



**FALL 2021 COVID-19 PROTOCOL UPDATE
Updated August 31, 2021**

CONTINUE WITH POSITIVITY, COMPASSION and SAFETY

As COVID-19 cases have recently begun to increase, Blue Cliff Career College (BCCC) has continued working to keep students and staff Safe. Keeping positive in the face of adversity is a character trait that speaks well of our outstanding students, faculty and staff. Our goal is to get back to “business as usual” when it is safe, unfortunately, the current COVID-19 health challenges necessitates that we keep monitoring and adapting our protocols and procedures we deem important to maintain a safe college environment.

VACCINES, GUIDELINES AND UPDATES

With hopes that vaccine numbers will increase as people exercise personal responsibility and make their decision, thus minimizing the number of positive COVID-19 cases, the BCCC College continues to monitor guidelines issued by the CDC, the Governor’s Office, and the school’s regulatory agencies. Further updates will be sent as needed based on trends related to this pandemic. While vaccinations are a personal choice and a personal risk, Blue Cliff Career College administration is ready to assist any and all students who need assistance finding a health care provider to administer this valuable health service.

We encourage each student & staff to review the benefits and risks associated with getting a COVID Vaccine shot and to make the choice that is right for them. That being said, for those willing to get the Vaccine may in many instances experience less risk associated with contracting the COVID virus, but of course, it is a personal health choice.

The staff support the belief that people should not be shamed into getting the vaccine and they should not be shamed if they do not.

In addition, all should recognize the similar benefits and resistance to COVID-19 that individuals who have already had the infection in the recent past.

Requirements for Students and Employees on Campus

College personnel have worked to identify specific measures to help ensure the safety of students, faculty, and staff. All are required to follow this protocol or may be subject to disciplinary action.

Disclaimer

All measures listed in this protocol are subject to change at any time due to state or health agency updates on the COVID-19 pandemic. The college works with its students and staff to provide a safe college campus. Risks can be managed and protocols can reduce risk, however, risk cannot not be eliminated. The only way to avoid all “public” risk is to stay at home. For some people that may be the right choice. BCCC believes in facilitating a safe school environment. BCCC also believes expects each individual to take personal initiative and to make choices that protect their own health including avoiding unhealthy gatherings, avoiding spending direct contact with COVID positive people. In addition, if found in a situation where another individual is failing to social distance or abide by protocols, then each individual in this type situation is expected to take appropriate actions that may include stepping further away from an unmasked person and politely notify school officials. Individuals who find themselves in an unacceptable risk exposure are expected to first remove themselves from the situation and then immediately contact school officials. Notification of such situations hours or days later is not acceptable behavior. In addition, withing regulatory guidelines and as is allowable and approved, individuals may ask for a COVID Leave of Absence as an alternative to attending if they perceive the risks are unacceptable for his or herself.

The Alabama legislature passed [Senate Bill No. 30](#), which provides that any business, healthcare provider, church, educational entity, government entity, or cultural institution is immune from claims for injury caused by exposure to COVID-19, vaccinations for COVID-19, or providing personal protective equipment. The immunity does not apply if the injury is alleged to have been caused by “wanton, reckless, willful or intentional misconduct.” The Bill was signed by the Governor on February 12, 2021.

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HEALTH & SAFETY

Directives from the Governor's Office and Public Health Agencies

Blue Cliff Career College will continue to observe directives from the Governor's Office, the guidance issued by Public Health Agencies (e.g. CDC, ADPH) and public health conditions locally as the school officials set and implement protocols and instruction and activities.

Personal Responsibility:

While Blue Cliff Career College strives to protect its students and employees, it is the personal responsibility of these individuals to do their part to mitigate the spread of COVID-19. Reporting accurate information, getting the vaccine and/or getting tested regularly for COVID-19, and practicing cleanliness to the greatest extent are critical in minimizing the spread of the virus. All individuals must follow the guidelines set forth in this protocol.

Cleaning and Disinfecting:

Blue Cliff Career College outsources custodial services. Those companies have provided the College with their disinfection practices to minimize the spread of COVID-19 (See Appendix A). Chemicals being used to disinfect are on the Environmental Protection Agencies' approved disinfectants list. Cleaning strategies will be followed based on the CDC's guidance.

Communications Plan:

The College will use the Coastal News and Coastal Student News platforms to send notifications and updates to all faculty, staff and students. Notifications sent through the Coastal News and Coastal Student News groups generate e-mails to the individuals' College e-mail accounts. Additionally, the College will continue to update the COVID-19 website with updates and will share updates on the College's official social media accounts.

Public Information

The College has a COVID-19 webpage dedicated to updates on the virus and College operations.

Facial Coverings/Masks:

Facial coverings/masks are required indoors on all campuses until further notice. Exceptions may be given when individuals are socially distanced; however, masks are to be worn when providing services such as facials, massage or hair styling.

Supply Acquisition:

The College has purchased and will maintain a supply of disposable masks and sanitizer for instructor, staff, and student use to distribute as needed. These supplies will be ordered by the Facilities Office.

Other PPE relevant to a particular program will be acquired and stocked normally by each program director.

General Precautions and Practices:

In our hands-on industries of massage, esthetics and cosmetology, we practice important but fundamental sanitation procedures to prevent the spread of disease. In a similar fashion, all individuals on campus are expected to keep distancing when practical and wear masks when its not practical and to treat everyone as if they may be COVID-19 Positive. If a person wears a mask, then, according to guidelines of health officials, that is some protection against COVID-19 and thereby may or may not protect a person from exposure.

VACCINATIONS

Vaccination is the leading prevention strategy to protect individuals from the COVID-19 disease and end the COVID-19 pandemic. The COVID-19 vaccine significantly reduces the potential of severe illness, hospitalizations, and death. According to the CDC, COVID-19 vaccines are safe and effective, and everyone 12 years of age and older is now eligible to get a free COVID-19 vaccination.

Pursuant to state law, the Alabama Community College System and its colleges will not mandate the COVID vaccine as a condition of attendance or employment, but vaccination is strongly encouraged for all students, faculty, and staff.

On July 26, 2021, the Alabama Attorney General issued a Public Notice summarizing Alabama law relating to COVID-19 vaccination requirements and proof of vaccination requirements as set out in Act 2021-493. The Public Notice makes clear that no government, school, or business in Alabama may demand that a constituent, student, or customer, respectively, be vaccinated for COVID-19 or show proof of his or her vaccination for COVID-19.

MASK WEARING AND PHYSICAL DISTANCING

Blue Cliff Career College requires individuals to wear a face covering or mask indoors **regardless of vaccination status** per the CDC's latest guidance.

On very rare occasion and under special circumstances (based on a valid medical condition), an individual may be given an exception or waiver to “full-time” mask wearing. In such cases, reasonable accommodations may be given at the discretion and judgement of the school. One example of an accommodation would be to have the individual keep significantly socially distanced as a method of providing safety, but wearing mask when interacting close with another individual.

Exceptions are given for those who have a medical reasons.
In those circumstances, social distancing should be maintained
6 feet apart - OR have a mask on.
Have a mask on in close proximity
And When working on client

Instructor's and Staff will enforce the protocols by:
Monitoring and reminding and correcting students (and others) as necessary and when improper protocols are brought to the attention of the staff & faculty.

Students, staff & clients in situations where they are in close proximity to other individuals at BCCC not abiding by the health-safety protocols AND therefore exposing to undo risk, then, that student being exposed to the undo risk is to take personal responsibility to protect themselves by: 1. get a safe distance away (6 feet) and 2. Immediately, and politely notify the instructor so he / she can assist by bringing the room into compliance. If the situation does not seem to be adequately addressed then one should elevate the situation to additional school staff and the campus director's office until it is adequately addressed. At no time should anyone delay in expressing safety concerns – ever.

We ask and require that individuals maintain distance from those rare people who cannot mask at all or for long periods of time (More medical reasons). In addition, rare situations may occur where someone ends up in a public area without a mask. In those situations, individuals are directed to do the responsible thing and to take their own steps / actions to socially distance and to get at least 6 feet away and avoid close contact.

Nearly all Alabama counties are categorized as “Very High Risk” per the Alabama Department of Public Health. In coordination with local health officials, the College will continue to monitor local condition and consider additional precautions as appropriate.

COVID-19 EXPOSURE NOTIFICATION, QUARANTINE, AND ISOLATION

Definitions:

- **Exposure** is defined as within 6 feet of an infected person without proper PPE (ie. Mask) (laboratory-confirmed) for a cumulative total of 15 minutes or more over a 24-hour period.

SHOWING SYMPTOMS OF COVID-19

Persons arriving to campus with signs or symptoms of COVID-19:

Should a faculty/staff or student arrive to campus exhibiting signs or symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), the College will ask the person to leave campus and consult a healthcare provider before returning to campus. Further guidance is listed below regarding when someone can return to campus.

Per the CDC and the Alabama Department of Public Health, retesting is not recommended within three months after the date of symptom onset for the initial COVID-19 infection.

PERSONS WITH POSITIVE COVID-19 TEST RESULTS WITH SYMPTOMS

Persons can return to campus:

- 10 days after symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving (For example: cough, shortness of breath. Please note, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

PERSONS WITH POSITIVE COVID-19 TEST RESULTS WITHOUT SYMPTOMS

Persons can return to campus after 10 days have passed since he/she had a positive viral test for COVID-19 if the person continues to have no symptoms. If the person develops symptoms, they should follow the protocol for "Persons with Positive COVID-19 Test Results with Symptoms".

PERSONS WITH EXPOSURE TO COVID-19

BCCC considers a staff member or student experiencing an exposure, as someone who was within 6 feet of an infected person (laboratory confirmed) without a mask for a period of more than 15 minutes within a 24-hour period. Fully vaccinated staff or students do not need to quarantine unless they have symptoms. An exposed person Quarantines for 10 days.

Caretakers of Covid positive persons who cannot care for themselves (young children, elderly, or handicapped etc.) will need to take an additional 10-day quarantine to assure that they have not themselves contracted the virus unless they have tested positive themselves along with their charges. Students will be encouraged to take an LOA or use online learning tools if approved. (See Policy for the Utilization of Online Learning Tools page 11). Staff and Faculty see page 9 Employee Protocols.

In the event that a student attending class is Covid positive, the other students should be safe if they have adhered to the Mask Wearing and Physical Distancing Policies. In this case the class should continue in-person training. Faculty have a responsibility to make sure their class adheres to the Mask Wearing and Physical Distancing Policies. Students should take personal responsibility for their own safety and remind their peers of the Mask Wearing and Physical Distancing Policies if they see someone out of compliance. If someone felt they were exposed to the Covid positive student while attending in-person classes, they are welcome to apply for online learning with the Administrative office or for a 10-day emergency leave of absence.

As stated in the policy on page 11, "The ability for a student to participate or receive an accommodation via distance learning tools is truly a privilege and not an absolute right. At the discretion of the school officials, these accommodations are considered on a case-by-case basis."

BCCC does not disclose a student's status such as Covid positive or fully vaccinated in order to protect the students right to privacy.

These protocols are subject to change.

ADMINISTRATIVE STAFF & FACULTY

For in-person activities, the following guidelines are in place:

- Masks or face coverings are required indoors with exceptions noted previously.
- The Administrative Staff & Faculty will promote and adhere to recommended hygiene and mask/facial covering policies and will assist facilities staff in sanitizing surfaces and high- touch locations in the Administrative areas as required by the Campus Directors, state, and federal authorities.
- Administrative staff and Faculty will practice hand sanitation as recommended by BCCC College administration, state, and federal authorities.
- Staff and custodial services will sanitize appointment areas and office surfaces.
- Accessible areas of the building will be cleaned and disinfected daily. Entrance/exit doors will be sanitized regularly.

Faculty and staff are to monitor and politely promote compliance with students, visitors and customers. When safety or health protocols are not correctly and safely being complied with, then the instructor or administrative director is expected to use excellent people skills and kindly take necessary steps to establish a safe college space. It is unlikely, but if in the course of enforcing the COVID Protocol policies, individual(s) gets confrontational, the staff or faculty person involved is expected to diffuse the situation if possible and / or seek a campus director's assistance. The goal is a safe environment with happy customers.

EMPLOYEE PROTOCOLS

LEAVE

Employees who must be out of the office due to COVID-19 exposure or confirmed cases must use his/her own leave for the time missed out of the office.

TELEWORKING/REMOTE WORK

Effective immediately, the College does not offer remote or telework as an employee-requested option to COVID-19 quarantine or isolation periods when the employee is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case. This is regardless of vaccine status.

Any employee who is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case shall not come to work and shall isolate as recommended by the CDC or quarantine as required by a health provider. Employees shall take sick leave or other appropriate leave in these cases and strictly adhere to the College's leave policies.

There are certain essential jobs and functions that may require the College to seek remote work from an employee who is taking leave related to COVID-19 reasons. If the College needs remote assistance during an employee's COVID-19 leave period, the College will initiate contact with the employee on leave to see if the employee is willing and able to assist remotely as the needs of the College dictate. If the isolating or quarantining employee remotely assists during their leave period as requested by the College, the employee will be temporarily approved for that specific remote work which was requested by the College and paid for such work. The president approves all instances regarding telework or remote work.

TRAVEL

Currently, there are no special policies regarding travel except for the expectation that the usual protocols and precautions are taken. All people involved including students, staff, customers & faculty are encouraged and requested to practice safe health precautions during travel and during normal living locally.

**POLICY FOR THE UTILIZATION OF ONLINE LEARNING TOOLS
FOR OUR PROGRAMS NOT APPROVED FOR DISTANCE EDUCATION**

The allowance for schools to utilize online, or other, learning tools as a supplement in a program not approved for distance education is not new; however, given circumstances related to COVID-19 our ACCSC Accreditation Commission felt it useful to provide guidelines in these regards. According to regulatory standards, schools may establish policies that allow students who are subject to circumstances that limit their ability to attend in-person coursework to “attend” classes for a limited period using online learning supplemental resources. The school’s policy does minimally cover the following types of components:

- **Component #1:**

The circumstances that would warrant such an accommodation for students – for example a student quarantining due to COVID-19 exposure / symptoms or a student recovering from an accident;

The ability for a student to participate or receive an accommodation via distance learning tools is truly a privilege and not an absolute right. At the discretion of the school officials, these accommodations are considered on a case-by-case basis.

The school considers student quarantining due to COVID-19 exposure or a student recovering from an accident a valid reason for an “emergency health related use of online learning tools”.

The school also considers the circumstances surrounding legitimate need to have a limited on-line learning tools. The school also considers the attitude, conduct of the student as well as the student’s willingness to comply with school directives when considering the at the school’s discretion, the student may be required to take a LOA (Leave of Absence) instead of the on-line learning option.

The school also takes into consideration the continued health & safety needs of the students and staff as a whole when deciding when and how to accommodate student’s need to utilize online learning tools.

- **Component #2:**

The limits of the accommodation regarding time and qualifying course types – for example up to three weeks and only for the lecture/didactic portions of courses;

The limits of the accommodation regarding time and qualifying course types include the following: Time: Up to three weeks per accommodation. After three weeks, under special and unique circumstances, an additional accommodation may be considered as long as in the judgement of the Campus Director, it is within the spirit of the underlying regulations. All accommodations are at the discretion of school directors and may be declined. School directors are not required to provide reasons for decline,

however, reasons for decline may vary and may include: conduct and circumstances relating to the student(s) as well as alternative methods of dealing with the needs.

- Component #3:

The resources the student would need in order to take advantage of the accommodation – for example access to a computer, webcam, and the internet or the ability to receive and access recorded classroom lectures;

Massage students who qualify for the online learning tool accommodation, they will need the following resources:

Massage: The students would need access to the internet and a device such as a smart phone, iPad or laptop (with webcam capabilities) and their school issued textbooks & other handout/check out materials. In addition, students will need access to internet.

Cosmetology & Esthetics students who qualify for the online learning tool accommodation, they will need the following resources:

Cosmetology & Esthetics Students: The students would need access to the internet and a device such as a smart phone, iPad or laptop and their school issued textbooks & other handout/check out materials. The school provides laptops or devices for students as needed as well as access to an extremely rich in-depth audio-visual resources including: Pivot Point, Google Classroom, SmartSheet portals. Zoom technology is also utilized.

- Component #4:

The requirements for access to learning materials – for example, the student's ability to use the school's learning resource system remotely as required to complete assignments; and

Students will be made available resources via internet systems like "Google Classroom", Zoom and SmartSheets. It is noteworthy, that students are issued kits that have other resources such as textbooks and document resources. Cosmetology and Esthetics students utilize extraordinary on-line learning tools on campus and off via Pivot Point web portals. These online resources contain curriculum resources for students and the online services track time and progress for students while at school and for students who are unable to be on campus. As necessary and as possible, resources needed would be provided by the school except for internet access. Individuals without internet access will need to notify the Campus Director to discuss options available including a possible LOA.

All cosmetology & esthetic students are trained in the first few weeks of the program how to access and utilize the learning resource materials

available. In addition to Google Classroom, these students extensively utilize Pivot Point internet resources. Each one has an assigned login and resource package that tracks their use, time actively using the services as well as time logged in. The resources have assignments that have been scientifically measured to determine typical amount of time required to do the assignments.

- Component #5:
Any requirements and allowances for make-up work in cases where accommodations could not be made – for example, requirements to attend a hands-on lab make-up section outside of normal course schedules.
When accommodations and allowances are not approved or made available to the student, at the campus director’s discretion, the director may or may not choose to customize an alternative plan for the student(s) taking into consideration the specific circumstances surrounding the need for accommodation. Alternative plans may vary and may include a combination of LOA and make up classes scheduled including hands-on training.

These guidelines offer but a few examples of how accommodations can be made; however, there are may be several other scenarios and circumstances that could qualify for such accommodations. The Campus Directors are not limited by these guidelines but use these policies / procedures as a beginning in the effort to help students while staying in compliance with regulations.

The school may establish, modify and implements these policies and practices while conforming to the spirit and intent of all related regulations ensuring that;

- Such practices are limited in duration, application, and in scope to only those students whose circumstances qualify; and
- Such practices are not used to replace entirely the approved delivery method of a program.