number of clinical hours left to be completed for rotation: _____

FINAL GRADE ____% Letter Grade _____

Explanation of clinical hours left to be completed:

Program Director Name: _____

Program Director Signature: _____ Date: _____

1000 Park Centre Boulevard, Ste. 112
Miami Gardens, FL 33169
(P)305-627-3001 (F)305-437-8035

5150 Linton Boulevard, Ste. 340
Delray Beach, FL 33484
(P)561-381-4990 (F)561-381-4992

5669 Peachtree Dunwoody Rd., Ste. 100
Atlanta, GA 30342
(P)404-255-4500 (F)404-255-4503

460 E. Altamonte Dr., Third Floor
Altamonte Springs, FL 32701
(P)407-265-8383 (F)407-265-8384

www.cambridgehealth.edu

Return to Campus Process

The College/Institute has started the process to return to campus on June 25, 2020. This process begun on June 1, 2020. A call with leadership took place on June 2, 2020 to initiate the process to return. The updated plan should be complete by June 10, 2020.

PLAYBOOK TO RE-OPEN

REOPENING



CAMBRIDGE'S CAMPUSES

PLAYBOOK FOR RETURN
June 2020



INTRODUCTION

Right now, many Cambridge College/Cambridge Institute (Cambridge) administrators, faculty and staff are working tirelessly to prepare our campuses to resume in-residence beginning on June 25th. Central to our planning is the development of a robust, comprehensive and science-based strategy to safeguard the health and safety of our students, faculty, staff and within our various campus communities.

With this clear focus in mind, for the past several months, Cambridge's Internal Working Group has been working to develop a framework to ensure Cambridge is fully equipped and prepared to safely resume campus operations. These policies and actions, among others, will be taken by Cambridge to protect and maintain the health and well-being of our campus community.



ELEMENTS OF RE-OPENING

- Screening the entire student population as they enter the campus by ways of questionnaire and temperature check;
- Leveraging a comprehensive COVID-19 health promotion and communications effort that includes physical and social media posts and badges, and regular campus notifications—all designed to encourage healthy behaviors while on campus and support proactive prevention and transmission of the virus;
- Initially requiring face masks or face coverings for all students, faculty, staff and visitors while on campus, in the presence of others, and in public settings where social distancing measures are difficult to maintain;
- Providing a facilities revision process to facilitate the installation of plexiglass partitions where needed and other protective materials as appropriate to safeguard individual and public health;
- Limiting the size of in-person meetings and classes based on the guidance from local, state and federal orders;
- Continuing restrictions on travel, as practical, for faculty, students and staff; in addition, visitors and guests will generally be restricted from the campus facilities, unless as part of an official College or Institute tour or without prior approval from the relevant campus director;
- Encouraging and supporting individuals with increased risk of severe illness associated with COVID-19 disease, or over the age of 65, with flexible working arrangements;
- Email blast to all students prior to returning to campus;
- Demonstrating an unwavering commitment to enforcing policies aimed at preventing the transmission of COVID-19;
- Providing necessary academic, wellness, mental health and social supports to all members of the College or Institute's community in an inclusive and culturally competent manner; and
- Creating a COVID-19 public health advisory group, composed of representatives from the medical and public health professions, for the purpose of advising Cambridge leadership regarding any COVID-related contingencies impacting the June 25, 2020 re-entry date and beyond.



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS



PLAYBOOK FOR RETURN
CAMBRIDGE'S CAMPUSES

STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

PROCESSES INCLUDE

01

Advise employees to Stay home if they are sick;

02

Classroom capacity depended upon the size of the classroom or lab with appropriate social distancing;

03

Scheduling classes at various intervals during the day to maintain compliance with the CDC guidelines;

04

Moving desks further apart, and putting indicators on the floor or tables to promote compliance with social distancing requirements;

05

Face coverings required for all staff, faculty and students;

06

Screening of all employees upon entry into the building, including non-touch thermometers and questions about current condition. Persons who are sick should stay home;

07

Signage showing one direction as well as arrows on the floor;



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

PROCESSES INCLUDE

08

Student Lounges to close at each campus;

09

Modify employee schedule to only 50% on campus for social distancing;

10

Wash hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:

- Before and after work shifts
- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands;

11

Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol;

12

Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs;



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

PROCESSES INCLUDE

13

Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use;

14

Sanitizes high-touch shared tools such as remote controls. Provide each instructor with a dedicate set of white board markers and erasers;

15

Minimize risk to employees when planning meetings and gatherings. Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings. Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain appropriate social distancing and wear face coverings;

16

CDC Posters throughout building;

17

One-way traffic flow through-out the campus wherever possible - enter through front entrance lobby and exit through rear stairwell;

18

Elevator Protocol;

19

Guest and visit policy; and,

20

Employee travel policy.



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

All CDC appropriate hygiene and sanitization standards and protocols are to be in place, with frequent handwashing encouraged, sanitization stations located at each entry and throughout the building, and the CDC “Stop the Spread of Germs” signs posted in numerous places where gathering takes place (bathrooms, water fountains, common areas, classrooms, etc.).



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

ADDITIONAL WAYS CAMBRIDGE IS SAFEGUARDING YOUR HEALTH

- Changing the filters for HVAC or if landlord won't doing it ourselves;
- Installing protective devices with disposable sheath for exiting the closed door;
- Professional daily cleaning periodically throughout the day, conducting disinfecting in high traffic areas to include front reception area, desks, doors handles & bathrooms;
- And professional cleaning nightly.



STAGE 1

PLANNING FOR THE RETURN TO CAMPUS

For additional general information, please visit us at:
www.cambridgehealth.edu

Our latest information related to the Coronavirus (Covid-19) Pandemic
can be found here: www.cambridgehealth.edu/health-alerts



YEARLY EVALUATION OF PLANS

Annually, the emergency preparedness plan will be evaluated. This evaluation will occur in July of each year by the VP of Regulatory and Compliance and the Campus Directors. The evaluation will include:

1. status of safety inspections of fire sprinkler system conducted by building management
2. status of fire alarm network inspected by building management and external agencies
3. inspection of fire extinguishers (annually)
4. door locks for external doors and internal doors
5. expiration of elevator certificate
6. any updates or changes to evacuation/lockdown plans
7. any changes to the campus risk assessments
8. any changes to Health Alerts/Pandemic

TRAINING PLAN

This plan is reviewed yearly with all departments. Mock assessment take place throughout the year and if needed at any time.

This plan was last reviewed March 2020 at the start of the Pandemic and will be have another update in August 2020.