



**Effective Monday, May 24, 2021, HCI College has modified its COVID-19 Standing Operating Procedures for Students and Employees. The following standing operating procedures (SOP) will be followed while on campus:**

**SOP 1: Prior to arriving and arrival to campus:**

- Any HCI student/HCI employee who show signs of a cold or flu will be asked to leave and contact their healthcare provider. Provisions will be made for the student to return and complete the program after they receive a negative COVID-19 screening. Please do the right thing if you are feeling ill.
- There will be no congregating anywhere on campus before or after class. This includes the parking lot.
- Students will bring only essential equipment including all uniform items, textbooks, skill sheets, or other reference material. Please use common sense.

**SOP 2: Uniform**

- Appropriate Personal Protective Equipment (PPE) must be worn on campus. This means a facemask covering your mouth and nose. The facemask needs to be a surgical mask or N95 mask. If a student does not have a mask, one will be provided to you. The goal is to have the air go through a protective covering before it enters your body and after it leaves it.

**SOP 3: Entering classroom.**

- Once student/employee is in the classroom, they will clean their area with disinfectant wipes. This will be done before and after class.
- Students will bring only essential equipment including all uniform items, textbooks, skill sheets, or other reference material. Please use common sense.

**SOP 4: Lab/Clinical**

- Students/Instructors will maintain a student to instructor ratio of no more than 6:1 for EMS and 10:1 for nursing during the class.
- All gear and equipment will be staged in the designated lab working area as directed by the instructor.
- Decontaminated materials will be in place. All classrooms and equipment will be decontaminated before, during, and after the class is over.



#### **SOP 5: Restroom and lunch/dinner breaks**

- The breakroom and common area will be off limits.

The revised SOP were put into effect for the safety of both students and employees of HCI College. The SOP are to be followed. Anyone not adhering to the policies set forth will be asked to leave the campus. Failure to adhere to the SOP may result in further disciplinary action. Should you have any questions, please contact your Program Director or Supervisor.