

Institution Emergency Preparedness Plan

In the event of an unanticipated impact on instruction, the City Colleges of Chicago -Malcolm X College administration will support each President, Dean, and Program Director in developing an appropriate plan for all impacted areas of study. These plans will consider all modalities of instruction, including but not limited to converting lecture-based content to an online format, following all state and federal health/safety regulations to continue offering in-person skill instruction and assessment, and teaching in-person instruction in a comparable space (with necessary equipment). Final plans will require approval by the Dean of Health Sciences. Students will be made aware of these changes to classroom formatting verbally and in writing, with frequent updates provided. In the event of requiring a change to a course modality, college staff will reach out to all students impacted to ensure continuity of educational services and meet each need.

****MXC & WSLC's complete All Hazards Campus Emergency Plan and Violence Prevention Plan can be viewed on our Safety & Security webpage:**

<https://www.ccc.edu/departments/Pages/Safety-Security.aspx>

Program Emergency Preparedness Plan

In the event of unanticipated interruptions, which may include, but are not limited to, unexpected departure of key personnel, natural disaster, public health crisis, fire, flood, power failure, failure of information technology services, or other events that may lead to inaccessibility of educational services, the Medical Assisting program will utilize the following preparedness plan to assure continuity of education services. Continuity of education is the main focus for each adaptation to the project.

- Unexpected departures of key personnel that cannot be immediately replaced will warrant schedule changes for students and current faculty. As necessary, with faculty departures, the Program Director or other Medical Assisting faculty will substitute until a qualified replacement is onboarded and appropriately trained.
- In the event of an unexpected departure of the Program Director/Practicum Coordinator:
 - The Assistant Director and the program faculty have continuous access to all curriculum content and resources available via the college LMS to ensure continued curriculum delivery.
 - If access to the LMS is unavailable, faculty have alternate electronic access via the publisher's Connect access or hard copies of the program textbook, study guide, course exams, answer keys, resources, and competency assessment forms.
 - In an extended internet outage, course content in the LMS can be downloaded and viewed offline by students and faculty.
 - The Associate Dean of Health Sciences and all program faculty will receive the most recent electronic or hard copies of the program handbook, schedule, course syllabus, and curriculum guide at the start of every cohort.
 - The clinical coordinator, Associate Dean, and healthcare facility directors will receive copies of clinical schedules and contacts before students start their

practicum to ensure awareness and continuity of schedules. The spreadsheet tracking tool is housed within Microsoft Teams.

- Upon completing and submitting each Annual Report Form, an electronic copy and all the raw data will be shared with the Dean of Health Sciences.
- The Clinical Manager and Clinical Coordinator will have copies of all signed Affiliation contracts for the Medical Assisting program. They will be housed within Microsoft Teams.

The following guidelines are to be utilized for any event that leads to the inability to access educational services on campus.

- Communication of all program status changes will be through email notifications and course room announcements. All efforts will be made to execute communication of program status changes within 48 hours of the event. All communication and correspondence will be maintained. Communication should be with the institution, faculty, students, and clinical affiliates when necessary or when changes occur.
- Provide updated information to students on accessing Student Wellness, Security, and Student Success within the college community.
- Virtual instruction methods will take place synchronously to deliver the theory portion of the core curriculum. Skills will be scheduled when in-person instruction can resume. If other options are available, such as using another facility with sufficient resources to demonstrate and evaluate skills, this method will provide continuity of the educational experience. Skills will continue to be documented via platinum planner.
- Virtual instruction methods will be monitored for effectiveness by evaluating student progress and providing additional e-learning resources to assist students with adapting to this modality.
- Classroom and labs can hold virtual instruction via Brightspace, Zoom, McGraw Hill Connect, and Microsoft Teams. The college utilizes the Brightspace Learning Management System for assignments, discussions, and quizzes. Respondus Lockdown Browser will be used for all quizzes/exams. The college will support the technology required. (Including but not limited to Wi-Fi hotspots and laptop loaner programs.)
- Program enrollment interviews will be provided via phone, and information sessions will be conducted virtually utilizing the same documentation.
- Clinical assignments affected may delay graduation time due to the clinical hour requirements. If clinical is delayed, the Practicum Coordinator will work with each clinical site to determine current availability or schedule changes that may be necessary. If a site can no longer accommodate a student, all efforts will be made promptly to find an alternative location. There will be no change in clinical assessments or meeting clinical graduation requirements.
- If graduation is delayed, the Program Director/ Practicum Coordinator will provide each student with an action plan to complete their education. All documents will be maintained.
- Provide any information that may help document how outcomes were affected by the interruption.
- Document any overlap of clinical slots due to the circumstances.
- Notify the Program Advisory Committee of the change. If necessary, plan an emergency meeting to assist with emergency plans. (For long-term interruptions).

- Notify MAERB as appropriate. Maintain all records of action plans and courses of strategy for the emergency duration.