



## State Career College

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### SCC CORONAVIRUS (COVID 19) EMERGENCY PREPAREDNESS PLAN

**To:** SCC Staff, Students and Guest  
**From:** Theresa Tangonan, School President  
**Date:** March 11, 2020  
**Subject:** Emergency Preparedness regarding CORONAVIRUS (COVID 19)

SCC continues to monitor and assess the circumstances and potential impact of the Coronavirus (COVID 19).

**The following precautionary procedures must be implemented immediately.**

**All staff , students and guest must strictly adhere to the guidelines below.**

1. SCC housekeeping has incorporated the daily disinfecting with Sodium Hypochlorite (Bleach-Clorox) on all the common areas(i.e., door handles and desk).
2. All students and employees are required to disinfect working area prior to class and start of shift, after break and before leaving class.
3. Hand sanitizers are available throughout the campus.
4. Proper handwashing is highly encouraged.

#### SCC EMERGENCY PLAN ON EDUCATIONAL CONTINUITY

To ensure educational continuity, SCC will adhere to the **Illinois Board of Higher Education guidelines.**

**Please see below:**

*For private business and vocational schools (PBVS) approved by the IBHE, all PBVS entities must obtain authorization prior to changing the mode of delivery for approved programs/courses as outlined in the Private Business and Vocational Schools Act of 2012 ("PBVS Act") (105 ILCS 426 et seq.) and Illinois Administrative Rules (23 Illinois Administrative Code 1095). **However, in the interest of public health and safety, the IBHE is temporarily (not to exceed May 31, 2020) allowing institutions to offer alternative instruction methods if an institution deems online instruction or temporary closure of the institution necessary. IBHE is requiring notification of any changes to the normal academic operations of PBVS entities including changes to modality, program/course cancellations, and temporary closure guidelines.***



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### Procedures on Continuity of Education

In an event of CORONA VIRUS (COVID 19) emergency, at any given time from March 16, 2020, to May 31, 2020, the institution will utilize the mode of instruction via the web or utilizing the Elsevier online tools.

Training and implementation of the online mode of teaching or utilizing Elsevier tools will be provided by Calvin Chiok.

Note: Calvin will provide the conference call information by the end of the day (March 12, 2020).

Please be safe and look out for the well-being of your co-workers and students while we work through the unpredictability of COVID-19 together

**SCC will continue to rely upon the Centers for Disease Control (CDC) and the U.S. Department of Education for information and updates.**

Other resources include:

- <https://www.ed.gov/coronavirus>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.who.int/>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities.html>
- <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>