

Due to the guidelines for the use of masks, handwashing, and social distancing during the COVID-19 pandemic, the following is being added to the ALH-1214, Nursing Assistant Course Syllabus.

Lecture Class Meetings:

Oglesby and Ottawa students enrolled in ALH-1214 will meet on Zoom for lecture class at 9:00 am – 1:30 pm on Mondays, Tuesdays, Wednesday, and Thursdays, until we start face to face labs on campus. **You will be given calendar for exact dates, times, and place to meet.**

The following guidelines will be followed:

- ❖ This course has a **strict** attendance policy (outlined in the syllabus) that must be followed. You **MUST** meet the hours of training required by the Illinois Department of Public Health (IDPH). Missing more than 1 meeting could result in dismissal from the program, or make up time, depending on the circumstances. Absences should be for illness only. However, an internet outage, power outage, or personal emergency can occur. Even with a doctor's note it does not excuse your missing classroom hours, that just informs us that you were seen, and it may require a release for you to return. These absences will be dealt with on an individual basis.
- ❖ Attendance will be taken. The Zoom meeting will be open a ½ hour before the class is scheduled to start. All students must be logged into the Zoom classroom at, or before the scheduled time. You must log into the class using a webcam to be considered 'present'. If the instructor cannot see your face, then you are not present. Students should mute their audio upon entrance into the class. At the completion of the lecture class, the instructor will once again take attendance. If you are not present at the end of the class meeting, you will be considered absent. If you must leave the class early, you need to notify the instructor via text, or chat. Please do not 'leave the meeting' before the instructor dismisses the class.
- ❖ If students are not 'present' during the Zoom presentation, or at the completion of attendance, they will be considered tardy. Three episodes of tardiness equals one absence.
- ❖ If you are going to be absent, please notify the instructor before class begins. We will NOT be recording the Zoom lectures. These recordings take up a lot of bandwidth and with most of the college going to virtual learning, this may overload our system. The strict attendance policy does not allow for the instructor to give you credit for viewing a recording of the class that we have no proof that you watched. If you miss a class, you will be responsible for the material covered. You will need to contact your instructor via text, or email, as to what was covered, and you will be responsible to do the corresponding workbook chapters, or assignments to be sure that you covered the information you missed.
- ❖ You will be able to follow the PowerPoint slides during lecture. You may type questions into the chat link at any time. At the question point, the instructor will review questions

posted and respond. There will be time before and after each class for individual questions, just remain in the Zoom meeting after the others have been dismissed.

- ❖ During the lecture, all students will have their audio muted. This will minimize the background noise, or students talking over the instructor, or each other.
- ❖ Not all unit content will be covered via virtual classroom lectures. Some content will be discussed in lab. You will still be expected to do the assigned workbook chapters.

General Guidelines for Zoom Meetings:

- This is a classroom and will be treated like one. **You must be sitting up and attentive.**
- You will be marked absent if we cannot see you.
- Be aware that when using the webcam, everyone can see everyone else. Proper attire will be expected. This includes others that may walk past or come into view. To avoid the unexpected sit in an area that the webcam is facing you and a wall is behind you.
- Limit your distractions. Make arrangements for your children by having someone there to tend to their needs during class time, pets should not be present, and be sure your family knows that you are **'in class'** and to not interrupt. This includes cell phone usage.
- Cell phones should be on silent and no texting or web surfing during class.
- There will be break times during the lecture class. You can step away from the computer but please be back and ready at the time given.
- If you have connection problems, please let me know. You will need reliable internet for virtual learning. Connection issues are **NOT** an excused absence or missed time. If connection problems persist, there are places you can go on campus to attend the Zoom class.
- Persons that are not enrolled in the class are not allowed to sit in and listen.
- This is a new experience for most of us. Please be patient with yourself, each other, and your instructor. We like constructive feedback about the course presentation, please let us know if you are having an issue and we will do our best to see what we can do to help or correct the problem.

Testing Guidelines:

All exams (3 quizzes and the Final) will be taken at a face to face meeting. The days and times will be announced once class has begun. This means that on the day of the exam, you will need to come to either the Oglesby, or Ottawa Campus, if permitted, or another site that will be designated by the instructor if we cannot be on campus.

Masks are required from the time you enter any of the IVCC buildings, until the time you leave. The same is for the clinical sites. **NO EXCEPTIONS!**

When manual skills are demonstrated and tested in the lab, social distancing will also be maintained to the best of our ability. However, there may be times when closer contact tasks will need to be practiced, such as taking a blood pressure. When that occurs the appropriate personal protective equipment (PPE) may be required and used. Handwashing is expected after any contact with another person. Hand sanitizer is available on campus and is expected to be used. Masks and face shields will also be made available for CNA students

Zoom meetings are a great alternative and they work by allowing for classes to continue. However, just because most of us will be in the comfort of own homes, we remind you that this is a legitimate course and to successfully complete the Certified Nursing Assistance course (ALH-1214) the Illinois Department of Public Health's (IDPH) classroom and clinical time requirements must be met. This course has a strict attendance policy that will be followed and enforced. These are stated in the Course Syllabus and Course Outline be sure to read them, so you know what the expectations are.

Just like any class, it is important that you treat this virtual education as seriously as any face-to-face meeting time. Do not allow others to think that your time at home is 'free time'. Give yourself study time. This is not a time to pick up extra shifts at work, offer to babysit other children, or listening to the instructor while you are doing something else. You must be present and focused to meet the requirements of IDPH.

We are training you to be health care workers. We will be taking you into long-term care facilities and you will be caring for some of the most vulnerable of our population, the older person. Each facility has their own protocol for screening persons that are entering, and all students will be required to follow the policies and procedures of the facility that they are at.

All person should be following the recommended guidelines when it comes the Covid-19. Please, while you are enrolled in the CNA program, when you are not in class, we are asking that you follow the CDC guidelines by wearing a mask whenever you go out, wash your hands, use hand sanitizer, and practice social distancing. Keep yourself healthy and safe. If you have direct contact with any person that tests positive for Covid-19, such as a person that you reside with, or a co-worker, we will follow the IVCC, in conjunction with the Health Department, the CDC, and the facility (policies and procedures) recommendations and guidelines as to Covid testing or quarantining. At this time, it is required that all students will be Covid tested once a week at your assigned facilities.

These are difficult times for everyone. Because of the Covid pandemic there have been many challenges. Safety guidelines and requirements seem to be changing daily and will continue to change as the medical professionals come to a better understanding of Covid-19, and their recommended prevention and treatment of this virus. We will adjust as needed and directed with our goal to keep ourselves and others safe and healthy.