

## NTC COVID-19 SAFETY PROTOCOL

*Keeping our students healthy*

In an effort to maintain staff and student health, new safety measures and protocols have been implemented. They are subject to change based on CDC guidance. Please take a moment to review them before returning to the classroom or clinical setting.

1. Covid-19 Vaccine series and Boosters (required by law) are mandatory to take NTC Medication Aide program.
2. **NTC COVID-19 DAILY AT HOME SELF-ASSESSMENT.** Each student is expected to perform the at home assessment in efforts to reduce the spread of COVID-19. If they are not feeling well, experience any symptoms listed or check yes to any of the questions on the form they are to stay home. Students are expected to contact the instructor to reschedule class or clinical. All class and clinical missed days must be made up within 90 days from the first day of class. This assessment is for home use only and not to be submitted in class.
3. **Isolation stations** in the school entrance. You will find hand gel, gloves and masks. Each student must gel their hands before entering the classroom. If you are unvaccinated, a face mask is required. Face masks and gloves are recommended to be worn at all times while moving around the classroom.
4. **Same desk.** Each student will use the same desk daily. At their desk, they will find:
  - a. Own binder that includes their sign in sheet, **COVID-19 daily screening** sheet and sheet protectors to insert tests, assignments and paper work to instructor in (when necessary).
  - b. Students are recommended to bring their own writing utensils to class (pen or pen). The student will sign in, check their temperature and record on the Covid-19 screening sheet found in the binder and answer the questions. The instructor will verify the temperature. If the student has a temperature greater than 100 degrees Fahrenheit, they will be asked to leave the classroom and reschedule class or clinical.
  - c. Face shields are available or you may bring your own
  - d. Box of gloves
  - e. Hand sanitizer
  - f. Box of tissues
  - g. Trash can
5. **Hand hygiene.** Students are recommended to go to the bathroom and perform hand hygiene before starting their day. Please try to wait at least 5 minutes between use of the bathroom. Please spray the provided room sanitizer before leaving the bathroom.

6. **The bathroom.** In the bathroom, students are to wash their hands with the no-touch hand soap dispenser for at least 20 seconds. Paper towels are to be put into the no-touch covered trashcan. Avoid touching anything unnecessarily, that includes your face and hair. Disinfectant should be sprayed as well. To assist with ventilation in the bathroom, the window *may* be left slightly open (weather dependent) and a HEPA Air purifier machine running.
7. **Classroom practice stations and practicing skills.** Students are recommended to wear their face masks, face shields (or goggles) and gloves when moving around the room. Students are recommended to sanitize hands before and after working at the practice stations. When performing skills, sanitize your hands and wear gloves. No gloves are required when sitting at your desk. Please perform hand hygiene before applying gloves, after removing gloves and as needed.
8. **Sneeze Guards** at the medication cart and other areas of room *may be* utilized.
9. **Cleaning desk and face shield (or goggles).** At the conclusion of each class, students desks will be sanitized at the conclusion of each class and periodically throughout the class *if warranted*.
10. **Cleaning equipment** gloves are to be worn when disinfecting equipment in room using disinfectant wipes. Regular disinfecting of the room and high-touch areas will be completed by instructor (and students *if needed*).
11. **Air circulation:** A hospital grade HEPA Air purifier machine will run at all times. After each class, windows will be opened and the room and equipment thoroughly cleaned by the instructor. The filters in the ventilation systems are changed per manufacture directions.
12. **Sheet Protectors:** Tests, assignments and other paperwork to be turned in in sheet protectors when instructed to. Please apply hand sanitizer before taking tests and completing in-class assignments. After completing, sanitize hands again then insert tests and assignments in provided sheet protectors found in your binder before submitting to the instructor. The instructor will collect your papers after completing. Do not move around the room more than necessary.
13. **Physical Distancing.** Maintain physical distance as much as possible indoors or out understanding this may be difficult with certain skills to be performed. It is recommended to wear your face shield and mask when performing skills or activities that involve close contact with other students or instructor.

Thank you for your patience and understanding. Please contact Sherri Gunasekera with any questions at 937-776-2344 or [contactus@nursingtrainingcenter.com](mailto:contactus@nursingtrainingcenter.com)

Nursing Training Center, LLC