

## **Mission Statement**

In keeping with the mission of Mandl School, the College of Allied Health, Mandl's academic programs are committed to providing students with a well-rounded education in all its degree and Certificate programs in the allied health sciences. All Programs include instruction in discipline-specific practices and principles and basic medical skills intended to prepare the students for employment in their respective fields. The faculty is committed to assisting the students toward the optimum academic, personal, and professional potential through quality instruction and rigorous coursework.

The mission of Mandl School - the College of Allied Health is to provide a quality comprehensive education in each discipline in a learner-centered environment. As a result, graduates will obtain the required knowledge and skills needed to perform all required competencies; serve as integral members of the health care teams; think critically and problem-solve to meet the required examination protocols and technical needs of patients; and embrace the concept that learning is a life-long experience in order to maintain currency in the dynamic field of health care.

## **Mandl's programs in Allied Health Sciences:**

Mandl offers the following programs:

A.A.S.	Diagnostic Medical Sonography
A.A.S.	Health Care Administration
A.A.S.	Health and Human Services
A.O.S.	Medical Assisting
A.A.S.	Respiratory Therapy
A.A.S.	Surgical Technology
Certificate	Dental Assistant
Certificate	Medical Assisting

## MANDL'S RE-OPENING PLANS FOR FALL 2020

The College is committed to following the New York State guidance with its campus re-opening plans in phase four. The College and its Board of Trustees have determined that Mandl will adopt **a blended or hybrid approach** to learning for fall 2020 or thereafter for the duration of the Covid pandemic. The Blended Approach implies that all didactic segments of instruction and course work will be online and through distance learning and all lab segments of most of its disciplines cited above, will be conducted on campus.

**The lab components for each of the programs have been scheduled and scaffolded in a staggered manner so that no more than 1/3<sup>rd</sup> of the student body will be on campus on a single day. The reduced capacity will facilitate maintaining six feet social distancing regulation.**

The College's comprehensive safety and re-opening plan addresses several areas as indicated in this report.

### A. CAMPUS SPACES:

1. The College has demarcated six feet of social distance spacing wherever possible. All students are provided with PPEs:
  - Face shields, they must wear at all times, while working in the labs
  - Face masks, they must wear at all times
  - Gloves are provided within each discipline-specific lab
  - The College screens every person entering the campus (faculty, visitors, students, staff) by taking the body temperature using hand-held temperature scanners. The personnel performing temperature screenings are themselves protected with PPEs and are trained by qualified medical personnel. They are also qualified Medical Assistant graduates of the College, who have graduated with Associate Degree in Medical Assisting.
2. The College has placed Purell hand sanitizer stations on every floor and within heavily used labs (Surgical, Dental, Ultrasound, and Respiratory, LRC)
3. All students, faculty, staff, and visitors are allowed entry into the campus after temperature checks and showing of valid College Ids.
4. Distance circles have been used in the labs and in the Learning Resource Center.
5. Students, faculty, and staff have been notified to use stairs and **only two persons at a time** are allowed to use the elevator and social distancing spots have been demarcated in the elevator.
6. Classrooms are not used for didactic purposes since the didactic segment is online.

## **B. BOOKSTORE**

The bookstore has gone fully digital. The College has discontinued the physical bookstore facility.

## **C. CO-CURRICULAR ACTIVITIES:**

Because of the Covid-19 health crisis, the College has suspended all co-curricular activities on the campus. A majority of the co-curricular activities, including Workshops, Honor-Roll celebrations, Student Freshmen Orientations, Faculty Meet & Greet, New faculty and staff onboarding, Commencement, etc. have been fully digitized.

## **D. OFFICE-BASED WORK ACTIVITIES**

Following the guidelines offered by the NY State, the executive orders of the Governor of New York, and minimum standards of the Americans with Disabilities Act (ADA), Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and the United States Department of Labor's Occupational Safety and Health Administration (OSHA), Mandl College has gradually opened its essential operations in keeping with the phased opening guidelines provided by NY State and New York City. These include:

- i. Only essential workers deemed vital to the operation of the College were called to work during the second phase of re-opening and constituted only 5% of its workforce. To ensure the safety of the campus and operations, the College:
  - a. Provided plexiglass protective covers at each desk of essential workers
  - b. Provided PPEs- masks and gloves to all workers
  - c. Workstations maintain six-feet distance at all times
  - d. Clean desk policies are maintained at all times and the workstations are disinfected frequently
  - e. Workstations are not shared by anyone
- ii. SIGNAGE: Signs are posted at strategic spots throughout the building and each floor informing students, faculty, administrators, staff, and visitors to:
  - a. Cover their mouth, nose, etc.
  - b. Maintain social distancing at all times
  - c. To follow hand hygiene, cleaning and disinfection guidelines frequently
  - d. Follow appropriate respiratory hygiene and cough etiquette
  - e. Report symptoms of exposure to Covid-19 to College authorities.
- iii. GATHERINGS in enclosed spaces for administrators and faculty and students have been discontinued and digitized. Except for Lab requirement purposes.
- iv. STAGGERED EMPLOYEE WORK HOURS: Work hours are staggered for employees to observe social distancing and maintaining occupancy rate of only 20% at any given time or given day with a view to avoiding multiple teams working in one area.

- v. The College also permitted adjusting workplace hours to reduce culminating at common egress and ingress points – staggered arrival and departure times to reduce congestion in lobbies and elevators.
- vi. Closure of “high touch” areas such as where vending machines are housed.

#### **E. SCREENING AND TESTING:**

The College has adopted and implemented the following policies:

- a. All faculty, students, and staff complete a health screening survey that basically inquires if anyone has experienced any symptoms in the past 14 days; and/or if anyone has been in contact or exposed to a covid-positive individual in the past 14 days; and or has tested positive for Covid-19 in the past 14 days. This survey will be conducted digitally **on a monthly basis**.
- b. The College screens every person entering the campus (faculty, visitors, students, staff) by taking the body temperature using hand-held temperature scanners. The personnel performing temperature screenings are themselves protected with PPEs and are trained by qualified medical personnel. They are also qualified Medical Assistant graduates of the College, having graduated with Associate Degree in Medical Assisting.
- c. The College is strategically located in mid-town Manhattan and is surrounded by Hospitals and Health Centers including Covid-testing sites- both public and private. Students suspected to show any symptoms will be immediately referred for testing and the College will inform the authorities for tracing and tracking purposes. If any person – student, faculty, administrator, staff member tests positive or comes in contact with a covid-positive individual, the College will take the necessary steps to close the affected spaces, disinfect, and quarantine all affected for a minimum of two weeks.
- d. The College will fully follow and implement State guidelines for students and employees after international or local travel and follow both CDS and DOH guidance.
- e. The College has a designated Medical Officer on campus for each day the campus is opened for laboratory activities in various disciplines. The medical Officer will oversee the safety of the operations at the campus, ensure the wearing of masks, facial shields, maintenance of social distancing, and report on the overall cleanliness of the campus. The medical officer is the main contact person to alert Mandl authorities of any suspected covid-related activity on the campus.
- f. Shutdown: The College, in consultation with DOH, will not hesitate to decrease campus activity or close entirely, if serious and well documented covid-related case is found or suspected on the campus.

## **F. CLEANING/DISINFECTING**

In compliance with the guidelines of CDS, DOH, including the “*Guidance for Cleaning and Disinfection of Public and Private Facilities for Covid-19*”, and the “*Stop the Spread*” posters, The College has contracted an external and commercial vendor to disinfect the entire campus prior to the resumption of college curricular and administrative activities and operations and will continue to disinfect **the campus on a monthly basis. The College will maintain logs that include the date, time, and scope of cleaning and disinfection, as required under the above cited guidelines.**

The campus is disinfected and cleaned by regular maintenance personnel frequently and after each usage of workstations, desktops, etc.

The College employees, faculty, staff, and students are advised to use their own acceptable face coverings. In addition, the College also provides facial shields, face masks, and gloves.

The College has advised its employees not to share laptops, notebooks, touchscreens, writing utensils and touching of shared surfaces such as conference tables. All are advised to adhere to hand hygiene.

## **G. HAND HYGIENE:**

In compliance with the guidelines, the College has provided:

- a. Hand hygiene stations on each floor and in heavily used labs which also contain soap, running water sinks, and disposable paper towels;
- b. Alcohol-based hand sanitizers containing at least 60% alcohol where hand washing facilities are not available;
- c. Signage is placed strategically indicating that visibly soiled hands should be washed with soap and water;
- d. Receptacles are placed throughout the building for disposal of soiled items, including PPEs.
- e. Appropriate cleaning and disinfection supplies are used to clean shared and frequently touched surface areas such as door knobs, elevator buttons etc.
- f. Restrooms are cleaned and disinfected rigorously and regularly and more frequently because of their heavy usage.

### **Cleaning and Disinfecting Protocol in case of a confirmed Covid-19 case:**

Following the guidelines from CDC and DOH, in the case of a confirmed Covid-19 case on the campus, the College will adhere to the following protocol:

- A. Close and cordon-off areas used by the person who is sick, suspected or confirmed to have Covid-19
- B. Shared building spaces used by such person will be cleaned and disinfected (elevators,

- lobbies, bathrooms, labs)
- C. Where possible, doors, windows will be opened for air circulation
- D. Wait at least 24 hours before cleaning and disinfecting

**H. COMMUNICATION PLANS**

The College has developed and implemented a strategic communication plan that provides guidance, instructions, and protocols to all employees, faculty, and students. The key ingredients and features of this plan are:

1. Covid-information to all stakeholders on College website, including its Fall 2020 re-opening plan.
2. The College’s Divisional Supervisors, communicate regularly with their respective departments through regular meetings, texting, and emails. Information regarding the use of PPEs, hand hygiene, social distancing, are reinforced at each meeting.
3. Profuse signage is seen all over the campus, reinforcing safety, use of PPEs, hand hygiene, social distancing, etc.
4. The academic and administrative staff meets weekly to address day-to-day safety and compliance needs of its operations – both to anticipate and develop action plans to meet the exigencies.
5. The Academic Team comprised of the Vice-President, Dean, Assistant Dean, Department Chairs, and academic advisors meet on a monthly basis via GoogleMeet, to review, plan, strategize, anticipate safety concerns and action plans.
6. The Office of Academic Affairs conducts a health screening survey for all academic staff, faculty, and students - on a monthly basis - to gauge possible infection or exposure to infection with a view to pre-empt possible covid-related issues.
7. The Office of Academic Affairs conducts digital snap polls for students and faculty to assess their health safety awareness and their knowledge of health/covid-related related issues.

**I. RESPONSIBLE PARTIES:**

The College has identified and designated the following personnel as central points of contact:

1. Person responsible for Campus cleanliness	Ms. Chantel Powell Mr. Jonathan Rojas Phone: 212-247-3434 Email: cpowell@mandl.edu
2. Person responsible for receiving and attesting to review Screening Surveys	Prof. Sandra Monteiro Phone: 212-247-3434 Email: smonteiro@mandlacademics.com
3. Person responsible for Site Safety Plan and protocol	Dr. Orsete Dias Phone: 212-247-3434 Email: odias@mandl.edu

4. Person responsible for College Personnel – for tracing and tracking in the event of a positive Covid diagnosis	Dr. Mohamed Elseginy Phone: 212-247-3434 Email:mseginy@mandlacademics.com
5. Person Responsible to contact DOH authorities – state and local health department in the case of a positive Covid diagnosis	Ana Tejada Phone: 212-247-3434 Email:atejada@mandlacademics.com

**SUMMARY**

<b>CAPACITY at reopening in Fall</b>	<ul style="list-style-type: none"> <li>• Blended/Hybrid approach to instruction.</li> <li>• The College will be at 1/3<sup>rd</sup> capacity at all times</li> <li>• Didactics on-line and labs only on campus</li> </ul>
<b>PPEs</b>	Facial Shields, facial masks, gloves are distributed to all faculty, students, and staff and social distancing is maintained at all times & body temperature taken through hand-held scanners
<b>Campus Safety and Cleaning protocols</b>	<ul style="list-style-type: none"> <li>• Campus disinfected regularly by professional and commercial vendors</li> <li>• Campus disinfected and cleaned by regular maintenance personnel frequently and after each usage of workstations, desktops, etc</li> <li>• Hand-sanitizer Stations and appropriate signage throughout the campus</li> <li>• Labs are equipped with sinks that have running water, soap, and paper towels</li> <li>• Regular and rigorous cleaning of bathrooms and common spaces using registered disinfectants</li> <li>• Plexiglass workstations for every administrator.</li> </ul>
<b>Campus Activities</b>	60% of campus co-curricular activities are digitized and offered online, including academic advisement.
<b>Communication Plan</b>	Communication Plans are scaffolded for each area of responsibility. Communication is via texting, emails, web-enhanced meetings Regular surveys of students, faculty, and staff
<b>Responsible Parties</b>	Responsible parties are designated