



MIPB
Medical Institute of Palm Beach

Medical Institute of Palm Beach (MIPB)

COVID 19 Campus Guidelines

○ Policy on Masks

- Masks must be worn in the building at all times.
- This policy includes visitors to the campus. For those on business, the MIPB will make available disposable masks. All persons scheduled to use campus rooms should be aware of this requirement and reminded it would be their responsibility to furnish masks for their guests.
- Cloth masks are recommended; however, you can use disposable masks
- It is the responsibility of all employees, students, and visitors to adhere to the policy on masks and to govern the use of masks on others in the campus buildings. If someone is moving in the building without a mask properly covering their nose and mouth, the MIPB family should remind them of the policy and direct them to a distribution location to acquire a mask if they do not have one.

○ Policy on Movement

- Physical distancing is one way to limit the spread of the virus. The CDC recommends individuals to stay at least 6 feet (about two arms' length) from other people. This is both indoors and outdoors.
- Physical distancing is difficult in buildings where many people have to move at the same time.

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- To offset physical distancing limitations, the MIPB has formulated policies concerning the movement throughout the building.
 - All people that enter buildings on the campus should follow directions for movement in that building. Following directions might require people to backtrack to get to their desired destination. However, this policy will limit the face to face exposure.
 - Convenience or timeliness is not an excuse to violate the policy. These policies have been formulated with safety in mind. It is the responsibility of all employees to adhere to the movement policy and remind students and visitors of the policy when necessary.
- **Policy on Proximity**
- Physical distancing should be practiced throughout the entire campus. Physical distancing requires at least 6 feet between others around you.
 - Physical distancing should be practiced when approaching an individual's workspace or desk.
 - Physical distancing should be maintained at all gatherings, both indoor and outdoor.
 - Sharing of items - do not share materials or supplies. Employees should not share computers or be on other keyboards but their own if at all possible. When sharing must take place, clean all surfaces with a cleaner or wipe containing at least 60% alcohol.
 - It is the responsibility of all employees to adhere to the physical distancing policy and remind students and visitors of the policy when necessary.
- **Policy on Classrooms**
- The policy on wearing masks is to be followed. (Covid-19 Safety Protocol Policy for Masks, Movement and Physical Proximity)
 - All students and faculty are required to wear facial coverings while they are moving throughout the building. Upon sitting in

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designated classroom seats, students and faculty can remove their face masks.

- To maintain social distancing, the desks and tables must remain as they are placed.
 - All students will be spaced 6 feet apart throughout class times.
 - Each student will have his or her table to work on
 - Please do your best to maintain this guideline throughout the time you are on campus.
- Other precautions
 - Students may be required to take their temperature upon entrance into the building.
 - If you are feeling sick or under the weather, you should not come to class.
 - Hand sanitizing stations will be available in several locations for use.
 - The facilities are deep cleaned daily and will be cleaned in-between each class.
 - Any students displaying symptoms may be refused entrance to the campus. MIPB reserves the right to deny entrance to the campus to any individual for any reason.
- **Policy on Placement Testing Center**
 - Masks and social distancing will be enforced in the Placement Testing Center.
 - Please only use computers that are marked for use and follow the instructions of the placement testing proctor.
 - Unavailable computers will be marked appropriately.
 - Foodservice gloves will be provided and required for all test takers.
 - This is to ensure the cleanliness of computers.

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- **Policy on Library**
 - Masks and social distancing will be enforced in the Library
 - All students and faculty must wear masks while in the Library
 - The Library hardcopy collection will be available for student checkout upon request.
 - Students must not retrieve or re-shelf any books. Please contact the help of the library clerk.
 - Please only use computers that are marked for use and follow the instructions.
 - Unavailable computers will be marked appropriately.
- **Policy for Exposure to COVID**
 - If you have been exposed to someone who tested positive for COVID
 - Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Take your temperature and follow CDC guidance if you have symptoms.
 - Alert your supervisor if an employee.
- **Policy for Symptoms of COVID**
 - Anyone exhibiting symptoms of the following should report to their supervisor (If employee) or Student Services (if a student):
 - Fever or feeling feverish (chills, sweating)
 - Cough
 - Mild or moderate difficulty breathing
 - Sore throat
 - Muscle aches or body aches
 - Vomiting or diarrhea

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- New loss of taste or smell
 - Other symptoms
 - Any visitor should not enter any building on campus if they are experiencing the above symptoms.
 - Any student or employee experiencing the above symptoms should contact their doctor and/or be tested for COVID immediately.
 - Any student or employee should self-quarantine upon recognizing symptoms and remain in quarantine until cleared of COVID through test results.
- **Policy for Positive COVID Test Results**
- If a student or employee tests positive for COVID, they should isolate themselves for 14 days and be tested again. When cleared of COVID by a negative test, they can return to regular activity on the campus.
 - All COVID-19 positive results must be reported to the supervisor (MIPB employees) or Student Services (students) immediately. Supervisors and Student Services must report all cases to HR (Criss Bertling).
 - Students should remain at home during the isolation period and not return until they have tested negative for COVID.
 - Employees should remain at home during the isolation period and not return until they have tested negative for COVID.
 - You can be with others after
 - Three days with no fever and
 - Respiratory symptoms have improved and

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- 14 days since symptoms first appeared
- After you have been tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive one negative test result.
- Employees and Students should coordinate their responsibilities with their supervisor or professor during their isolation period.

Sincerely,

Jean Emile
Director of Education

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