

COVID-19 Operational Policy

- A) Associated Technical College offers the Medical Assistant and Home Healthcare Aide. Medical Assistant consist of 720 hours with 180 of outside preparation totaling 900 clock hours which is covered over the course of 30 weeks. The Home Health Care Vocational Aide (HHCA) is taught in twelve (12) weeks and consists of 288 Clock Hours of lecture and hands-on laboratory practice plus a minimum of 72 hours of required homework. Home Health Care Vocational Aide carries 10 Semester Hour Credits.
- B) ATC has been following the CDC's, Guidelines and California Department of Public Health (CDPH) Guidelines closely since the start of the Pandemic. Therefore, classrooms were restructured for face-to-face training while an online options are made available to enhance the training. The following implementations were made;
- Classrooms are setup to adhere to 6 feet distancing
 - Classrooms are limited to no more than 10-12 students at any time
 - Classroom doors are left open to avoid touching the door handles
 - Computers and other training supplies are disinfectant after each use
- C) ATC has maintained classroom approach as the main course of delivery and also have utilized services such as zoom, Google, and e-mail. Under the following conditions staff and students are permitted to access the campus;
- Security Person at the front door limiting access to the campus
 - Daily temperatures of students, staff and invitees taken before entering the campus
 - Daily questionnaire completed by all whom are permitted access to disclose of any recent COVID-19 symptoms
 - Hand Sanitizers installed throughout the campus
 - Face Mask required to be worn at all times (free ones available in case)

D) Support Services and Faculty access have remained uninterrupted to all active and graduated students. The following procedures have been implemented;

- Plexiglas installed to prevent direct exposure in case of cough or sneeze during an in-office meetings.
- All waiting seating area is reduced to accommodate 6-feet distancing
- Floor 6-feet apart stickers are in place for accessing support services
- CDC's recommended COVID-19 flyers/brochures are attached to the walls throughout the campus
- Student breakroom chairs and tables restricted from use for gathering.
- Physically contactable items removed.
- Students' in and out privileges limited and monitored by the security officers.
- Staff are provided with face mask and face shields when on the premise
- Faculty available to answer questions during business hours in person, via camera, phone call or email.
- Take home assignment are also available for pickup, download or email.
- All student support services are also available in person, over the phone and through email communication.

E) ATC's LIRN also has remained available onsite or can be used by students for home practice and explore. Students are also informed of Los Angeles Public Library that offers e-media and digital content.

Associated Technical College current student population is around 54 students. We currently have 5 classrooms, 2 labs that can accommodate up to 54 students during each session (10-12 in each class). The school currently offering morning, afternoon and evening session. The current student count allows the school to reduce the risk even further by having only 5-10 students per class and therefore totaling to only 25-30 students per session. ATC plans to continue this course of operation until additional guidelines become available by CDC and other official government agencies.