



March 13, 2020

DCI Career Institute's leadership continues to closely monitor the situation surrounding the coronavirus (COVID-19). At this time there are still no known cases of COVID-19 in our community, but this could quickly change.

Any student or employee who has traveled outside of the United States or to an area in the United States with confirmed COVID-19 cases within the past two weeks will be required to self-quarantine for a period of 14 days. We will be deploying numerous technology platforms and communication tools to ensure quarantined students are kept up to date with course material. In addition, arrangements will be made with students that are experiencing other challenges associated with COVID-19. If you fall into either of these categories, please contact us at rdunn@dci.edu to inform DCI of your planned absence.

We will continue to deploy the protective measures. The DCI team is committed to your health and safety and to having a well thought out plan to continue to deliver students a high quality education. This situation is constantly changing, and we will continue to follow any guidance from the CDC and other State and Federal entities. Please continue to check the website as it will be updated as new information becomes available.

Information about Prevention and Attendance Disinfection & Prevention

We ask all employees and students to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees and students are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

DCI will provide alcohol-based hand sanitizers (as available) throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones, desks, and keyboards.

Reporting to Work/School

It is critical that employees and students do not report to work or school while they are experiencing respiratory symptoms such as fever, cough, and shortness of breath. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees and students who report to work or school ill will be sent home in accordance with these health guidelines.

Travel Outside of the US

Any employee or student who has travelled outside of the United States within the past two weeks will be asked to self-quarantine for a period of 14 days.