

**AVIATION INSTITUTE OF MAINTENANCE (AIM)
CAMPUS REOPENING PLAN
Fall 2020**

Aviation Institute of Maintenance (AIM) is a system of thirteen campuses across the country with two in the Commonwealth of Virginia. These two campuses are located in Manassas, VA and Norfolk, VA. The following is an enumerated plan which describes the steps AIM has and will be implementing to maintain “a safe and sustainable” campus as referenced in the June 11, 2020 Higher Education Reopening Guidance document from the State Council of Higher Education for Virginia. AIM’s Campus Reopen Plan consists of the following components.

SECTION A. Repopulation of the Campus

1. Establishment of a COVID-19 coordinator/campus team.

The COVID -19 coordinator of each campus is the on-site Campus Executive Director. Each of these Directors are responsible for the day to day operations and compliance of the schools.

Campus Executive Directors:

Manassas Campus: Mrs. Marion Cohen

Norfolk Campus: Mrs. Ashley Oden

All of these individuals participated in two COVID-19 training comprehensive sessions develop by the Home Office Coronavirus Task Force. This Task Force is comprised of the top leaders of AIM’s Home Office, including:

Dr. Joel A. English, Executive Vice President

Jim Donahoe, Director of Human Resources

Marie Borman, Human Resources Manager

Zoe Thompson, Executive Director of Academic Affairs

Nicole Gleaton, Director of Communications

The Home Office Coronavirus Task Force works directly with the campus Executive Directors to assure that policies, procedures, and best practices are followed in regard to COVID-19 safety.

2. Contact information and procedures for reaching the local health department.

The following information has been posted at all AIMs as well as linked to the AIM website:

Information regarding the Virginia Department of Health with respect to COVID-19 can be found on the following website: www.vdh.virginia.gov.

District health department closest to our campuses are:

- Manassas: 9301 Lee Ave, Manassas, VA 20110
- Norfolk: 830 Southampton Ave., Suite 200, Norfolk, VA 23520

The procedure for contacting any Virginia Health Department (VHD) as a “representative” of AIM will include notifying the Campus Executive Director who is the primary point of communication with the VHD.

3. Students’ initial return to campus (such as initial screening, move-in)

AIM is well prepared for students. This preparation began in March with the development of a corporate led Coronavirus Task Force, which is the conduit for information throughout the AIM campuses. With respect to students, the Task Force has implemented the following process which occur daily for students returning to campus (AIM has no dorms or ‘housed’ students).

1. Covid-19 Guidance posters are located throughout the schools reminding students to practice social distancing, when to wear face coverings, washing hands procedures, when to wear gloves, and when to stay at home.
2. In addition to this information, all students are required to be screened for temperature as they enter the campus at the beginning of their shift. Any student with a temperature greater than 100.4 degrees will not be allowed to attend school that day.
3. Campus labs and lecture room have been adjusted to promote social distancing with respect to CDC guidelines.
4. Where appropriate, the schools have submitted for long-term approval for hybrid delivery of some coursework.
5. Hand sanitization stations have been made available throughout the campus.
6. Students, faculty, and staff are encouraged to wear face coverings when in the learning environment.
7. All faculty and staff have participated in COVID-19 Screening and Safety Training.

4. Education/training of students: consider COVID-19 prevention education as part of student orientation.

1. Each campus has a structured orientation which all incoming students are required to attend. During this orientation, members of the school’s leadership team discuss their academic and administrative responsibilities to the students. This orientation also includes a comprehensive discussion of the school’s expectation of the students to comply with school and state requirements to minimize the spread of COVID-19.

2. COVID-19 guidance posters are located throughout the schools reminding students to practice social distancing, when to wear face coverings, washing hands procedures, when to wear gloves, and when to stay at home.
3. The Coronavirus Task Force has made several COVID-19 screening and safety training links from state and federal health agencies available to all students to give them to opportunity to better understand their part on minimizing COVID-19.

5. Physical Distancing, according to CDC guidance:

a) Strategies to allow physical distancing in classrooms/learning environments.

The schools have adjusted all labs and classrooms to allow for physical distancing including reducing class sizes and reconfiguring classroom layouts so no student will be sitting directly next to another student.

b) Social distancing considerations outside the classroom (e.g. limiting visitors, changes to dining services, extracurricular activities, sorority/fraternity life, etc.).

The schools have no “outside activities” such as dining services, extracurricular activities, dormitories or school housing, or sorority/fraternity life. The schools do have some allied health students returning to externship sites. These students will attend medical facilities where COVID-19 prevention methods are already in place.

c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls, etc. to ensure physical distancing. Occupancy must be consistent with any active Executive Orders.

The school has limited “communal space.” These few spaces have been rearranged so they limit the number of students in the space, allowing students and staff to be no closer than six feet in proximity.

d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.

The school has postponed all “gathering” in line with the Governor’s orders.

e) Strategies for food/dining services should be consistent with plans to optimize physical distancing. Plans regarding dining services should consider strategies such as requirements for face coverings, policies to encourage staff to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection, and health screenings for staff. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.

The school does not offer any food/dining services.

6. Hygiene practices and cleaning/disinfecting protocols.

a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.

The entire school is cleaned and disinfected every day, including frequently touched surfaces. If there is a question about possible contamination, a “deep cleaning” of the area is ordered by the Campus Executive Director in line with our Coronavirus Task Force requirements.

b) Provisions for hand sanitizer/handwashing stations.

Multiple hand sanitizer stations have been added to the campus. A campus will typically have a hand sanitizer stations in every classroom and lab as well as multiple stations in the administrative areas.

c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).

The school’s policy for shared equipment use include a required sanitizing “wipe-down” of all equipment after each use. AIM students typically using disposable equipment discard their equipment in line with OSHA bio-hazard procedures which are stricter than the typical COVID-19 procedures.

7. Housing: it is difficult to maintain physical distancing in on-campus housing, even with modifications. Plans should consider strategies to decrease the risk such as requirements for face coverings in shared spaces, reminders of proper hand hygiene, enhanced cleaning, training for residential advisors/live in staff, restrictions on events/social activities in housing facilities, establishment of occupancy limits, restrictions on building access, etc. IHEs may want to require training and document training of certain staff.

The schools do not offer student housing.

8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions):

a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).

The school has a limited number of vulnerable individuals (most who are faculty or staff); however, the school takes protecting these individuals very seriously. Any student not being comfortable at the school during at this time will receive a Leave of Absence and will not incur any additional financial charges during that

time. Any faculty and staff not being comfortable at the school will be allowed to utilize his or her PTO, which has been extended due to COVID-19.

b) Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

The school system made changes to their employees PTO and sick leave policies as this time. All employees were given flexibility to remain at home and “borrow” PTO hours for protection against Coronavirus. In addition to this, the school allowed for an additional sick leave which coincided with the 14-day home-isolation recommended by the CDC.

c) Develop policies for return to class/work after COVID-19 illness.

The School’s Coronavirus taskforce developed a policy where any student or employee who indicate they “have” or “may have” COVID-19 must self-isolate for 14 days and produce medical documentation indicating they have tested negative for COVID-19 before they can return to the campus.

9. International student considerations (e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.).

The two schools keep in constant communication with their few international students as well as the international student liaison at the Home Office and the partnering company overseas that updates and informs students of any changes or regulations concerning their stay in the United States.

10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.

The schools uses their website as a main communication avenue with the local community. The school’s social media sites provide information for COVID-19 information as well as information of the school’s policies during this time. The schools also utilize “email/text blast” to all students to ensure they receive updated information on the status of the school’s activities with respect to COVID-19.

11. Face coverings.

a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty and staff.

The plan for face coverings are in line with CDC guidelines. Posters indicating the policy of wearing facing covering are posted in multiple areas around the school. These polices have been communicated to all students.

The policy for face covering includes a requirement to wear face covers when social distance is not possible. Face coverings will be required in lab settings when required by programmatic rules or social distancing is not possible.

Students, faculty, and staff, who do not follow the policy of face coverings will be asked to leave the campus for the day in line with the school's and employee's code of conduct.

12. Student Health Services (SHS):

The schools do not have formal Student Health Services, since the campuses are considered "commuter campuses" and have no dining, housing services, or student medical services. The typical students who attend the schools are "adult" students with their own personal care services. That being said, all faculty, students, staff, and guest will be provided face covering. Medical-grade PPEs are made available to all faculty and students participating in lab activities. Also, all students receive training on what the school has submitted to the state in line with following COVID-19 prevention.

13. Large events, including athletic events, and others such as ceremonies or performances.

The school has postponed all large gatherings of over 50 people, in line with the Governor's COVID-19 order.

14. Communications strategy.

The communication strategy for the schools includes the following steps:

1. Frequent communication with students (who have been taking classes online) via their instructors to indicate what the school is doing to prepare for the next phase.
2. Email communication from school leaders to the students to notify them of the schools' COVID-19 policies and procedures and how they affect the students.
3. Posting of COVID-19 policies and procedures on social media sites and via text blasts.

15. Orientation and education/training, including anti-stigma training.

The training to address COVID-19 started for the schools in March 2020 with the development of the Coronavirus Task Force. This task force developed policies and procedure, as well as a system of training events, to ensure faculty and staff are aware and prepared to work with students. The training included a two-day session with each Campus Executive Director. In addition to this training, all returning students will receive training on how the school has address the COVID-19 issue and the school's COVID-19 policies and procedures, much of which are found in the document.

SECTION B. Monitoring Health Conditions to Detect Infection

1. Daily Health screening questions and/or health monitoring approaches that can be used to monitor health of the campus population.

The campuses use a health monitoring approach which consist of checking the temperature of all students, staff, and faculty as the enter the building with respect to CDC guidelines for COVID-19. Students, staff, and faculty who do not meet the CDC guidelines in this area are not allowed to be in the building.

In addition to the temperature assessment, all students, staff, and faculty are reminded by CDC-COVID-19 health posters to self-assess and not to attend residential classes if they have symptoms associated with COVID-19.

2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.

The schools do not have housing that would indicate “syndromic surveillance.” Individuals who have tested positive for COVID-19 or who indicate they have been in direct contact with someone who has tested positive for COVID-19, as defined by the CDC, are prohibited to return to the school until they have received a medically documented negative result from a COVID-19 test.

3. Establishment of a test strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access for testing for close contact of cases as recommended by public health. Institutions may consult with local health departments, local health systems and other relevant partners.

The following is the testing strategies utilized by the school:

If an *Employee or Student* Demonstrates Symptoms of COVID-19

If an employee or student demonstrates symptoms of the virus, they should be sent home and instructed to seek medical attention. If a doctor or the Health Department does not confirm that the employee or student has COVID-19, they may return to the campus.

If an *Employee* is Diagnosed with COVID-19

If an employee announces that they have the virus, they should be sent home with a request that they supply you with documentation or verification from a doctor or the Health Department. If the employee is documented as testing positive for the virus, they immediately become eligible for two weeks of additional PTO. The campus director must send a payroll change form to the payroll department, indicating the employee has been approved for the additional two weeks of PTO. No mention of the virus should be

made to payroll, in order to preserve the employee's privacy rights regarding medical information. The employee may return when she or he presents a doctor's note or Health Department form indicating that they can return to work.

If a *Student* is Diagnosed with COVID-19

If a student announces that they have the virus, they should be sent home with a request that they supply you with documentation or verification from a doctor or the Health Department. Any financial concerns the student may have or questions involving a leave of absence can be discussed with the CED. The student may return when she/he has received a written release to return to the campus from a health care professional or from the local Health Department.

SECTION C. Containment to Prevent Spread of Disease When Detected

1. Partnership with VDH for contact tracing

Currently, the schools do not have a formal partnership with VDH for contact tracing.

2. Quarantining and isolating (provision of housing, basic needs, medical case management).

The school does not have any housing, so no provision for housing is indicated. Therefore, the school would not quarantine or isolate any student on campus grounds. If a student, faculty, or staff announces that they have the virus, they will be sent home and not be allowed to return to the school until they can document a negative COVID-19 test.

Communication following a Confirmed Case of COVID-19

Whether it is a student or an employee who is documented to have contracted COVID-19, campus management will attempt to determine the footprints of the infected person and who she or he had contact with. As defined by the CDC, a "contact" is an individual who has had close contact (less than 6 feet) for 15 minutes or more with someone who has been infected with Coronavirus. If the school is unable to determine that there were any contacts with the infected person as so defined, then no additional communication will be necessary. If contacts are determined to exist as per this definition, then those employees and/or students may be notified that they may have been exposed and need to self-monitor. The infected person should not be named.

Cleaning the Campus following a Confirmed Case of COVID-19

Management should determine what areas of the building the infected student or employee came into contact with. Either the campus staff or a professional cleaning company may perform a sanitary cleaning of those areas. Once the cleaning is completed, employees and students may return to the campus. Best effort should be made to clean the campus the day that the COVID-19 case is discovered so that students do not miss additional class time and employees do not miss income the following day. Additional CDC guidance on cleaning and disinfecting the campus can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.

3. Campus outbreak management

The schools intend to use the Governor's outbreak management guidance with respect to severity levels.

4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team).

The school believes they have effectively managed the application of their COVID-19 plan and have not had a need to partner with a local health system at this time.

SECTION D. Shutdown Considerations if Necessitated by Severe Conditions and/or Public Health Guidance

1. Plans regarding the criteria and process for campus dismissal or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

The schools implemented the following actions and posting at each campus listed below when the initiation COVID-19 outbreak occurred in March 2020:

AIM Notice

In accordance with the Executive Order from Governor Ralph Northam on March 23, 2020, AIM has closed its physical location for in-person instruction and services to students as of 5:00 pm on March 20, 2020. The Accrediting Commission of Career Schools and Schools (ACCSC) has authorized AIM to serve its students through Distance Education delivery during the time that the school's students are impacted by COVID-19

(see that authorization posted here.) ACCSC has provided approval to schools that temporarily stop offering ground-based classes to prevent the spread of COVID-19 by employing alternate delivery methods to accommodate students on a temporary basis. As per Governor Northam's order, no more than 10 students or prospective students will be served within this campus building at a time. All employees who work on-site to administer the Distance Education programs are working at the facility on a non-compulsory basis, and all applicable social distancing regulations are being strictly followed.

Update June 5, 2020

In accordance with the Executive Order Number 65 from Governor Ralph Northam on June 5, 2020 Phase Two of Easing Temporary Restrictions due to Novel Coronavirus (COVID-19), section B, 3 of the order states:

"3. Institutions of Higher Education

Institutions of higher education are encouraged to continue remote learning where practical. However, such institutions may offer in-person classes and instruction, including labs and related practical training, provided they comply with all applicable requirements under the "Guidelines for All Business Sectors." No institutions of higher education shall hold or host gatherings of more than 50 individuals. Any postsecondary provider offering vocational training in a profession regulated by a Virginia state agency/board must also comply with any sector-specific guidelines relevant to that profession to the extent possible under the regulatory training requirements. Such professions may include, but are not necessarily limited to: aesthetician, barber, cosmetologist, massage therapist, nail technician, and practical nurse"

AIM:

- Is conducting Mandatory Temperature Checks – 100.4 or higher will be sent home
- Is strongly encourages the wearing of masks
- Is requesting that you maintain 6ft of space whenever possible
- Is not allowing any gathering of 50 or more people (as defined in VA Executive Order 65)
- Is encouraging frequent hand washing with soap and water for a minimum of 20 seconds
- Is encouraging the use hand sanitizer which is provide throughout the campus
- Is conducting constant sanitizing of high touch points throughout the campus

The schools will continue to use the Governor's guidance as a basis to determine when the school would need to "shutdown" again.

2. Nature of reduced campus activities in the event of severe conditions/public health direction guidance.

The school will take the following action in the “event of severe condition”:

1. The school would shift all students to an “on-line” teaching, similar to the shift made in March 2020.
2. Depending on the severity of the condition and the Governor’s orders, the school would shift some or all its administrative personnel to limited campus attendance were feasible to maintain administrative student support.
3. Depending on the severity of the condition and the Governor’s orders, the school would shift some or all its administrative personnel to “at home” work were feasible to maintain the administrative student support.


3. Considerations regarding student health and safety on campus versus returning home.

The schools do not have any housing and therefore would not allow students to stay “on campus” if there was a serious public health threat.

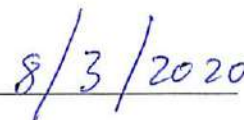
4. Communication plan for dismissals/shutdowns.

The communication plan for dismissals/shutdowns would include posting notices throughout the campus, sending students notifications through electronics media such as email, text messages and social media.

I attest that the AIM Campus Reopening Plan as described in this document has been implemented in accordance to the requirements of SCHEV.



Dr. Joel English,
Executive Vice President, AIM



Date