



**DIRECTOR
INTER-AMERICAN DEFENSE COLLEGE
FORT LESLEY J. McNAIR
WASHINGTON, DC 20319-5066**

CID/437-20
31 Jul 2020

MEMORANDUM FOR Angela H. Lee, HELC Executive Director

FROM: Director, Inter-American Defense College

SUBJECT: Inter-American Defense College Return to Campus Plan

Reference:

1. CDC Policy Guidance for Re-opening Post-Secondary Schools: COVID-19 Recovery Period
2. DC HELC Memo - COVID-19 Phase Two Reopening: Guidance for Institutions of Higher Education

1. The purpose of this memorandum is to fulfill the DC HELC requirement to submit a re-opening plan of action no later than 15 days prior to the start of class. Our students will start class on 17 Aug 20. The attached plan describes, in-depth, the measures that enable us to be agile in our response to this pandemic in a way that allows the successful education of our students and the protection of our staff.

2. The IADC is implementing infrastructure changes to our campus that will further facilitate our ability to educate in an environment where we must also physically distance. We are committed to taking these extraordinary steps to comply with DC HELC guidelines and to protect our community's health. Once approved, we will post this plan on the IADC website at <http://iadc.edu/coronavirus/>.

3. The Point of Contact for this plan is the Accreditation and Licensure Manager, Dr. Marina Malamud: Office: 202-314-2831, email: marina.malamud@iadc.edu.


JAMES E. TAYLOR
Major General, USA
Director



PURPOSE and APPLICABILITY: This plan provides return to campus guidance to members of the Interamerican Defense College as we continue ensuring the health and safety of students, faculty and staff during the spread of coronavirus (COVID-19). Please visit <http://iadc.edu/coronavirus/> for up-to-date information on the College's response.

REFERENCES

- (a) Government of the District of Colombia Health Department. *Phase Two Guidance Coronavirus 2019 (COVID-19): Guidance for Schools (Preschool-K-12 and Adult Education)*. Last Updated: May 25, 2020
- (b) MEMORANDUM to: HELC Licensed Institutions. From: Angela H. Lee, Executive Director. Re: *COVID-19 Phase Two Reopening: Guidance for Institutions of Higher Education*. June 26, 2020
- (c) Government of the District of Colombia. Higher Education Licensure Commission. *Policy Guidance for Re-opening Post-Secondary Schools: COVID-19 Recovery Period*. June 26, 2020.
- (d) Inter-American Defense College. Crisis Action Team. Message #69 (CAT-6920). *IADC Locker Rooms Closed*. 26 June 2020
- (e) Inter-American Defense College. MEMORANDUM (CID 140-20). *General Force Health Protection Guidance for Disease Outbreaks, Public Health Emergencies and Pandemic Events*. 20 March 2020.
- (f) Inter-American Defense College. MEMORANDUM (CID 322-20). *Pandemic Crisis-Related Absences Policy*. 15 June 2020.
- (g) Inter-American Defense College. MEMORANDUM (CID/323-20). *COVID-19 Individual Actions and Individual Return To Work Guidance*. 29 May 2020.
- (h) Inter-American Defense College. Crisis Action Team. Message #54 (CAT-5420). *Novel Coronavirus Disease (Covid-19) IADC Return To Work Plan*. 3 June 2020
- (i) Inter-American Defense College. MEMORANDUM (CID/321-20). *Required Actions Communicable Disease Outbreak During a Declared Health Emergency*. 23 July 2020
- (j) Centers for Disease Control and Prevention. *Considerations for Schools*
- (k) *Operating Schools During COVID-19*. May 19, 2020
- (l) Centers for Disease Control and Prevention. *Events and Gatherings: Readiness and Planning Tool*. May 19, 2020. <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>.
- (m) Office of Secretary of Defense. Memorandum. *Department of Defense Guidance on the Use of Cloth Face Coverings*. 5 APR 2020.
- (n) Office of Undersecretary of Defense. Memorandum. *Force Health Protection Guidance (Supplement 4)- Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak*. 11 MAR 2020.
- (o) MEMORANDUM. Industrial Hygiene Program Manager, Andrew Rader US Army Health Clinic, Joint Base Myer-Henderson Hall. *SUBJECT: Industrial Hygiene (IH) Consultation Report for Coronavirus (COVID-19) Preliminary Re-Opening Walk-through, Bldg. 50, Action Number: IH-20-079U*. 7 July 2020
- (p) MEMORANDUM. Industrial Hygiene Program Manager, Andrew Rader US Army Health Clinic, Joint Base Myer-Henderson Hall. *SUBJECT: Industrial Hygiene (IH) Consultation Report for Coronavirus (COVID-19) Preliminary Re-Opening Walk-through, Bldg. 52, Action Number: IH-20-080U*. 7 July 2020
- (q) Centers for Disease Control and Prevention. *Cleaning and Disinfection for Community Facilities. Interim Recommendations for U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19)*. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Last Updated May 27, 2020

- (r) Centers for Disease Control and Prevention. *Cleaning and Disinfecting Your Facility. Everyday Steps, Steps When Someone is Sick, and Considerations for Employers.*
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Last Updated July 28, 2020
- (s) Centers for Disease Control and Prevention. *Interim Guidance for Administrators of US Institutions of Higher Education. Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19).*
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>. Last Updated Mar. 18, 2020.
- (t) MEMORANDUM. Joint Base Myer-Henderson Hall. *Joint Base Myer-Henderson Hall Temporary Policy # 1: Cleaning and Infection Prevention of Coronavirus Disease 2019 (UPDATE 1).* 18 MAY 2020.
- (u) USSOUTHCOM HQ & US Army Garrison-Miami. *Rapid Response Team for COVID-19 Playbook.* 6 Apr 2020.

A. Important Contacts & Timeframes

A.1. Identification of a COVID-19 coordinator/campus team.

A.1.1. Colonel Ricardo Lebron, Chief of Staff

A.2. Contact information and procedures for engaging D.C. Health and HELC.

A.2.1. All requests from Higher Education Licensure Commission to the Institution regarding the return to campus and COVID19 related issues should be directed to the **Inter-American Defense College** (IADC or College) Chief of Staff, Colonel Ricardo Lebron: Office: 202-314-2813, email: ric.lebron@iadc.edu and cc'd to Accreditation and Licensure Manager, Dr. Marina Malamud: Office: 202-314-2831, email: marina.malamud@iadc.edu as the liaison with DC HELC and accreditation agencies.

A.3. Provide a timeline for reopening.





B. Support Safety of Employees and Students

B.1. Daily Health Screening

B.1.a. Describe a process to screen students/faculty/staff entering the building or when returning to campus.

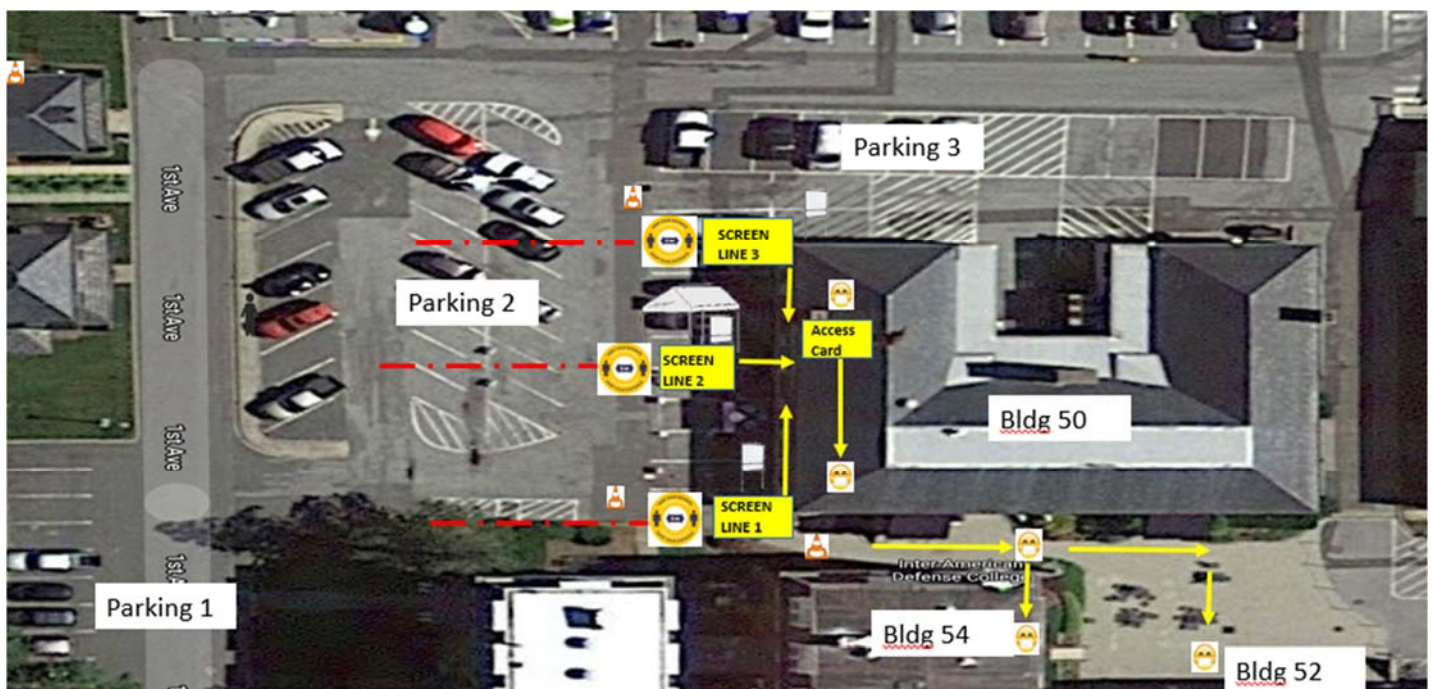
B.1.a.1. The COVID-19 Screening Station was developed to ensure a safe and healthy work environment for the students, faculty, and staff of the IADC during the COVID-19 pandemic. Plans and procedures for the station's operations were benchmarked from established screening operations in the National Capital Region, coordinated across all departments within the College, and approved by senior leadership. The screening station is not a substitute for an expert medical diagnosis.

1. While queueing for the screening process, all personnel will observe social distance guidelines of 6 ft/2 meters between each person. All personnel will keep their face covered with a cloth face mask during this process.
2. All personnel will be asked questions if they have any signs or symptoms of Covid-19 and have their temperature taken with a touchless infrared thermometer.
3. 20 Students/31 Staff members every 20 min keeps the max group to 51 or less people per each screening station.
4. Three personnel needed at each Station and will be rotated on a Duty Roster.
5. All IADC staff/students shall receive a wrist band on the left wrist for the specific day.
6. Any personnel arriving after 09:00 am shall contact OPS, remain in the parking area to be screened by available staff.

ENCLOSURE 1: IADC DC HELC Return to Campus Plan

Version 1 as of 31 Jul 20

ASK	Do you have SYMPTOMS: Fever (subjective or 100.4F/38C) or chills / Cough / Congestion / Sore Throat / Shortness of Breath or Difficulty Breathing / Diarrhea / Nausea or Vomiting / Fatigue / Headache / Muscle or Body Aches / New Loss of Taste or Smell / or Otherwise Feeling Unwell?
ASK	Have you had CLOSE CONTACT (been coughed on OR within 6 feet) with a person with laboratory-confirmed COVID-19 in the past 30 days?
LOOK	IADC staff should visually inspect each student, faculty, and staff member for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
ACT	If you answered "Yes" to any of these questions or physically look ill, DO NOT ENTER any IADC buildings. Contact your supervisor immediately and then the nurse hotline (1-800-TRICARE, Option 1) for further instructions.



B.1.a.2. The Personnel Division will build a duty roster for one month comprised of personnel from throughout the College. The Department of Operations will assist the personnel working the screening station in setting up the station, ensuring the necessary equipment has been coordinated and supplied, and facilitating a single point of access into the College. All personnel desiring access to any facility on the IADC campus will proceed to the screening station and be evaluated before entering the IADC. Personnel will be asked a series of COVID-19 questions (no collect and save personnel data), and their temperature will be taken. Any personnel deemed to be a health risk will be refused entry. Personnel refused entry to the College will be required to contact medical professionals as well as their supervisor. The IADC will then implement protocols to determine the source of any potential (or cases ultimately determined to be positive for COVID-19) COVID-19 cases of its personnel and notify D.C. Health of a positive COVID-19 case within the College. Additionally, the IADC will communicate to the College's students, faculty, and staff that there was a positive COVID-19 case utilizing D.C. Health directives.

ROTATION (TIME)	STUDENTS	STAFF
07:00am – 07:20am	TEAM 1(20)	TEAM 1(30)
07:20am – 07:40am	TEAM 2(20)	TEAM 2 (31)
07:40am – 08:00am	TEAM 3(19)	TEAM 3 (31)
08:00am – 09:00am	delayed	delayed

	IADC
STUDENTS	59
STAFF	92
TOTAL	151

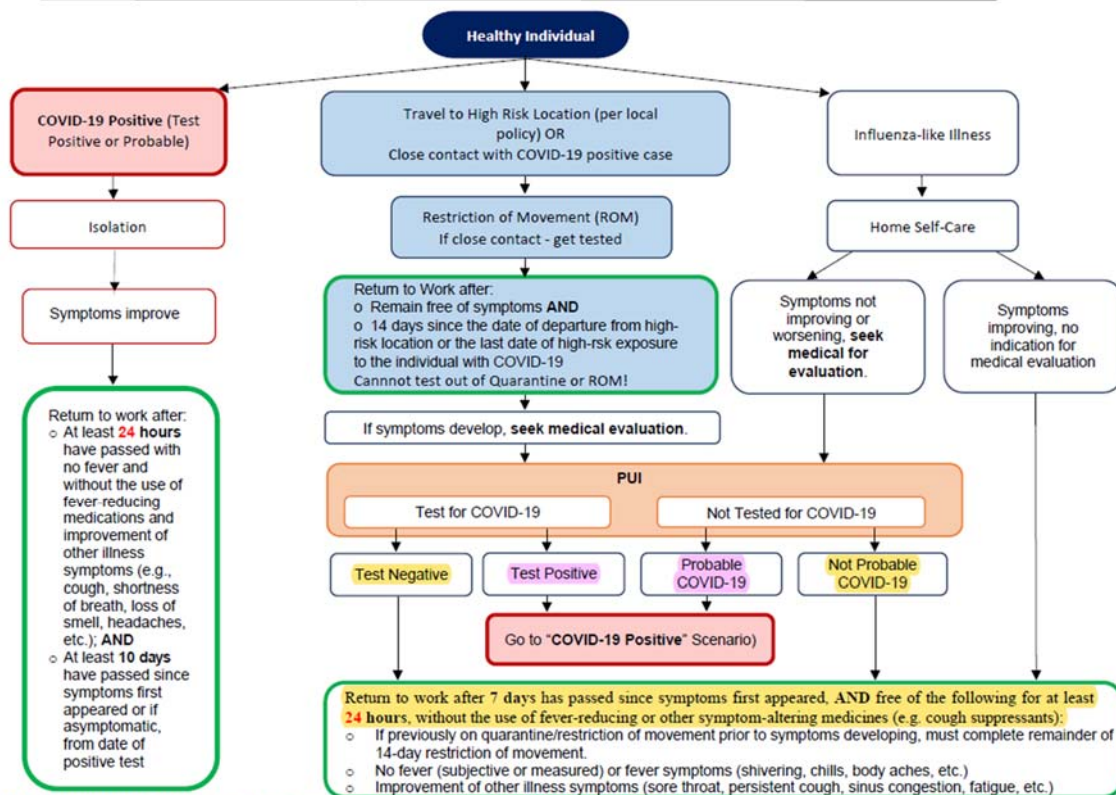
B.1.b. Describe a process to isolate and/or quarantine students/faculty/staff if they develop symptoms while the day.

B.1.b.1 In the eventuality that students/faculty/staff develop symptoms during the day, they should immediately separate themselves from others, notify their supervisor, and contact their primary care physician for further instruction. The supervisor should allow the employee to go home on sick leave unless emergency services are needed for immediate support). The IADC will then implement protocols to determine the source of any potential (or cases ultimately determined to be positive for COVID-19) COVID-19 cases of its personnel and notify D.C. Health of a positive COVID-19 claim within the College. Additionally, the IADC will communicate to the College's students, faculty, and staff that there was a positive COVID-19 case utilizing D.C. Health directives. The individual in question will only be allowed to return to campus following the steps in the following flowchart.



IADC Return to Campus (RTC) Flowchart Coronavirus Disease (COVID-19)

Revised 17 Jul 2020 (changes in red are new update)



B.1.b.2. If an employee becomes symptomatic while at work or notifies IADC that they have been tested positive (and were in the work environment within the last 48 hours of the onset of symptoms) the following steps will be followed:

1. Block or close off access to the employee's workspace and any other common area that individual visited that day.
2. Immediately notify the Trace Team to inform them of a potential or confirmed COVID19 case. The Trace Point of Contact (POC) will work closely with the supervisor to protect the employee's personal information and provide instruction to those who may need to quarantine for possible close contact exposure.
3. Leave these spaces undisturbed for at least 24 hours. Open or vent a window, if possible.
4. After 24 hours, initiate the cleaning process per the IADC Required Actions Procedure and CDC guidelines.

B.2. Encourage Health Practices

B.2.a. Describe a policy to ensure adequate supplies of soap, paper towels, hand sanitizer, and tissue in support of healthy hygiene practices.

B.2.a.1. The contracted cleaning company provides the soap and paper towels in use at the College. Hand sanitizer was purchased in bulk due to the COVID-19 pandemic and is placed in every space throughout the College. A bulk purchase of tissues is happening at this time to ensure adequate supplies available.

B.2.a.2. Purchases of supplies for Covid-19 started in May 2020. The OPS Department has been stocking supplies to meet future demand at the time when all staff and students initiate the "Return to Campus" plan. The quantities of the items are updated and prioritized in an excel spreadsheet in SharePoint, following the planning and the need for the measures to be implemented by the IADC. As for the market, the availability of supplies is normalizing, due to the reduction in delivery time and the increase in the number of suppliers.

B.2.a.3. At this time, we have readily available stock for approximately 60 days. Due to increased demand to use hand sanitizer, hand soap, and tissues, the Operations Department will be actively reassessing the supply level compared to demand and slide our resupply trigger amount as needed. Our current plan is to reorder any item that the current inventory reaches 30% or less of the original order.

B.2.b. Describe plans to offer COVID-19 prevention education/training of students/faculty/staff on proper hygiene strategies (e.g., handwashing, staying home if ill, etc).

B.2.b.1. The orientation and training program for staff (27-31 Jul) and students (3-7 Aug) includes training for health protection conditions, prevention, and social distancing procedures, as well as a guide to training all staff, students, and faculty to clean, disinfect supplies, cover face properly with cloth mask or face covering, and identify symptoms.

Time	Monday 3*	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
0830-0930	Virtual tool training	Library and Moodle access	Catalog Class 60	IADC Overview ER EI	Lessons learned Covid 19
0930-1000	Break				
1000-1100	Virtual tool training	Welcoming by Director.	<ul style="list-style-type: none"> Studies Plan 2018-2022 Calendar Class 60 	HPCON	Cleaning/ disinfecting area & Contact Tracing
1100-1200	Cyberseguridad/ Media Network	<ul style="list-style-type: none"> Leadership presentation Q/A 	IADC Overview Admin. Studies	Interest topics (p.e. AtHoc app)	<ul style="list-style-type: none"> INL, IMET, FMF Feedback Training Gathering info
1330-1500		<ul style="list-style-type: none"> Students /MF Hybrid Practicing 			
Family and residence arrangements					

Figure 1. For initial CL60 Virtual Tools Orientation 3-7 Aug.

B.2.b.2. Between breaks or lunchtime and school hours, there will be videos and guides regarding prevention strategies and hygiene measures (i.e., hand washing, surface cleaning, social distancing, and symptom identification).

B.2.b.3. Reinforcement training will be conducted monthly through the Academic year. This will continue to place emphasis on all the regular requirements and incorporate any new requirements.

Date	Hour	Topics	Location	Participants
Jul 27-31, 2020	0900-1630	1. COVID-19 Lesson learned	Hybrid	Staff
Aug 3-7, 2020	0900-1200	2. HPCON	Virtual	Faculty
Sep 14, 2020	1300-1330	3. Important contacts & timeframe	Academic Auditorium & Academic Ceremonial or Virtual	Students CL60
Oct 14, 2020		4. Daily Health Screening		
Nov 13, 2020		5. Social and Mental Health		1. Students CL60
Dec 14, 2020		6. Non-medical face covering		2. Faculty
Jan 22, 2021		7. Social/physical distancing		3. Staff
Feb 12, 2021		8. Health practices		
Mar 15, 2021		9. Communication Strategy		
Apr 16, 2021		10. Tracking cases		
May 28, 2021				
Jun, 2021	TBD			

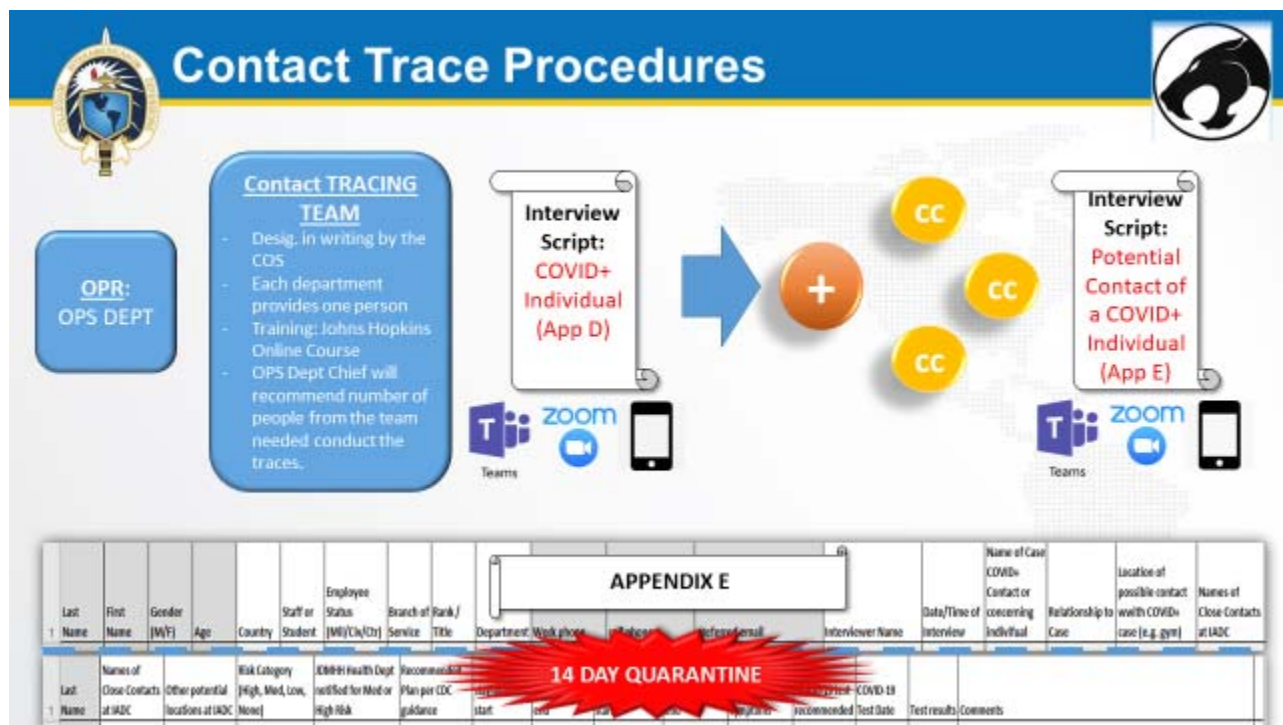
Figure 2. Monthly training for the Academic year.

B.2.c. Describe a process to identify sources of contamination for potential outbreaks of COVID-19 through contact tracing.

B.2.c.1. As part of the College's required actions procedure, the IADC will activate the Contact Tracing Team (procedure conducted to identify individuals that may have been infected by a case of COVID-19, to notify them about their exposure and limit their contact with other individuals), which will conduct contact tracing following the Contact Tracing Procedure. Any individuals identified as "close contact" will be informed and instructed to quarantine per the Return to Work flowchart (see Question A3)

B.2.c.2. Procedures have been created at the IADC to deliberately respond to any student, faculty, or staff member that has tested positive for COVID-19 or may have come in contact with an individual that is potentially COVID-19 positive. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

B.2.c.3. For any student, faculty, or staff member that has tested positive for COVID-19 or had contact with an individual that is potentially COVID-19 positive, it is imperative to determine the source of the exposure. The IADC's deliberate method of identifying the source of the exposure will prevent further spread of the virus and ensure the safety of College personnel, as well as the general population. The first step is to identify any individuals determined to be close contact. If the close contact is well, the person must quarantine for 14 days from the last contact with the COVID-19 positive person or person suspected of coming in contact with the virus. If the close contact has COVID-19 symptoms, the person should contact their medical provider and stay at home. This process will continue until all contacts interviewed are found to be free of COVID-19 symptoms.



B.2.d. Describe a process to communicate with students/faculty/staff of potential outbreaks of COVID-19 and procedures to be deployed in mitigating adverse health impacts.

B.2.d.1. Immediate communication with students/faculty/staff is via the AtHOC Notification System. AtHOC Notification System is for all Active Military, Military Dependents, Civilian Federal Employees, and Contractors. More detailed information will be provided via Crisis Action Team messages, which are disseminated via email and posted to the College website. Additional actions are to execute the Contact Tracing and Cleaning/Disinfecting procedures, as necessary.

B.3. High-Risk Individuals Describe considerations for high-risk and vulnerable individuals (e.g., 65 years or older, underlying health conditions):

B.3.a. Describe a policy to support those at higher risk for severe illness to mitigate their exposure risk (e.g., telework, modified job duties, virtual learning opportunities).

B.3.a.1. Procedures have been created at the IADC to deliberately manage and mitigate the exposure of personnel deemed to be at a higher risk of severe illness. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

B.3.a.2. The College has identified personnel over 65 years of age, those that possess a compromised immune system, an acute respiratory illness, or other significant health issues as high risk. The College has also taken the step to identify those living with high-risk personnel and have applied the same precautions to protect an individual's family member(s). For members that are identified as a high risk, they are to remain home and telework to protect their health. For members living with a high-risk family member, they must obtain a doctor's note and send it to the Chief of Staff. The member must coordinate with their supervisor to implement a telework plan.

B.3.b. Describe sick leave and absenteeism policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick or have been exposed.

B.3.b.1. Practices have been created at the IADC to afford personnel the opportunities to take leave or be absent from their physical workspace when they are sick or have been exposed to someone that is sick. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

B.3.b.2. The College has multiple employee categories. They include the United States (U.S.) military, U.S. civilians, foreign military, foreign civilians, and contract civilians. All categories of College employees have their specific personnel guidance and Human Resources requirements for leave and absenteeism. As a result of the COVID-19 pandemic, the current practice at College is for any category of employee that becomes sick or is exposed to someone that is sick to stay at home. They are to coordinate with their supervisor and determine if sick leave, an absence from work (approved), or teleworking is appropriate. Additionally, the IADC will implement its protocols to determine the source of COVID-19 exposure.

B.3.c. Describe policies for return to class/work after COVID-19 illness.

B.3.c.1. Procedures have been created at the IADC to provide students, faculty, and staff members with sufficient guidance on when to return to work following a COVID-19 illness. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

B.3.c.2. After any member of the College has been positively diagnosed with COVID-19 by a medical provider or is suspected of having COVID-19, the individual must self-isolate for 14 days. Two methods are allowing the member to return to work: Symptom-Based Method (72 hours without symptoms and ten days since symptoms first appeared) and Test-Based Method (no fever or fever-reducing medications, improvement in respiratory symptoms, and two consecutive negative test results in greater than 24 hours). Additionally, the IADC will implement its protocols for determining the source of COVID-19 exposure or potential exposure.

B.3.d. Describe considerations for students **returning from domestic or international travel** (e.g., COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

B.3.d.1. IADC personnel who have recently returned from domestic or international locations identified as having sustained community transmission in the last 14 days are directed to:

- 1) Seek medical care right away. Before going to a doctor's office or emergency room, call ahead to the medical facility that they intend to visit and tell them about the recent travel and symptoms
- 2) Avoid contact with others
- 3) Do not travel while sick
- 4) Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing
- 5) Wash often hands with soap and water for at least 20 seconds to avoid spreading the virus to others. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol if soap and water are unavailable.
- 6) Review <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>

B.4. Social and Mental Health

B.4.a. Describe plans to promote anti-stigma behavior from person exposed to COVID-19.

B.4.a.1. As a defense institution, the College stresses core values such as good order and discipline. Any behavior that is prejudicial to good order and discipline, or that creates an environment prejudicial to learning, is not tolerated. The vast majority of our students are midgrade military officers with many years of service, which, as part of their military formation, readily accept and adhere to these core values. The Class President is a mediator between the students and the college authorities. They facilitate a good atmosphere in the classroom during internal and external IADC activities to enable high-level academic interactions.

B.4.a.2. The chaplain quarterly shall conduct training during the routing educational training (see B.2.b.1.). This training shall focus on the consideration of others, mental health, and anti-stigma, among other training priorities.

B.4.a.3. If a case among the students should arise, they may raise the issue using their chain of command. This starts with the Class President or group facilitator as appropriate. If they feel that their issue is unresolved, they can continue to the next level of the chain of command and incorporate the IADC Open Door policy.

B.4.b. Describe plans to support students with mental health services.

B.4.b.1. The College enjoys the service of a military chaplain on the staff. Among the many roles military chaplains perform is to provide counseling in response to the many challenges associated with military life to service members and their families. Communications with Chaplains are considered "privileged communications" and, therefore, strictly confidential. At the IADC, the Chaplain has provided training on maintaining "resiliency" in response to the challenges resulting from the pandemic. Should the services of mental health professionals be deemed necessary, the Chaplain is also prepared to provide recommendations to students, faculty, and staff. The military health care system is capable of providing such care or referring out to the local civilian medical establishment.

C. Implement Controls to Limit Contact

C.1. Non-Medical Face Coverings (Masks)

C.1.a. Describe plans on how the institution intends to teach/reinforce use of face coverings among students, faculty, and staff.

C.1.a.1. As part of the College's return to campus plan, the Director has mandated the use of face coverings for all personnel, unless alone in a private office. Signs have been posted throughout the campus, informing students and staff of the requirement. Students, faculty, and staff that arrive at the school will be asked to leave and return when they have the required face-covering based on the current requirements. If one is available for sale at the school, they may purchase that face covering. If they do not depart until they have the required face covering, they will be referred to their department leadership for counseling.

C.1.a.2. Consideration for the use of face coverings will be given when wearing it would not be possible such as eating or when conducting exercises and able to maintain the required distance. This should follow the current D.C. policy.

C.1.a.3. Continue training on the required use and wear of the face coverings during the monthly COVID-19 training (see B.2.b.3.).

C.1.b. Describe a policy for faculty use of cloth face coverings (e.g., face-covering should be worn in times when at least 6 feet physical distancing cannot be maintained. During meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain, a face covering would be prudent to wear).

C.1.b.1. Faculty and other staff will wear a face-covering during meetings or gatherings or in narrow hallways or other settings and follow the policy previously stated in C.1.a.1

C.1.c. Describe other considerations such as speaking loudly, singing, etc., that may require additional distance.

C.1.c.1. This section does not apply to the IADC.

C.1.d. Describe a policy for when students should wear cloth face coverings (e.g., in times when at least 6 feet of physical distance cannot be maintained).

C.1.d.1. As part of the College's return to campus plan, the Director has mandated the use of face coverings for all personnel, unless alone in a private office.

C.1.d.2. Students will wear a face covering when at least 6 feet physical distancing cannot be maintained between two or more people, and during meetings or gatherings or in narrow hallways or other settings where physical distancing may not be easy to maintain.

C.1.e. Describe a policy for use of face coverings based on relevant business-sector guidance in facilities operated by the institution (e.g., fitness center, dining/break rooms, lounges, student services, office spaces, laboratories, etc.).

C.1.e.1. As part of the College's return to campus plan, the Director has mandated the use of face coverings for all personnel, unless alone in a private office. Students, faculty members and facilitators are required to wear face coverings during classes, facilitation sessions, or breaks. Locker rooms at the College are closed, per Phase 2 of the D.C. reopening plan; this includes the prohibition of showering or changing clothes.

C.1.f. Describe plans to accommodate exceptions for those with medical contraindications to face coverings.

C.1.f.1. Procedures have been established at the IADC to provide students, faculty, and staff members with sufficient guidance to accommodate any member that may have a medical contraindication to face

coverings required to prevent the spread of COVID-19. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

C.1.f.2. The IADC is deliberate in its approach to preventing the spread of COVID-19 and has well-established procedures to support this effort. As part of this effort, specific steps outlining the requirements for increased numbers of personnel were already considered and factored into the planning process. These steps revolve around a systematic process of screening personnel, creating structural barriers, ensuring cleaning supplies are available and used, and the use of cloth masks (Non-medical). Should a member be unable to wear a cloth mask, they can perform their required duties if they are in a private office. Additionally, if they are unable to perform their duties in an office, they may coordinate with their supervisor to telework.

C.1.g. Describe how the institution will respond in the event that a student, faculty or staff member does not have the required face covering/coverings. For more information about non-medical face coverings or face coverings, please refer to the guidance "Guidance about Masks and Other Face Coverings for the General Public" on [coronavirus.dc.gov](https://www.coronavirus.dc.gov).

C.1.g.1. Students, faculty members and facilitators are required to wear face-coverings during classes, facilitation sessions, or breaks. In the event a student, faculty member, or facilitator arrives at the College without a mask, the IADC will provide one. This notwithstanding is the responsibility of all students, faculty members, and facilitators to arrive at the College with their mask. In the case of military personnel, a face-covering shall be considered part of the uniform of the day.

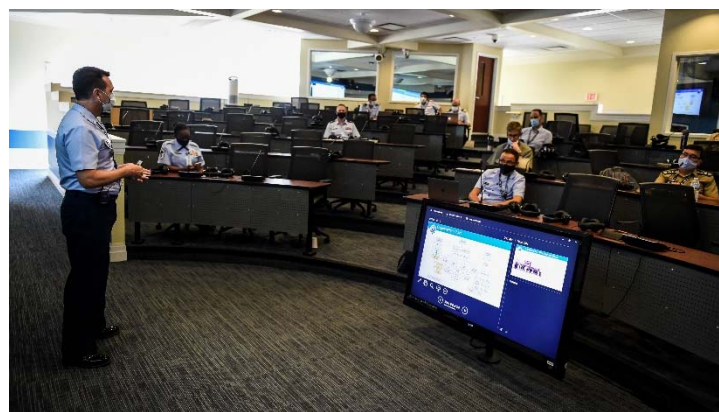
C.2. Social/Physical Distancing

C.2.a. Describe strategies to allow physical distancing in classrooms/learning environments (e.g., occupancy, staggered schedules, classroom layouts, workspace distancing, etc.).

C.2.a.1. For plenary classes, the IADC will arrange the academic auditoriums and the ceremonial auditorium, in such a way that students, teachers, and interpreters maintain at least 6 feet of social distance. Seminar rooms have been doubled for group work where two rooms will be paired together with video monitoring of each room for collaboration.

<i>Group</i>	<i>Area</i>	<i>Students</i>	<i>Remarks</i>
<i>Class 60</i>	<i>Academic Auditorium</i>	<i>37</i>	<i>1 Professor 3 Interpreters</i>
	<i>Ceremonial Auditorium</i>	<i>22</i>	
<i>Total</i>		<i>59</i>	





C.2.a.2. For facilitation sessions, students were divided into seven facilitation groups. To allow social distancing, the seminar rooms have been planned for a maximum capacity of six people. Therefore, some facilitation groups were assigned two areas per group, as shown in the following table:

<i>Facilitation Group</i>	<i>Area</i>	<i>Students</i>	<i>Facilitator</i>	<i>Interpreters</i>
<i>1</i>	<i>Academic Auditorium</i>	<i>9</i>	<i>1</i>	<i>When required</i>
<i>2</i>	<i>Ceremonial Auditorium</i>	<i>9</i>	<i>1</i>	
<i>3</i>	<i>Seminar Rooms 212 & 215</i>	<i>9</i>	<i>1</i>	
<i>4</i>	<i>Seminar Rooms 214 & 217</i>	<i>8</i>	<i>1</i>	
<i>5</i>	<i>Seminar Rooms 216 & 219</i>	<i>8</i>	<i>1</i>	
<i>6</i>	<i>Seminar Room 218 & Room 221</i>	<i>8</i>	<i>1</i>	
<i>7</i>	<i>Green Room & Admin Conference Room</i>	<i>8</i>	<i>1</i>	
<i>Total</i>		<i>59</i>	<i>7</i>	

C.2.a.3. During classes or facilitation sessions, students, faculty members, and facilitators must wear their face coverings.

C.2.a.4. IADC will provide hand sanitizers that will be available in the auditoriums and also in the seminar rooms.

C.2.b. Describe strategies to allow social distancing outside the classroom (e.g., limiting visitors, changes to dining services, extracurricular activities, etc.).

C.2.b.1. IADC does not provide dining services.

C.2.b.2. IADC identified and adapted places for student breaks. Students will be assigned as follow:

- Cafeteria
- Wardroom
- Patio
- Building 52 Balconies
- Rest Area close to the river

C.2.b.3. IADC identified and assigned five restrooms in Building 50 and 52 where students are distributed, include next capacities:

<i>Building</i>	<i>Area</i>	<i>Restrooms</i>	
<i>Bldg. 50</i>	<i>- - -</i>	<i>Men: 5 Urinals 3 Sinks 3 Toilets</i>	<i>Women: 3 Sinks 3 Toilets</i>
<i>Bldg. 52</i>	<i>1st Floor</i>	<i>Men: 3 Urinals 3 Sinks 3 Toilets</i>	<i>Women: 3 Sinks 3 Toilets</i>
	<i>2nd Floor</i>	<i>Men: 2 Urinals 2 Sinks 3 Toilets</i>	<i>- - -</i>

C.2.b.4. During breaks, students must wear their face coverings.

C.2.b.5. IADC will provide hand sanitizers placed in all the restrooms.

C.2.b.6. Our security system already limits visitors allowing controlled access to the buildings. Signage will be in place to identify maximum occupancy for each room that allows enough space to properly social distance.

C.2.c. Describe plans to restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls/break rooms, hallways, offices, etc. to ensure physical distancing. Occupancy must be consistent with any active D.C. Health guidance.

C.2.c.1. IADC will follow what is described in paragraphs C.2.a.1, C.2.a.2, C.2.b.1 and C.2.b.2.

C.2.c.2. C.2.c.2. Signage will be in place to indicate restricted access to all spaces that students will utilize. Only the students/staff listed on the posted sign will be allowed to enter the space identified.

C.2.d. Describe a policy to limit size of gatherings and/or strict physical distancing to be in place during gatherings, consistent with D.C. Health guidance.

C.2.d.1. IADC will use multiple classrooms to space out seating. Mentors always have the same small group of students; this helps to avoid mixing between groups. Staff meetings can be virtual or mixed with some people virtual and others in rooms with enough space to have 6 feet between employees. When needed, use

floor or wall sign directions to remain the 6 feet distance. Have a calendar with all large events or extracurricular activities with enough information about the space available and the number of participants. If 6 feet cannot be guaranteed, face-covering will be mandatory.

C.2.e. Describe strategies for food/dining services to optimize physical distancing. Plans regarding dining services should consider requirements for face coverings, policies to encourage people to stay home if ill, ensuring adequate hand hygiene, routine cleaning/disinfection of physical facilities, and health screenings for staff, limit the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and implementing take out/delivery options.

C.2.e.1. C.2.e.1. IADC does not provide dining services, but there is a scheduled time for having lunch. Students will be assigned areas authorized for them to utilize for their lunch consumption. All students will hold priority over these eating areas with staff using other locations

C.2.e.2. IADC identified and adapted places for student lunch breaks. Students will be assigned as follow:

<i>Building</i>	<i>Area</i>	<i>Capacities</i>	<i>Students</i>
<i>Bldg. 50</i>	<i>Cafeteria</i>	<i>9 rectangular tables for 2 persons each. + 2 Stand Tables w/1 chair each</i>	<i>20</i>
	<i>Wardroom</i>	<i>11 rectangular tables for 2 persons each</i>	<i>22</i>
<i>Bldg 52</i>	<i>Lunchroom (Basement)</i>	<i>3 rectangular tables for 2 persons each. 2 Bar tables embedded in the wall.</i>	<i>8</i>
	<i>Seminar Rooms 218 & 221</i>	<i>these rooms have two doors, so if we open them, there are plenty of ventilation</i>	<i>9</i>
<i>Total</i>			<i>59</i>



Distribution of Tables

C.2.e.3. Students will wear their masks while their food is heated.

C.2.e.4. Students are allowed to remove their masks while having lunch.

C.2.e.5. IADC will provide hand sanitizers placed in the lunch areas.

C.2.e.6. Whenever the weather permits, the following areas are considered as areas to have lunch:

- In front of the river
- Patio



D. Potential Exposures and Positive COVID-19 Cases

All institutions should have a plan for when a student/faculty/staff member becomes sick or exposed to COVID-19.

Procedures have been created at the IADC to deliberately respond to any member of the College with COVID-19 symptoms, is confirmed to have COVID-19, or is awaiting COVID-19 test results. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

D.1. Describe the institution's exclusion criteria for:

D.1.a. A student, faculty or staff member that has a temperature of 100.4 degrees or higher or any other symptoms.

D.1.a.1. The IADC's first line of defense against a student, faculty, or staff member coming to the College with COVID-19 is the individual member. It is the member's responsibility to contact medical professionals and then their supervisor before reporting to the College if they are sick. Depending on their professional category, the supervisor will then determine the most appropriate method of documenting the absence and work status. The IADC's second line of defense is the medical screening station. Should an individual attempting to clear the medical screening station answer "Yes" to any COVID-19 questions and/or exhibit COVID-19 symptoms, the member will be turned away. The member will then be directed to contact medical professionals and then their supervisor. Finally, should an individual already at the College develop any COVID-19 symptoms, they will be directed to leave, contact medical professionals, and then their supervisor. The IADC will then implement its disinfecting protocols for affected areas within the College.

D.1.b. A student, faculty or staff member, or any close contact, is confirmed to have COVID-19; or

D.1.b.1. If an IADC student, faculty, or staff member is confirmed to have COVID-19, they will quarantine for 14 days. Two methods are allowing the member to return to work: Symptom-Based Method (72 hours without symptoms and ten days since symptoms first appeared) and Test-Based Method (no fever or fever-reducing medications, improvement in respiratory symptoms, and two consecutive negative test results in greater than 24 hours). Should a close contact of an IADC student, faculty, or staff member be confirmed to have COVID-19, the member will notify their supervisor and enter a self-imposed 14-day quarantine. The member will then contact medical professionals to undergo testing for COVID-19. The IADC will also implement its protocols to determine the source or potential source of COVID-19 exposure.

D.1.c. A student, faculty or staff member awaiting COVID-19 test results.

D.1.c.1. A student, faculty, or staff member awaiting a COVID-19 test result is categorized as a Patient Under Investigation (PUI). These people are considered to be undergoing medical evaluation and may not return to work until cleared by a medical provider. The medical provider will determine whether the IADC member has COVID-19 or another illness. If the member is determined to have COVID-19, they will follow the protocols outlined in Paragraph 3. The IADC will also implement its protocols to determine the source or potential source of COVID-19 exposure.

D.2. Describe the institution's dismissal criteria in the event students/faculty/staff develops a fever or other signs of illness.

D.2.1. Procedures have been created at the IADC to deliberately respond to any student, faculty, or staff member that must be dismissed due to signs of illness. The method in which this occurs is a function of the members' professional status as the United States (U.S.)/international military, U.S. government civilians, Inter-American Defense Board (IADB) civilian contractors, or international civilian. The procedures were developed to ensure a safe and healthy work environment for the College's students, faculty, and staff during the COVID-19 pandemic.

D.2.2. Any U.S. or international military members comprising the student body, faculty, or staff that become sick at work or display COVID-19 symptoms will be sent home. They will be directed to notify their supervisor and then contact medical professionals. If the member is directed to stay home, they will telework, or distance learns until physically able to return to the College. If the member required medical attention, medical documentation would be obtained and provided to the supervisor. The member will return to the College if directed to do so. If the member were directed to stay home, they would telework, or distance learns as their health permits.

D.2.3. United States government civilians comprising the student body, faculty, or staff that become sick at work or display COVID-19 symptoms will be sent home. They will be directed to notify their supervisor and then contact medical professionals. If the member is directed to stay home, they will telework, or distance learns until physically able to return to the College. If the member required medical attention, medical documentation will be obtained and provide to the supervisor. The member will return to the College if directed to do so. If the member were directed to stay home, they would telework, or distance learns as their health permits. If the member is unable to telework or distance learn due to health, then leave must be submitted following the Office of Personnel Management Guidance.

D.2.4. Inter-American Defense Board civilian contractors that become sick at work or display COVID-19 symptoms will be sent home. They will be directed to notify their supervisor and then contact medical professionals. If the member is directed to stay home, they will telework, or distance learns until physically able

to return to the College. If the member required medical attention, medical documentation will be obtained and provide to the supervisor. The member will return to the College if directed to do so. If the member were directed to stay home, they would telework, or distance learns as their health permits. If the member is unable to telework or distance learn due to health, then leave must be submitted following IADB Civilian Personnel Regulation.

D.2.5. International civilians that become sick at work or display COVID-19 symptoms will be sent home. They will be directed to notify their supervisor and then contact medical professionals. If the member is directed to stay home, they will telework, or distance learns until physically able to return to the College. If the member required medical attention, medical documentation will be obtained and provide to the supervisor. The member will return to the College if directed to do so. If the member were directed to stay home, they would telework, or distance learns as their health permits.

D.2.6. In all cases of personnel being sent home as a COVID-19 or an unknown illness, the affected areas will be disinfected according to IADC protocols. Additionally, the College will implement its protocols to determine the source or potential source of COVID-19 exposure.

E. Cleaning and Disinfecting

All institutions should regularly clean, disinfect and sanitize surfaces, and materials per CDC guidance on cleaning and disinfecting.

E.a. Describe 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.

E.a.1. Cleaning contractors are in place to conduct frequent cleaning, and they have recently modified their practice to include a sanitizer product. Vehicles will be cleaned after each use with a wipe down using Lysol wipes. Cleaning for all spaces of the IADC are detailed in the current contract's Annex A "Inter-American Defense College Cleaning Schedule." This details out the daily, weekly and bi-weekly cleaning requirements on the contractor. The college is currently seeking a contract modification to increase the frequency of cleaning of the common spaces throughout the college to include the Seminar Rooms, Cafeteria/Wardroom areas and toilets.

E.b. Describe provisions for hand sanitizer/handwashing stations.

E.b.1. Every restroom has hand soap (anti-microbial) and air dryers/paper towels in place. Hand sanitizer is available for every office/seminar room/auditorium.

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

E.c.1. Each student will be given a kit of dry-erase markers/eraser to ensure they are not required to share. Lysol wipes are available for the seminar rooms where a mouse/keyboard might be shared. At this time, no, other required and higher priority items were ordered due to the limitation of our credit limit and purchase capability. These items will be ordered within time to allow for delivery. The expected order date to be 7/31.

E.d. Describe plans to ensure that custodial staff has adequate Personal Protective Equipment also ensuring that appropriate EPA approved cleaning products are used.

E.d.1. Custodial staff are on contract and are to provide the supplies required to perform their functions to include their PPE.

F. Building Considerations

Institutions that are reopening after a prolonged shutdown should ensure all ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are safe to use as follows:

F.1. Instructional and other Facilities

F.1.a. Describe plans to ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible, (e.g., by opening windows and doors) if doing so does not pose a safety or health risk (such as risk of falling, triggering asthma symptoms) to students using the facility.

F.1.a.1. This section does not apply, all buildings have remained open and used daily (M-F) throughout the pandemic.

F.1.b. Describe plans to flush water systems to clear out stagnant water and replace it with fresh water. This will remove any metals (e.g., lead) that may have leached into the water and minimize the risk of Legionnaires' disease and other diseases associated with water. Steps for this process can be found on the CDC website.

F.1.b.1. This section does not apply, all buildings have remained open and used daily (M-F) throughout the pandemic.

F.2. Housing

Describe 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. Institutions may want to consider requiring training and document such training of certain staff.

F.2.1. This section does not apply as the IADC does not provide housing to any students/staff.

G. Shutdown Considerations

If necessitated by severe conditions and/or public health guidance, the institution should have a plan to manage a school/campus outbreak or a resurgence of COVID-19 outbreak.

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

G.1.1. In response to a potential outbreak, a decision will be made regarding whether College operations should shift to a telework/distance learning modality. This decision point will take into account Operational Risk Management, including an analysis of the following

- The suspected level of spread (based on Contact Tracing)
- Designation of essential personnel

- Determination of presence-based or virtual academic tasks/requirements for mission accomplishment
- Health Protection Condition (HPCON)


G.1.2. Additionally, guidance issued by following by the following authorities will be considered in evaluating this decision point.

- Organization of American States (OAS)
- U.S. Department of Defense
- Center for Disease Control
- DC Health Department
- Higher Education Licensure Commission (HELC)
- Military District Washington (MDW) change in Health Protection Condition (HPCON)
- Joint Base Myers Henderson Hall
- United States Southern Command
- White House Gating Criteria

G.2. Describe the plans to reduce campus/facility activity in the event of a return to significant community transmissions of COVID-19 or in alignment with public health guidance.

G.2.1. The following is the plan for a phased reduction of personnel by departments in response to a return to significant community transmissions of COVID-19 following the Health Protection Condition and District of Columbia Phase in effect.

G.2.1.1. STUDIES DEPT



Personnel	Phase 0 HPCON C	Phase I A	Phase II A B C			Phase III A B C			Phase IV
Faculty	0/7	0/7	3/7	3/7	4/7	4/7	4/7	4/7	100%
Staff	6/19	6/19	6/19	8/19	10/19	10/19	15/19	19/19	100%
Interpreters	0/7	0/7	0/7			7/7			100%
Facilitators	0/7	0/7	0/7			7/7			100%
Class 60	0/45	0/45	0/45			45/45			100%
STUDIES Support to CAT-EOC	1	1	1			0			0

?

G.2.1.2. ADMIN DEPT

ITEMS	Phase 0	Phase I			Phase II			Phase III			Phase IV
HPCON	HPCON C	A	B	C	A	B	C	A	B	C	
PERSONNEL	0/12	0/12	0/12	0/12	5/12	5/12	5/12	10/12	10/12	10/12	100%
Virtual Events	100%	100%	100%	100%	58%	58%	58%	17%	17%	17%	0%
ADMIN Support to CAT-EOC	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax

G.2.1.3. INSTITUTIONAL EFFECTIVENESS DEPT.

ITEMS	Phase 0	Phase I			Phase II			Phase III			Phase IV
HPCON	HPCON C	A	B	C	A	B	C	A	B	C	
PERSONNEL	0/7	0/7	0/7	0/7	4/7	4/7	4/7	6/8	6/8	6/8	100%
Virtual Events	100%	100%	100%	100%	42%	42%	42%	25%	25%	25%	0%
IE Support to CAT-EOC	1 pax	1 pax	1 pax	1 pax	1 pax	1 pax	1 pax	0 pax	0 pax	0 pax	0 pax

G.2.1.4. TRIPS, SEMINARS AND CONFERENCES DEPT.

ITEMS	PHASE 0	PHASE I			PHASE II			PHASE III			PHASE IV
Personnel	HPCON C	A	B	C	A	B	C	A	B	C	HPCON A
TSC AOs	4/8 2(V)	4/8 2(V)	4/8 2(V)	4/8 2(V)	5/8 1(V)	6/8	7/8	8/8	8/8	8/8	100%
CAT/EOC	4/8	2/8	2/8	2/8	2/8	2/8	1/8	0	0	0	0%
Virtual Speakers	100%	100%	100%	100%	50%	50%	50%	50%	50%	50%	0%

G.2.1.5. EXTERNAL RELATIONS DEPT.

ITEMS	Phase 0	Phase I			Phase II			Phase III			Phase IV
HPCON	HPCON C	A	B	C	A	B	C	A	B	C	
PERSONNEL	0/7	0/7	0/7	0/7	4/7	4/7	4/7	4/4	4/4	4/4	100%
Virtual Events	100%	100%	100%	100%	No events	No events	No events	0%	0%	0%	0%
ER Support to CAT-EOC	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax	0 pax

G.2.1.6. OPERATIONS

Phase 0		Phase I			Phase II			Phase III		
HPCON C		A	B	C	A	B	C	A	B	C
Personnel On-Site	Log	1/4	1/4	1/4	2/4	2/4	2/4	3/4	3/4	3/4
	IT	1/5	1/5	1/5	2/5	2/5	2/5	3/5	3/5	3/5
Virtual Events	Log	75%	75%	75%	50%	50%	50%	25%	25%	25%
	IT	80%	80%	80%	60%	60%	60%	40%	40%	40%
Loss of personnel		SFC Alaniz			-			MSgt Neal		
Personnel Gained		SSgt Dove-Rivers TSgt Wzest			-			MSgt Cachapher(?)		

G.2.1.7. CRISIS ACTION TEAM EMERGENCY OPERATIONS CENTER

CAT MANNING / TASKS	PHASE 0	PHASE 1	PHASE 2	PHASE 3
1. MANNING LEVELS	At EOC: • OIC • BWC • Action Officer x1 • Studies x1 Telework: • Action Officer x1	At EOC: • OIC • BWC • Action Officer x1 Telework: • Action Officer x1	At EOC: • OIC * • BWC • Action Officer x2 Telework: • None <i>*may work from a location besides the EOC in phase 2</i>	At EOC: • EOC stands down • CAT deactivated Telework: • None
2. COVID TASKING AUTHORITY	CAT	CAT	CAT	COS
3. TASKS				
a. BRIEFINGS TO DIRECTOR/COS	CAT briefs Director 3x day	Decrease number of briefings to 2x day	1 per day	Discontinue briefings
b. MESSAGES	CAT	CAT	CAT	TBD/COS
c. MONITORING OF GARRISON BRIEFS	CAT	CAT	CAT	TBD/COS
d. APP 14 REPORTING TO GARRISON	Currently delegated to Admin	Currently delegated to Admin	Currently delegated to Admin	TBD
e. MONITOR FOR GUIDANCE FROM DOD, OAS, IADB	CAT	CAT	CAT	TBD
f. MONITOR FOR GUIDANCE FROM STATE AND LOCAL AUTHORITIES	CAT	CAT	CAT/Personal responsibility	TBD/Personal responsibility
g. ISSUANCE/MAINTENANCE OF COVID RELATED TASK	CAT	CAT	CAT	COS
h. EOC STAFF BINDERS	CAT	None	None	None

G.3. Describe a policy for notifying relevant parties about plans for dismissals/shutdowns.

G.3.1. It is the procedure of the IADC to notify the following organizations of a potentially communicable disease outbreak at the College and of any decision-making processes regarding changes in learning modality.

- Organization of American States (OAS)
- Inter-American Defense Board (IADB)
- D.C. Health Department
- DC Higher Education Licensure Commission (DC HELC)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Middle States Commission on Higher Education (MSCHE)
- Military District Washington (MDW) change in Health Protection Condition (HPCON)
- Joint Base Myers Henderson Hall
- United States Southern Command

G.3.2. Immediate communication with students/faculty/staff at the College is via the AtHOC Notification System. AtHOC Notification System is for all Active Military, Military Dependents, Civilian Federal Employees, and Contractors. More detailed information will be provided via Crisis Action Team messages, which are disseminated via email and posted to the College website.

H. Communication Strategy

Institutions are to have communication protocols in place.

H.1. Describe the institution's plan for communicate with D.C. Health for reporting of positive cases. Institutions should be able to quickly provide lists of people at any in person activities.

H.1.1. The Administration Department prepares the Information Dissemination Plan to inform stakeholders, e.g., IADB, NDU, SCJ5, DC Health Department, DC Higher Education Licensure Commission (HELC).

H.2. Describe the institution's plans to protect the privacy of individuals and alert their students and staff to a COVID-19 case.

H.2.1. The privacy of individuals' health information will be protected by adhering to the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Additionally, contact-tracing procedures include obligations to protect the privacy of personnel contacted, and all supervisors are trained in HIPAA requirements. Students and staff will be alerted via the AtHoc system. See H.3.b.1.

H.3. Describe the institution's process to comply with D.C. Health directives to ensure that at a minimum:

H.3.a. Notification is provided to those students/faculty/staff in close contact with the individual and the requirement to quarantine for a minimum of 14 days.

H.3.a.1. As part of the College's required actions procedure, the College will activate the Contact Tracing Team, which will conduct contact tracing following the Contact Tracing Procedure. Any individuals identified as "close contact" will be informed and instructed to quarantine per the Return to Work flowchart. (See answers to questions B2c and A3)

H.3.b. Notification is provided to the entire program that there was a COVID-19 positive case, those impacted have been told to quarantine, and steps that will be taken (e.g., cleaning and disinfection)

H.3.b.1. Immediate communication with students/faculty/staff is via the AtHOC Notification System. AtHOC Notification System is for all Active Military, Military Dependents, Civilian Federal Employees, and Contractors. More detailed information will be provided via Crisis Action Team messages, which are disseminated via email and posted to the College website.

H.3.b.2. Additionally, as part of the College's required actions procedure, the College will activate the Cleaning/Disinfecting Team, which will conduct cleaning and disinfecting following the cleaning and disinfecting procedure.

I. Academic Affairs**I.1. Describe the institution's plans to offer internships, clinical, field placements and hands-on experiences.**

I.1.1. Procedures have been created at the IADC to deliberately address the students, faculty, or staff members' management and actions during the COVID-19 pandemic. The proceedings were developed to ensure a safe and healthy work environment for the College's personnel as well as interns brought into the IADC to continue their education of the Western Hemisphere.

I.1.2. "Internships": The College is a diverse academic environment offering significant educational and professional opportunities for post-high school degree-seeking students in the National Capital Region. Internships at the College provide career-related experiences that allow students to apply the knowledge and skills they have developed in their specific areas of study. Sources for IADC interns range from The Washington Center and local universities to post-high school students applying through the College's web site. The IADC's plans for interns have adapted to the COVID-19 environment and continued to thrive. IADC continues to accept a limited number of interns in-residence and others virtually, with activities reviewed/re-oriented by coordinating authorities to fulfill social distancing/sanitation guidelines.

I.1.3. "Field Placements": IADC Field Study Trips are all delayed or approved according to the pandemic response situation in the 2020-21 calendar, and alternative offerings (including virtual conferences) are under consideration as part of the contingency planning.

I.1.4. "Hands on Activities": Simulations and related experiential learning activities being reviewed/re-oriented by IADC faculty as well as other coordinating authorities to fulfill relevant social distancing/sanitation guidelines, while also fulfilling critical institutional learning outcomes.

I.1.5. "Clinical": Does not apply to IADC.

I.2. Describe the institution's process to ensure safe student access to academic services (e.g. library, career services, academic advising, etc.)

I.2.1. IADC has access to a virtual library, a Learning Management System (Moodle), Zotero, and M.S. Office (TEAMS, email, Word, Excel, and PowerPoint). At the beginning of the academic year, the student receives guidance on the use of library resources. Face to face orientations will be available by appointment (face covering is required). All students have access to the NDU Search engine and its online resources. The librarian is available to help with questions via email or TEAMS.

I.2.2. Students are encouraged to bring their own devices or acquire them as soon as they arrive in the U.S., and this is reinforced during Student Orientation. IADC works with web-based tools, including Microsoft 365, SharePoint, OneDrive, and M.S. Teams for document sharing. Each student has access to the applications online, and they are accessible from any computer with the provided user name and password. They have access to the M.S. Whiteboard for sharing depictions in real-time from either the College or at home. Students have M.S. Teams and Cisco Webex (Educational version) to communicate via chat or video call without translation. Multilanguage virtual meeting platforms (Livestream, Zoom meetings (Educational version), Zoom webinar, and Kudo), with real-time interpretation, are provided to the students if they need to stay at home. All course presentations and readings are available on Moodle, a web-based learning management system.

I.2.3. Computer lab (building 52 basement):

I.2.3.1. Computer lab, printer, and a scanner will be available for students and staff at building 52.

I.2.3.2. Staff can send documents to the printer from their office.

I.2.3.3. Students who use the computer lab for printing will follow the social distance protocol. Every other computer station will be available to provide adequate distancing.

I.2.3.4. Students are encouraged to wash their hands before and after use the computer lab.

I.2.3.5. The computer lab will have the same cleaning protocol as the library (shared spaces will be wiped to keep the surface clean).

I.2.3.6. At the end of the business day (4:30 pm), every document left in the printer will be sent to the trash.

J. Approved for release by MG James E. Taylor, Director, IADC