



Ave. Ponce de León 1058
San Juan, Puerto Rico 00925
(787)792-5950

Response Protocol, Exposure Prevention and Preparation for COVID 19

PURPOSE

This Response Plan, Exposure Prevention and Preparation for Covid-19 (hereinafter, the "Plan") is developed with the purpose of safeguarding the safety and health of the employees, students and visitors of Cambridge Technical Institute, (hereinafter, "Cambridge Technical Institute" or the "Institution"), and ensure compliance with all responsibilities under the Occupational Safety and Health Act ("OSHA") and with the Occupational Safety and Health Act of Puerto Rico ("PR OSHA") during the COVID-19 emergency. The Plan was prepared in accordance with the Guide of the Secretary of the Department of Labor and Human Resources of Puerto Rico, issued on April 15, 2020, on the adoption of the Contingency Plan by employers.

This Plan is not intended to be a definitive statement of all the protocols and procedures to be followed. Cambridge Technical Institute, reserves the right to modify, remove or include any provision under this Plan. Please note that new and updated information may replace the information included in this Plan. As the situation evolves, Cambridge Technical Institute, all its employees and students should continue to monitor the environment and all related developments and react accordingly.

Cambridge Technical Institute takes the health and safety of its employees, students and visitors very seriously. With the spread of the coronavirus or "COVID-19", a respiratory disease caused by the SARS-CoV-2 virus, the Institution must remain alert to mitigate the outbreak. To remain safe and ensure the efficiency of operations, we have developed this Plan to be implemented, to the extent possible and appropriate, throughout the Institution and in all our facilities. We are focused on the need to implement hygienic, administrative, educational and / or labor practices controls and the use of personal protective equipment (PPE).

The Corporate Offices, the team of Directors and the Department of Human Resources will oversee the monitoring of the orientations that are continually provided by the Center for Disease Control and Prevention of the USA ("CDC") and the Occupational Safety and Health Administration ("OSHA"). Given the new reality that we live as a country at Cambridge Technical Institute we remain alert to all official information and will take the necessary measures to protect the health and safety of our students and all staff. We call on the entire community to comply with the measures set forth in this protocol, taking proactive action to prevent the spread and propagation of the Coronavirus virus (COVID-19) in our population.

We detail below information on how the virus spreads, symptoms, prevention and treatment, as well as the protocol to follow if any employee and / or student present symptoms similar to Coronavirus (COVID 19).

SYMPTOMS

In general, the main and / or most common symptoms of coronavirus infections are usually the following:

- Cough
- Sore throat and headache
- Fatigue
- Fever
- Difficulty breathing and / or loss of smell (dyspnea)
- Chills and general discomfort
- Runny nose and runny nose
- Difficulty speaking and moving

Depending on the type of coronavirus and viral load (how many times you have been exposed to the virus or infected people) it could increase or decrease the severity of the infection and symptoms. The lack of symptoms is not indicative that the person is not infected, since many cases have been reflected in which people are asymptomatic (they do not reflect any perceptible or visible symptoms). Symptoms can vary from person to person.

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As with the influenza virus, the most severe symptoms (and the highest mortality) are registered both in older people and in those individuals with immunosuppression or with chronic diseases such as diabetes, some types of cancer or chronic lung disease. In the most severe cases they can cause respiratory failure. The studies reflect that in the COVID-19 pandemic it has been found that 80% of infected people are asymptomatic and / or have mild symptoms and that the percentage of mortality is much lower compared to other similar viruses such as Influenza, dengue, among others. Most people recover from the disease without hospital treatment.

CONTAGION

The virus can be transmitted from person to person, directly and indirectly:

- Direct transmission occurs through the drops produced by coughing, sneezing, and / or talking. Saliva droplets can travel 3 to 6 feet (2 to 3 meters) and some studies indicate that it can reach up to 16 feet (5 meters). A person can also get COVID 19 by inhaling the drops from a person infected with the virus.
- Indirect transmission occurs when a susceptible person meets a contaminated surface. Studies suggest that COVID-19 can survive on a surface for a few hours or up to several days. An object can be contaminated by COVID-19 if an infected person coughs or sneezes on it or touches it with contaminated hands.

The spread of the virus can occur before the person begins to present symptoms, for this reason, it is extremely important that each individual in their personal character take the necessary hygiene measures to reduce the risk of contagion. Because we could be an asymptomatic person, we should all start from the premise that we are possible carriers without palpable symptoms and take all the hygienic measures that we can carry out in our individual character to avoid the risk of contagion combined with the hygiene measures and processes that will provide the Institution and that they will be mentioned later in this protocol.

RISK CLASSIFICATIONS

Workers' risk from occupational exposure to COVID-19 could range from very high risk to high, medium or low (precautionary) risk. The level of risk depends in part on the type of industrial, the need for contact within 6 feet of people known or suspected to be infected with COVID-19, or the requirement for repeated or prolonged contact with people who are known or suspected to be infected with COVID-19.

| Risk classifications | Description | Job Position |
|-----------------------------|---|---|
| Very High | Jobs with a very high risk of exposure are those with a high potential for exposure to known or suspected sources of COVID-19 during specific medical procedures, mortuary work, or laboratory procedures. | N/A |
| High | Jobs with a high risk of exposure are those with a high potential for exposure to known or suspected sources of COVID-19. | N/A |
| Medium | Medium-risk exposure jobs include those that require frequent and / or close contact (e.g., less than 6 feet away) with people who may be infected with SARS-CoV-2, but who are not known or suspected to carry COVID-19. In areas with ongoing community transmission, workers in this risk group may have frequent contact with travelers who may be returning from international locations where there is widespread transmission of COVID-19. In areas where community transmission is in progress, workers in this category may be in contact with the general public (e.g., in schools, high population density work environments, and some high-volume commercial environments). | Corporate Administrative Assistant Library Assistant Human Resources Assistant Entertainment Room Assistant Comptroller Accountant Student Affairs Coordinator Placement Coordinator Director of Operations Academic & School Director Director of Financial Aid Corporate Director Executive Director Treasury and Registry Director General Employee Financial Aid Officer Student Affairs Officer Placement Officer Registration Officer Security officer President Barber and Styling Professor Cosmetology Professor Professor of Electricity Refrigeration Professor Admi Professor Nail Technician Professor Supermaster Professor Admissions Representative Maintenance Technician |
| Low | Jobs with a low (precautionary) exposure risk are those that do not require contact with persons known or suspected to be infected with SARS-CoV-2 or have frequent close contact (e.g. less than 6 feet from distance) from the general public. | N/A |

For the latest information on coronavirus symptoms, prevention, and treatment, visit the CDC website by accessing: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

For interim guidance and other resources on worker protection against coronavirus, visit the OSHA website by accessing: <https://www.osha.gov/SLTC/covid-19/controlprevention.html>.

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MANAGEMENT RESPONSIBILITIES

All managers and coordinators must be familiar with this Plan and be prepared to answer questions from employees. Directors and coordinators should always set a good example by following this Plan. This implies following good personal hygiene and safety practices in the facilities to prevent the spread of the virus and encourage this same behavior in all employees. Directors must discuss the Plan with all employees. The Institution will also provide training on the proper use and handling of personal protective equipment.

The directors will be responsible for managing the number of personnel per work area and following up on compliance with the measures taken to achieve physical distance between employees. Also, they will be responsible for evaluating the work areas to monitor the development of new risks, operational needs and any other specific circumstance under the emergency of COVID-19.

RESPONSIBILITIES OF EMPLOYEES

The Institution asks all employees to help us with our prevention efforts while we work. To minimize the spread of COVID-19 in our facilities, all employees must do their part. As established below, the Institution has implemented various cleaning strategies, physical distancing and other best practices in our facilities, which all employees must follow. Each employee should become familiar with this Plan and follow all elements of it. Additionally, employees are expected to inform managers if they experience or suspect they are experiencing symptoms related to COVID-19, as described below. If you have any specific questions about this Plan or COVID-19, please consult your Campus Director at 787-792-5950. If he/she is unable to answer your questions, please contact:

Anmarie López Pérez
Department of Human Recourses
(787) 263-0353

Currently, there is no vaccine to prevent COVID-19. According to the CDC, the virus is believed to spread mainly from person to person, especially through respiratory drops produced when an infected person coughs, sneezes, or speaks. These droplets can fall into the mouth or nose of close people and possibly be inhaled into the lungs. The virus can also spread among people who are in contact within 6 feet of each other. Also, some recent studies have suggested that people who don't show symptoms can transmit COVID-19. It is also possible for a person to get COVID-19 by touching a surface or object that has the virus, and then touching their mouth, nose, or eyes. **Therefore, the best way to prevent disease is to avoid exposing yourself to this virus.**

Accordingly, OSHA and the CDC have provided the following preventive guidance and control for all workers, regardless of the risk of exposure:

- Avoid touching your eyes, nose and mouth.
- If you are ill with mild symptoms or have been in contact with someone who is ill, stay home and practice self-isolation, if you have severe symptoms such as persistently high fever, difficulty breathing, speaking and / or movement, consult your General Practitioner or go to your nearest hospital.
- Whenever you leave your home, you should put on your mask preferably with a filter that covers the area of the nose and mouth. If you have gloves you can also make use of them, but having gloves has been shown to give a false assurance that you are not exposed to the virus. If you touch any contaminated surface and continue to use the same gloves, you would be contaminating everything you come in contact within your path. Constant hand washing has been shown to be more effective than gloves and hand sanitizer.
- Whenever you leave your home, you should put on your mask preferably with a filter that covers the area of the nose and mouth. If you have gloves you can also make use of these, but having gloves has been shown to give a

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- Avoid being in contact with sick people.
- Clean and disinfect frequently touched objects and surfaces.
- Follow the appropriate respiratory label, which includes covering for coughing and sneezing.
- Wear a mask all the time.

Additionally, employees should become familiar with the symptoms of COVID-19, which include the following:

- Cough
- Sore throat and headache
- Fatigue
- Fever
- Difficulty breathing and / or loss of smell (dyspnea)
- Chills and general discomfort
- Runny nose and runny nose
- Difficulty speaking and moving
- Diarrhea, nausea / vomiting

If an employee develops a fever or any symptoms of respiratory illness, such as coughing or shortness of breath, they **MUST NOT GO TO WORK** and should call the Campus Director and healthcare provider immediately, and immediately isolate themselves according to health procedures. Similarly, if he / she comes into close contact with someone displaying these symptoms, you should call your supervisor and healthcare provider immediately.

Maintaining **basic hygiene** is the most effective way to prevent the spread and greatly reduces the risk of contracting the virus, especially in places where there is a higher risk of transmission, especially in areas where cases have been reported.

POLICIES, PROCESSES AND PREVENTION MEASURES AT CAMBRIDGE TECHNICAL INSTITUTE

At Cambridge Technical Institute we care about the safety and health of our students, as well as our staff. For this reason, the necessary security measures will be taken to minimize the risk of an outbreak in our facilities. The security and hygiene measures that will be carried out at the Institution are the following:

- No person may enter the Institution if they do not have a mask on. The Institution will only be responsible for providing PPE (Personal Protective Equipment) to its employees. All students and / or visitors will be responsible for having their mask on to access the Institution.
- Each venue will limit the institution's entrances and exits to control the flow of people, in accordance with the recommendations for physical distance.
- An automatic temperature taking station will be placed at the entrance of the Institution. All employees will have their temperature taken before entering their workday.
- No employee who obtains a result of 100.4 degrees Fahrenheit (38 degrees Celsius) of temperature may enter the facilities of the Cambridge Technical Institute.

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- Any employee, student, and / or visitor displaying symptoms of COVID-19 will be asked to immediately leave the premises and return home. The company will be able to take the temperature of the employees.
- At each entrance and / or access to the premises there will be a sprayer with disinfectant and / or "hand sanitizer" to sanitize the hands and soles of the shoes.
- The bathrooms will be checked, and the toilets filled with soap and disposable paper for a constant wash and dry of hands.
- A staff member will be appointed to ensure that no person enters the Institution without a mask, without having sanitized the hands and soles of the shoes.
- There will be disinfectant and antibacterial products in the administrative areas and classrooms so that each administrative staff or faculty can disinfect their work area and classroom.
- The faculty will be responsible for disinfecting the tables, chairs and equipment used, when students leave the classroom, this as a precautionary measure to disinfect the area and then the maintenance staff can give a more thorough cleaning.
- Administrative staff will disinfect their work area upon arrival at the facility (areas and / or equipment that they have frequent contact with).
- Administrative staff should limit and avoid visits to the offices of their coworkers (we encourage employees to use corporate phones and / or emails to avoid leaving their work area).
- All in-person meetings will be limited. To the extent possible, meetings will be by phone or video conference. During any face-to-face meeting, participants should avoid meeting in groups of more than fifteen (15) people depending on the area (there may be fewer people in the same place) keeping as a main rule the distance of six (6) of distance between each competitor.
- Employees should avoid physical contact with others and should direct others (co-workers and visitors) to increase personal space to at least six (6) feet, when possible.
- The Institution could make reasonable accommodations such as: providing you with the opportunity of remote work (depending on the need of the Institution), staggering the lunches of the employees, as far as possible, and after consulting with Human Resources to reduce the size of any group at any time less than fifteen (15) people depending on the area keeping as a main rule the distance of six (6) of distance between each person.
- Employees should limit the use of tools and equipment by coworkers. Insofar as the tools must be shared, the Institution will provide disinfectants to clean the tools before and after use.
- Employees should not share work equipment, such as telephones, headphones, or other objects, that are near the mouth or nose.
- If they have suspicion or knowledge that there is a sick person within the Institution, they must notify it immediately so that we can take the necessary measures for the safety of all.
- Person who is prohibited from entering the Institution because they are ill or have symptoms similar to any virus will be asked for medical evidence that they are already eligible to be in the Institution. Failure to submit the same may not be admitted until medical evidence is presented.

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- As a general rule, employees should wash their hands every thirty (30) minutes from entering the facilities. At a minimum, employees will need to wash their hands: (1) upon arrival at the workplace; (2) before the meal period; (3) after going to the bathroom; (4) after cleaning a child who has gone to the bathroom; (5) after blowing your nose, coughing and / or sneezing; and (6) after touching the trash and cleaning any surface.
- Employees and employers must always wear face masks .
- Employees must physically distance themselves when eating lunch together, stagger lunch hours, avoid meeting in the dining area and / or rest, will avoid sharing food or utensils.
- Employees must practice physical distancing in the workplace.
- Cambridge Technical Institute has provided its employees with educational information about the coronavirus, including symptoms, prevention, travel recommendations, treatments, and frequently asked questions and answers. Also, among others, it has sent newsletters by email, published educational posters in all common areas, provided compulsory training on the coronavirus to all employees through the tools that the Institution has available. Additionally, the Directors of the Cambridge Technical Institute will offer lectures to explain in detail the characteristics of the coronavirus, mechanisms of spread, how to protect ourselves, preventive measures and the protocol to follow with our employees.
- At Cambridge Technical Institute, our regular operation limits one employee per department, office and / or semi-closed cubicle, preventing contact and the closeness of other employees. The only department that there are approximately 2 to 4 employees confined to the same area is the Admissions Department which, the Campus Director will take the measures to distribute their cubicles complying with the physical distance measures (6 feet distance between each employee), the cubicle or the employee could be relocated to another less crowded area. Although in the Admissions Department there are 2 to 4 employees confined to a single work area, in-person attendance at the office is always limited to 1 or 2 people at the same time, since the other Admissions Representatives are conducting promotions of the External institutions. Therefore, our regular operation already complies with the physical distance measures, but the Campus Directors will be evaluating attendance in person daily so that the number of employees in the different areas of the Institution meets the physical distance requirements within and in the surroundings of the Institution.
- Those employees who are over 65 years of age, have a comorbid condition or are during the pregnancy period must notify the Campus Director to auscultate possible accommodations during the term of this plan.

STUDENTS AND VISITORS OF THE FACILITIES

- The number of visitors to the facilities will be limited to 50% of the capacity of the facilities and / or only those necessary for the job.
- All visitors will have their temperature taken before entering the facilities.
- No person who obtains a result of 100.4 degrees Fahrenheit (38 degrees Celsius) of temperature may enter the Cambridge Technical Institute facilities.
- All visitors will be pre-screened to make sure they are symptom free.
- All visitors should be asked to wear face masks.
- Employees, students, contractors, and visitors will be asked to leave the facility immediately and return to their homes if they exhibit symptoms of COVID-19.

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- On-site deliveries will be allowed but must be properly coordinated according to the employer's minimum contact and cleanup protocols. Delivery personnel must take all protective measures.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- In addition to the regular PPE for workers involved in various tasks, the Institution will also provide hand sanitizer and all disinfectants used on site, and any PPE required for employees assigned to cleaning / disinfection tasks.
- The Institution will provide masks to all employees. Its use is compulsory.
- The Institution may provide any other PPE required, as required and permitted by operating circumstances and needs.
- The Institution will increase the frequency of cleaning commonly touched surfaces to a minimum of two (2) times daily. The maintenance staff will thoroughly clean each work area daily, ensuring that all bathrooms have soap and disposable paper.
- Training was provided to employees on the use of PPE.

CLEANING AND DISINFECTION OF FACILITIES

- The Institution has established regular cleaning practices, including the cleaning and disinfection of frequently used tools and equipment, and other elements of the work environment, whenever possible. Employees must do the same regularly in their assigned work areas.
- The facilities and rest / lunch areas will be cleaned at least twice a day.
- Employees who perform the cleanup will receive appropriate personal protective equipment, as recommended by the CDC.
- Any trash collected from the facility should be changed frequently by appropriate personnel with protective equipment, as recommended by the CDC.
- The Institution will ensure that the hand sanitizer dispensers are always full. Items that are touched frequently (i.e. door handles and toilet seats) will be disinfected frequently.
- If an employee has tested positive for COVID-19, the Institution will clean those areas of the facility with which a confirmed positive person has had contact and will do so before employees can access that workspace again.
- The Institution will ensure that any disinfection is carried out using one of the following: EPA registered household disinfectant; alcohol solution with at least 60% alcohol; or diluted household bleach solutions (if applicable for the surface).
- The Institution will maintain the safety data sheets of all the disinfectants used in the workplace.
- Filters in air conditioners will be cleaned with sanitation using special chemicals to kill bacteria and germs.
- The maintenance personnel will be provided with sprayers and / or electrostatic sprayer with disinfecting products such as chlorine, alcohol, among others.

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EXPOSURE SITUATIONS IN THE FACILITIES

A. Employee exhibiting symptoms of COVID-19

If an employee exhibits any symptoms of COVID-19, the employee must remain at home until symptom free. Similarly, the Institution will require an employee who reports to work with symptoms to return home until he/she is symptom free. Employees must obtain a medical certificate authorizing them to return to work.

B. Employee who has tested positive for COVID-19

An employee who tests positive for COVID-19 will be quarantined outside of work. Employees who test positive, regardless of whether or not they have symptoms, may return to work when instructed to do so by their healthcare providers. The Institution will require an employee to present a medical certificate authorizing them to return to work.

C. Employee who has close contact with an individual who has tested positive for COVID-19

Employees who have been in close contact with a person who has tested positive for COVID-19 (coworker or other) will be directed to quarantine for 14 days from the last date of close contact with that person. Close contact is defined as six (6) feet for an extended period of time.

If the Institution finds out that an employee has tested positive, it will carry out the corresponding investigation to determine the coworkers who may have had close contact with the employee who tested positive in the previous 14 days, and direct the people who have had close contact with the employee who tested positive for quarantine for 14 days from the last date of close contact with that employee. If applicable, the Institution will also notify subcontractors, vendors / suppliers, students and / or visitors who have had close contact with the confirmed positive employee. If an employee learns that he or she has come into close contact with a confirmed positive person outside of the workplace, they should alert the Campus Director and go to quarantine 14 days from the last date of close contact with that individual.

D. Employee returning from travel

The Institution has implemented a protocol for returning employees, consisting of the following: employee stays at home and avoids contact with others for 14 days (self-isolation) through an unpaid leave; (2) remote work could be offered, the employee stays at home working.

If, on the other hand, an employee did not travel, but is a close contact with someone who did, it is considered a similar risk to the traveler and must follow the protocol for employees returning from travel.

E. Employee who was in public or exhibition activities

If an employee was in public activities where a COVID-19 case was subsequently confirmed (cinema, concert, convention, wedding, funeral, etc.), the following protocol will be followed: (1) if the employee was in close contact, they will carry out the precautions of isolation, according to the guidelines described above; and (2) if the employee was not in close contact, he may continue his regular work routine.

F. Employee meal period

The dining area is designated for food intake, it will be limited to 50% of its regular capacity according to the requirements of physical distance (six (6) feet of distance between each attendee). Meal periods for employees and students will be staggered, students' schedules could also be modified to eliminate rest / meal periods with shorter and continuous class times so that they can leave earlier and thus skip the rest period (this would only be effective when the

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Plan is active). All of these measurements could be done in such a way that there is no significant concentration of people in an area.

MAINTENANCE OF OSHA RECORDS

If a confirmed case of COVID-19 is reported, the Institution will determine if it meets the documentation and information criteria under OSHA's record keeping rule. OSHA requires recording work-related injuries and illnesses that meet certain severity criteria in the OSHA 300 Log, as well as completing OSHA Form 301 (or equivalent) when these injuries occur. For COVID-19 purposes, OSHA also requires employers to report to OSHA any work-related illness that (1) results in death or (2) results in hospitalization of one or more employees. Hospitalization is defined as a formal admission of a patient to the service of a hospital or clinic for care or treatment.

OSHA has determined that COVID-19 should not be excluded from the rule's coverage, such as the common cold or seasonal flu, and therefore OSHA considers it a "disease". However, OSHA has stated that only confirmed cases of COVID-19 should be considered a disease under the rule. Therefore, if an employee simply comes to work with symptoms consistent with COVID-19 but it is not a confirmed diagnosis, documentation and information analysis is not necessarily activated at that time.

If an employee has a confirmed COVID-19 case, the Institution will conduct an evaluation of any workplace exposures to determine if the case is work related. The employment relationship is presumed for illnesses resulting from events or exposures in the work environment unless it meets certain exceptions. One of those exceptions is that the disease involves symptoms that arise at work but that result only from a non-work-related event or exposure that occurs outside of the workplace. Therefore, if an employee develops COVID-19 solely from an exposure outside of the work environment, it would not be work related and, for that reason, would not be registrable.

The Institution's evaluation will consider the work environment itself, the type of work performed, the risk of transmission from person to person given the work environment and other factors such as the spread of the community. In addition, if an employee has a confirmed COVID-19 case that is considered work-related, the Institution will report the case to OSHA if it results in death within 30 days or hospitalization of the patient within 24 hours after exposure incident.

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CONFIDENTIALITY AND PRIVACY

With the exception of the circumstances in which the Institution has a legal obligation to report the occurrence of communicable diseases in the workplace, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent that it is possible under the circumstances. When required, the number of people who will be informed that an unidentified employee has tested positive will be kept to the minimum necessary to comply with reporting requirements and limit the potential for transmission to others. The Institution reserves the right to inform other employees that an unidentified co-worker has been diagnosed with COVID-19 if the other employees could have been exposed to the disease so that the employees can take measures to protect their own health. The Institution also reserves the right to inform students, subcontractors, vendors / suppliers or visitors that an unidentified employee and / or student has been diagnosed with COVID-19 if they could have been exposed to the disease so that these people can take steps to protect their own health.

EVALUATION OF WORK AREAS AND FREQUENTLY ASKED QUESTIONS

The work areas will be constantly evaluated in order to monitor the development of new areas of risk and needs in relation to the COVID-19 pandemic. Given the rapidly developing nature of the COVID-19 outbreak, the Institution can modify this Plan at any time if necessary. The person in charge of making the evaluations and answering questions related to this Plan will be:

Anmarie López Pérez
Department of Human Resources
787-263-0353

In order to reduce the risk of contagion and spread of any viral infection such as COVID 19, we need everyone's support in complying with preventive measures. Cambridge Technical Institute is in a process of preparation to guarantee the continuity of academic and work activity in the face of the possibility of a reopening with restrictions on massive activities on the island, including classes in academic institutions.

It is a systematic process that requires observation, analysis and decision-making every day. Each campus will implement viable options that are necessary to guarantee the health and safety of our entire student and work population. We remind you that in the event that a teacher, administrative staff or any other resource identifies that there is a person with the symptoms of Coronavirus, it is worth notifying the Campus Director, who in turn will activate the established protocol.

At Cambridge Technical Institute we are vigilant and available to implement all necessary measures to give our student population the support and endorsement so that they can successfully complete their academic and professional goals. Today we begin the implementation of our protocol, which establishes that students or employees who have to be absent due to suspicion, symptoms or contagion of COVID-19 must inform the Office of Student Services and / or the Director of the Campus.

There are alternatives that will allow you to continue participating in the courses by using the technological tools available for distance education for our students that will help you fulfill academic responsibilities. Reasonable accommodation measures could also be implemented so that our employees can fulfill their job duties (depending on the need and accessibility of the Institution).

At Cambridge Technical Institute we want each student to achieve the academic and professional goal that brought them closer to studying at our Institution, day by day we auscultate alternative methods if necessary, so that continuity is guaranteed and they can finish the academic term in which they are enrolled just as we want to guarantee a healthy and professional work environment for all our employees who day by day strive to help each of our students achieve their professional goals, we are very grateful for their continuous effort towards this commission.

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ANNEX A

TRAINING ON THE USE, HANDLING AND DISPOSAL OF PROTECTIVE EQUIPMENT AND HAND WASHING



Before wearing a mask, wash your hands with soap and water or use an alcohol solution



Cover your mouth and nose with a mask. Make sure there are no spaces between your face and the mask



Avoid touching the mask while wearing it. If you do, wash your hands with soap and water or use an alcohol solution



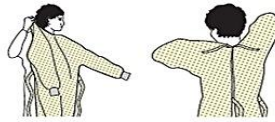
Remove the mask from behind without touching the front and discard it immediately in a closed container. Wash your hands with water and soap.

SEQUENCE FOR DONNING PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

SECUENCIA PARA PONERSE EL EQUIPO DE PROTECCIÓN PERSONAL (PPE)

El tipo de PPE que se debe utilizar depende del nivel de precaución que sea necesario; por ejemplo, equipo Estándar y de Contacto o de Aislamiento de infecciones transportadas por gotas o por aire.

1. BATA

- Cubra con la bata todo el torso desde el cuello hasta las rodillas, los brazos hasta la muñeca y dóblela alrededor de la espalda
- Átesela por detrás a la altura del cuello y la cintura

2. MÁSCARA O RESPIRADOR

- Asegúrese los cordones o la banda elástica en la mitad de la cabeza y en el cuello
- Ajústese la banda flexible en el puente de la nariz
- Acomódesela en la cara y por debajo del mentón
- Verifique el ajuste del respirador

3. GAFAS PROTECTORAS O CARETAS

- Colóquesela sobre la cara y los ojos y ajústela

4. GUANTES

- Extienda los guantes para que cubran la parte del puño en la bata de aislamiento

UTILICE PRÁCTICAS DE TRABAJO SEGURAS PARA PROTEGERSE USTED MISMO Y LIMITAR LA PROPAGACIÓN DE LA CONTAMINACIÓN

- Mantenga las manos alejadas de la cara
- Limite el contacto con superficies
- Cambie los guantes si se rompen o están demasiado contaminados
- Realice la higiene de las manos

SEQUENCE FOR REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Except for respirator, remove PPE at doorway or in anteroom. Remove respirator after leaving patient room and closing door.

1. GLOVES

- Outside of gloves is contaminated!
- Grasp outside of glove with opposite gloved hand; peel off
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist
- Peel glove off over first gloved
- Discard gloves in waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield is contaminated!
- To remove, handle by head band or ear pieces
- Place in designated receptacle for reprocessing or in waste container



3. GOWN

- Gown front and sleeves are contaminated!
- Unfasten ties
- Pull away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard



4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- Grasp bottom, then top ties or elastics and remove
- Discard in waste container



PERFORM HAND HYGIENE IMMEDIATELY AFTER REMOVING ALL PPE

SECUENCIA PARA QUITARSE EL EQUIPO DE PROTECCIÓN PERSONAL (PPE)

Con la excepción del respirador, quítese el PPE en la entrada de la puerta o en la antesala. Quítese el respirador después de salir de la habitación del paciente y de cerrar la puerta.

1. GUANTES

- ¡El exterior de los guantes está contaminado!
- Agarre la parte exterior del guante con la mano opuesta en la que todavía tiene puesto el guante y quíteselo
- Sostenga el guante que se quitó con la mano enguantada
- Deslice los dedos de la mano sin guante por debajo del otro guante que no se ha quitado todavía a la altura de la muñeca
- Quítese el guante de manera que acabe cubriendo el primer guante
- Arroje los guantes en el recipiente de desechos

2. GAFAS PROTECTORAS O CARETA

- ¡El exterior de las gafas protectoras o de la careta está contaminado!
- Para quitárselas, tómelas por la parte de la banda de la cabeza o de las piezas de las orejas
- Colóquelas en el recipiente designado para reprocessar materiales o de materiales de desecho

3. BATA

- ¡La parte delantera de la bata y las mangas están contaminadas!
- Desate los cordones
- Tocando solamente el interior de la bata, pásela por encima del cuello y de los hombros
- Voltee la bata al revés
- Dóblela o enróllela y deséchela

4. MÁSCARA O RESPIRADOR

- La parte delantera de la máscara o respirador está contaminada — ¡NO LA TOQUE!
- Primero agarre la parte de abajo, luego los cordones o banda elástica de arriba y por último quítese la máscara o respirador
- Arrójela en el recipiente de desechos

EFFECTÚE LA HIGIENE DE LAS MANOS INMEDIATAMENTE DESPUÉS DE QUITARSE CUALQUIER EQUIPO DE PROTECCIÓN PERSONAL

Note: To facilitate the reading of this policy and avoid the constant repetition of the mention of the genders, the generic term will be used when referring to persons of the masculine, feminine or non-binary gender. This style of writing does not claim, nor does it imply, the supremacy of one genre over another.

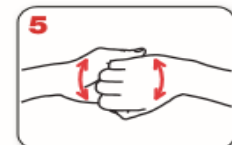
Clean your hands

How to handrub?

WITH 60%-95% ALCOHOL-BASED FORMULATION



Apply a palmful of the product in a cupped hand and cover all surfaces.



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa

Having clean hands reduces the spread of diseases like COVID-19



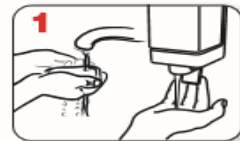
...once dry, your hands are safe.

How to handwash?

WITH SOAP AND WATER



Wet hands with water



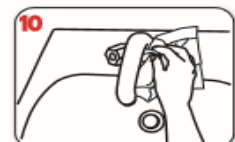
apply enough soap to cover all hand surfaces.



rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

PAHO



Pan American
Health
Organization



World Health
Organization
región de las Américas

BE AWARE. PREPARE. ACT.

www.paho.org/coronavirus

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ANNEX B

ACKNOWLEDGMENT OF RECEIPT

TRAINING FOR THE USE, HANDLING AND DISPOSAL OF PROTECTIVE EQUIPMENT

CAMPUS / DEPARTMENT: _____

DATE: _____

[illegible]

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