



**Health and Safety Preparedness: COVID-19 Plan
Fall 2021**

Design Institute of San Diego (DI) has developed the following Health and Safety Preparedness: COVID-19 Plan to ensure the health and well-being of our students, faculty, staff, and visitors. In these uncertain times, we must remain flexible knowing there may be cycles between relaxed COVID-19 mandates and future stay-at-home orders. DI will be as transparent and proactive as possible with our community in implementing any additional rules and regulations necessary to help keep everyone on campus safe and healthy.

Definitions

“COVID-19” means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

“COVID-19 case” means a person who:

- (1) Has a positive “COVID-19 test” as defined in this section;
- (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or
- (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.

A person is no longer a “COVID-19 case” in this section when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

“COVID-19 exposure” means being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period” defined by this section. This definition applies regardless of the use of face coverings.

“COVID-19 hazard” means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

“COVID-19 symptoms” means fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea, unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19.

“COVID-19 test” means a viral test for SARS-CoV-2 that is:

- (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and
- (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

“Face covering” means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

“High-risk exposure period” means the following time period:

(1) For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until 10 days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or

(2) For persons who test positive who never develop COVID-19 symptoms: from two days before until ten days after the specimen for their first positive test for COVID-19 was collected.

Health and Safety Preparedness: COVID-19 Plan

Overview

This Health and Safety Preparedness: COVID-19 Plan (The Plan) includes information pertaining to sanitation, best practices for a safe campus, communication, emergency response protocols, and curriculum delivery. The Plan will meet, and generally exceed, federal, state and local guidelines.

Considerations

Flexibility and understanding are requested as we strive to navigate a continually changing situation. Our primary concerns are the health and safety of all and the ability to provide continuity of a quality education. While state and federal mandates have relaxed COVID-19 restrictions for vaccinated individuals, who may go mask-less and cease social distancing, those who are unvaccinated must continue to wear their masks while in doors at all time as well as continue to practice social distancing. There also may be vaccinated individuals who prefer to wear a mask and/or socially distance and we ask that everyone exercise tolerance and compassion and refrain from judging others and how they may approach caution during this pandemic.

Cleaning and Disinfecting Procedures

DI has contracted with **JAN-PRO CLEANING SYSTEMS, INC.**, a cleaning and sanitation provider (Jan-Pro). Jan-Pro will provide all daily cleaning and sanitation of the school, including on-going comprehensive disinfecting of the entire campus, on-site day-porter services scheduled throughout the day, and a full evening crew. Jan-Pro is experienced with disinfection, rapid response and COVID-19 cleaning technology. DI facilities will be cleaned every evening utilizing electromagnetic fogging with the Sniper chemical for Enviroshield. All cleaning products and processes meet or exceed the CDC guidelines. Additionally, Molekule air purifiers with patented PECO technology are in use in shared office spaces, the library, and active classrooms.

The Jan-Pro process will include:

- Cleaning and disinfecting all surfaces within all buildings daily;
- Cleaning classrooms, restrooms, lounges and main lobby/reception area when not in use during the day; and
- The use of CDC-approved disinfectants, electrostatic sprayers, dry fogging, and UV wand devices to ensure effective cleaning measures.

In addition, Jan-Pro will deploy a remediation team within 24 hours of notice of a positive COVID-19 case, to clean and disinfect areas potentially exposed to COVID-19. These teams are specially trained and equipped to thoroughly treat the environment so that facilities can become safely operational as quickly as possible. After a minimum five-hour wait time, Jan-Pro teams perform a deep cleaning and disinfection on all horizontal and vertical surfaces, which may also include disinfectant fogging and/or UV disinfection. During this short window, the campus will remain closed to all visitors until Jan-Pro has determined it is safe to reopen.

Campus Safety Logistics

In addition to enhanced cleaning and sanitation, we are taking several steps to ensure the health and safety of our students, faculty, staff, and visitors through adjustments to campus.

Best Practices & Screening

DI will operate under a zero-tolerance approach to health issues. Any student, faculty, staff, or visitor who has a temperature above 100°F or feels any of the following symptoms of COVID-19, Cold or Flu should not physically enter the DI campus or attend any in-person activity or field trip:

- Fever or chills
- Cough
- Shortness of breath for difficulty breathing
- Fatigue
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or diarrhea
- Headache
- Muscle or body aches

Social Distancing, Administrative Controls, Face Coverings, and Personal Protective Equipment (“PPE”)

Social Distancing

If unvaccinated, any student, faculty, or staff member shall be separated from other persons by at least six (6) feet, except where such separation is not possible, and except for momentary exposure while persons are in movement. When it is not possible to maintain a distance of at least six (6) feet, individuals shall be as far apart as possible.

Face Coverings

If unvaccinated, face coverings must be worn to enter the DI campus. All unvaccinated students walking around the campus or in the presence of any other student, faculty, staff or visitor will be required to wear a face covering. **Face coverings are to be worn in all common areas at all times.** Common areas are defined as hallways, classrooms, lunchrooms, restrooms, the outdoor student lounge or anywhere else where you might possibly come within six (6) feet of another individual. When outside, masks may be removed regardless of your vaccination status.

If you do not have a face covering when arriving at campus, we can provide a disposable face covering from our limited supply, subject to availability. Hand sanitizing stations will be available throughout campus.

If you are unvaccinated and unable to wear a face covering and need an accommodation due to a medical need, an alternative protective gear, such as a face shield, may be worn. Please contact [Campus Wellness](#) if a medical accommodation is required.

Sharing of PPE is prohibited.

Visitors

Outside visitors will self-attest if they are vaccinated or not and are required to follow the same mask and social distancing protocols for all vaccinated or unvaccinated individuals.

Our Campus

Protocols for the DI campus:

- It is required that all unvaccinated students, faculty, staff, and visitors wear a properly fitting face covering over their nose and mouth, when in common areas or within six (6) feet of another individual. Should you feel that you require accommodation please contact [Molly Dishman](#), Director of Student Services & Compliance.
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- Hand Sanitizing Stations have been placed at all building entrances and in all classrooms. Anyone entering and exiting a building is encouraged to utilize the sanitizers.
- Instructions for proper hand washing, per CDC guidelines, are provided in each restroom.
- Wipe dispensers have been placed throughout campus and we recommend wiping down all surfaces before and after use.
- Disposable kitchenware and utensils will be provided and must be discarded after use.
- Molekule air purifiers with patented PECO technology are in use in shared office spaces, the library and active classrooms.

Signage will be placed throughout the campus to remind, students, faculty, staff, and visitors of our health and safety policies and recommended best practices.

Campus Pledge

All students, faculty, and staff will sign a Pledge of responsibility to contribute to the safety of the campus.

Design Institute of San Diego COVID-19 Reporting Policy

All individuals are encouraged to consult with a licensed health care provider and take recommended COVID-19 tests if they suspect they have been exposed to COVID-19. Out of an abundance of caution for the health and welfare of the DI community and beyond, DI is asking students, faculty, and staff to self-report a positive COVID-19 test or possible exposure to the dedicated DI Campus Wellness representative at campus.wellness@disd.edu.

In addition, if you suspect you have been exposed to or infected with COVID-19, follow the Centers for Disease Control guideline: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

Notification and Response Protocol in the Event of a Positive COVID-19 Report

If a student, faculty, or staff tests positive for COVID-19, a confidential report will be sent to the DI Campus Wellness representative who will notify the San Diego County Health Department but **WILL NOT** divulge the identity of the person(s) in question to the greater campus or San Diego communities. All information gathered will remain confidential as directed by the San Diego County Health Department. DI will assess the credibility of every self-report to determine whether to provide an update to the campus community. If a confirmed or credible positive COVID-19 incident is reported, DI will update the campus community but **WILL NOT** share the identity of the person(s).

For specific regulations on HIPAA Privacy and sharing patient information,

click <https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>.

Further, DI will take the following steps when there has been any such report on our campus:

- (1) Determine the day and time the COVID-19 case was last present and, to the extent possible, the date of the positive COVID-19 test(s) and/or diagnosis, and the date the COVID-19 case first had one or more COVID-19 symptoms, if any were experienced;
- (2) Determine who may have had a COVID-19 exposure. This requires an evaluation of the activities of the COVID-19 case and all locations at the campus which may have been visited by the COVID-19 case during the high-risk exposure period;
- (3) Give notice of the potential COVID-19 exposure, within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case, to the following:

- a. All individuals who may have had COVID-19 exposure.
- b. Independent contractors and others present at or who travelled through the campus during the high-risk exposure period.

(4) Investigate whether any DI campus conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms shall be kept confidential. If an investigation results in the identification of a COVID-19 hazard, DI will correct the hazard in a timely manner. The DI Community is encouraged to work with DI in any investigations so that DI can adequately and promptly identify, evaluate, and respond to any COVID-19 hazards.

In addition, Jan-Pro will deploy a remediation team within 24-hours of notice of positive COVID-19 case, to clean and disinfect areas potentially exposed to COVID-19. These teams are specially trained and equipped to thoroughly treat the environment so that facilities can become safely operational as quickly as possible. After a minimum five-hour wait time, Jan-Pro teams perform a deep cleaning and disinfection on all horizontal and vertical surfaces, which may also include disinfectant fogging and or UV disinfection. During this short window, the campus will remain closed to all visitors until Jan-Pro has determined it is safe to reopen.

Return to DI Campus after Exposure to, Confirmed, or Suspected COVID-19 Case:

In order to ensure that transmission of known or suspected COVID-19 cases are reduced, DI has instituted the following policies:

Symptomatic COVID-19 Cases: Any known COVID-19 cases with COVID-19 symptoms shall not return to campus until:

- (1) At least 24 hours have passed since a fever of 100.4°F or higher has resolved without the use of fever-reducing medications;
- (2) COVID-19 symptoms have improved; and
- (3) At least 10 days have passed since COVID-19 symptoms first appeared.

Asymptomatic COVID-19 Cases: COVID-19 cases who tested positive but never developed COVID-19 symptoms shall not return to campus until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Individuals Subject to Isolation or Quarantine Orders: If an order to isolate or quarantine an individual is issued by a local or state health official, the individual shall not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period shall be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

A negative COVID-19 test shall not be required for any student, faculty, or staff to return to campus.

Communication

In order to keep the DI Community apprised of any updates pertaining to COVID-19, DI will disseminate information as follows:

- Email distribution of additional or updated policies and procedures as they are developed and any updated county, state, or federal Health Orders. Such communications may come from the CEO, Director of Student Services & Compliance, or campus.wellness@disd.edu.

- Various other communication channels such as social media, weekly newsletters etc.

Any individual in the DI Community is encouraged to communicate with campus.wellness@disd.edu or any other staff or faculty member in which they feel comfortable, with any questions they may have.

Curriculum Delivery

Fall 2021 courses are planned to be delivered in person (face-to-face) at the DI campus. A few select courses and support studio (software) course will be delivered as a combination of virtual and in-person class meetings (Hybrid (HY)) or (Online Synchronous (OS)).

- **Attendance requirements:** In person attendance will be required for all face-to-face and in-person class meetings (including field trips).
- **Mode of virtual instruction for courses designated as virtual:** To support continuity and integrity of individualized student instruction, we will continue to hold synchronous (live) virtual class sessions that incorporate interactive, virtual components and provide opportunities for real-time feedback and collaboration.
- **Virtual platforms:** We will continue to use Zoom as the primary video communication system for interactive, real-time collaboration and instruction delivery. Specific guidance for use, protection of privacy and data, and meaningful participation in a virtual classroom will be included in the DI Faculty and Student Zoom Policies. Canvas, a learning management system, will be used campus-wide for access to course materials including syllabi and recorded lectures, exams, communication through chats, discussion forums, etc.; and individualized access to track your academic progress. It will be important to make sure you have the necessary technology to support these platforms as well as some programs used in Visual Communication and CAD courses.

Conclusion

This is an unprecedented time for the DI community and for all of us as individuals. We continue to be inspired by the spirit and determination demonstrated by everyone as we continue to serve our students and focus on the future. Together we will continue to advance DI's mission while keeping each other safe and healthy.

I agree to comply with the DI Health and Safety Preparedness: COVID-19 Plan:

Name: _____ Date: _____

Signature: _____