



Guidelines for Certified Education Providers Offering In-Person Classes during the COVID-19 Pandemic

Emergency rule 21 NCAC 58G .0106 requires schools and course sponsors to cancel or suspend all in-person courses until June 30, 2020.

Beginning July 1, 2020, if a certified Education Provider chooses to offer an in-person course or to deliver any portion of a course in-person, such as an end-of-course examination, the Commission advises the Education Provider to adhere to the restrictions set forth by:

- **Governor Cooper's Executive Orders, and**
- **local orders, if any, from the county or municipality where the classroom is located.**

Education Providers should monitor Governor Cooper's orders closely to ensure continued compliance. Orders are available at <https://www.nc.gov/covid-19/covid-19-executive-orders>.

In keeping with those restrictions and guidelines, the Commission strongly encourages Education Providers to institute policies to **Limit Class Size** in accordance with applicable State and local orders about mass gatherings and/or building occupancy.

In addition, the Commission recommends that Education Providers comply with the Centers for Disease Control (CDC) guidelines* for community colleges and universities if/when conducting in-person educational events.

Education Providers may seek further assistance in creating policies for in-person delivery of courses during the COVID-19 pandemic from attorneys, insurance agents, and the Commission.

***Key guidelines from the CDC** are outlined below. More detail is available from the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>.

1. Promote Behaviors that Reduce Spread

Staying Home or Self-Isolating when Appropriate

- Actively encourage students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) to follow CDC guidance to self-isolate or stay home.

Hand Hygiene and Respiratory Etiquette

- Recommend and reinforce handwashing with soap and water for at least 20 seconds; if soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately.

Cloth Face Coverings

- Recommend and reinforce use of cloth face coverings among students, faculty, and staff.

Adequate Supplies

- Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

Signs and Messages

- Post signs that promote everyday protective measures in highly visible locations.

2. Maintain Healthy Environments

Clean and disinfect frequently touched surfaces at least daily and between use as much as possible.

- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work spaces clean.

Shared Objects

- Discourage sharing of items that are difficult to clean or disinfect.
- Avoid sharing electronic devices, books, pens, and other learning aids.

Water Systems

- Drinking fountains should be cleaned and disinfected, but encourage faculty, staff and students to bring their own water to minimize use and touching of water fountains.

Modified Layouts

- Space seating/desks at least 6 feet apart. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- Provide adequate distance between individuals engaged in experiential learning opportunities.

Physical Barriers and Guides

- Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

Communal Spaces

- Close shared spaces, such as break areas and lounges, if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.

Food Service

- If food or drink is offered at any event, have pre-packaged items for each attendee.

3. Maintain Healthy Operations

Consider Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19

Telework and Virtual Meetings

- Encourage telework for as many faculty and staff as possible.
- Provide student support services virtually, as feasible.

Recognize Signs and Symptoms

- If feasible, conduct daily health checks or ask faculty, staff, and students to conduct self-checks (e.g., temperature screening and/or symptom checking).
- Examples of screening methods can be found in CDC's General Business FAQs: <https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>