



THE CENTER FOR AMERICAN
AND INTERNATIONAL LAW

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COVID-19 SAFETY PROTOCOLS for ALL PROGRAM ATTENDEES

In an effort to ensure the safety of participants, faculty and staff, in-person program attendees will be required to follow certain procedures that comply with the CDC, as well as CAIL-mandated safety protocols. *Guidance will be reviewed regularly and updated as necessary.*

CAIL requires the following protocols be observed for ALL Criminal Justice programs (Criminal Defense, Criminal Prosecution and/or Actual Innocence) [v 3/01/2021]:

1. No one will be permitted to enter the building who: generally feels ill, has a temperature of 100.0 or over, is experiencing any signs or symptoms of COVID-19 infection symptoms, or has knowingly recently been exposed to someone with COVID-19.
2. Everyone entering the building will be required on a daily basis to complete our **COVID-19 Risk Assessment Questionnaire** (see example on page 2), including a temperature check.
3. Face masks covering the mouth and nose are required at all times; including at the CAIL entry/exit doors and in all common areas. *CAIL requires the wearing of masks by participants, faculty or staff while seated in class in the Courtroom.
4. Faculty will also wear face masks and maintain social distancing in the building. However, when actively teaching, faculty will have the option to remove masks when restricted behind available plastic barriers (double shield) and maintaining a 12-foot distance from others in the classroom (at the podium).
5. All snacks and meals are individually packaged. Meal rooms will allow for physical distance.
6. Only two people are allowed in the restroom at a time; we will have multiple breaks.
7. Disposable gloves, disinfectant spray and/or wipes, masks and hand sanitizer are available inside the entrance of the building.
8. Staff will clean shared areas between breaks. A routine cleaning of the building is performed nightly Monday through Friday. High-touch areas, shared spaces and shared office equipment (e.g. light switches, toilets, bathrooms, breakrooms) are cleaned and disinfected with cleaners recommended by the CDC.
9. Access in the building will be limited the assigned classroom(s), common areas and outdoors. The upstairs, the kitchen, and the vending machines are closed at this time.
10. Anyone who develops symptoms related to COVID-19 while at the building must notify program staff. They will be isolated until appropriate transportation to home and/or doctor can be obtained. Others in the building will be notified of any confirmed or likely exposure to COVID-19, while following HIPAA protocols. Appropriate health authorities will be notified and their guidance followed.



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Example of COVID-19 Risk Assessment Questionnaire

DAILY Self - Screening Health Questionnaire related to COVID-19
 Building Location: CAIL, 5201 Democracy Drive, Plano, TX 75024

Name: _____ Today's Date: _____

I checked my temperature today, before coming to the office, and my body temperature is below 100.4 degrees F. OR, I request and agree to a no-touch temperature check now <u>before</u> entering the building -> Call 972-344-3420. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
I am <u>not</u> exhibiting any symptoms related to COVID-19, i.e. fever, cough, sore throat, shortness of breath, chills, muscle pain, headache, new loss of taste or smell, fatigue, congestion or runny nose, nausea or vomiting, or diarrhea. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
I have <u>not</u> had any person-to-person contact with someone who has exhibited COVID-19 symptoms or who has been diagnosed with COVID-19 in the last 14 days. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
I have <u>not</u> visited an area where there has been a significant outbreak of COVID-19 activity in the last 14 days. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
I <u>am</u> wearing a cloth or disposable mask over my mouth and nose as I enter the building and anytime when not at my personal office space. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
I have received and agree to abide by CAIL's Building Reopening Plan and the rules set out therein regarding: temperature checks, social distancing, handwashing, and face covering during the time I am in the building. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *
SERVICE PROVIDER: My employer has not placed restrictions on me related to conducting business at other worksites. <input type="checkbox"/> CONFIRMED <input type="checkbox"/> NO - Do not enter building. See further instructions below *

*** If any of the answers in the boxes above were checked "NO", or were left blank:
 DO NOT enter the CAIL Building at this time.**

- Go to your home, self-isolate, and contact your doctor for guidance on COVID-19 symptoms, testing, and/or care.
- If you feel unwell and need assistance now, please call the front desk for assistance in arranging help or transportation. 972-344-3420.
- Notify your supervisor as soon as possible of your status.

Signature: _____

This document will be handled consistent with HIPAA and labor law guidelines. This questionnaire is for documentation and will only be reviewed by limited and appropriate management personnel only if a confirmed COVID-19 diagnosis occurs within our staff or essential service providers. CAIL.

CAIL also encourages the following general best practices from all building visitors:

- Maintain 6-foot distancing between people, whenever possible – even with masks.
- Person-to-person contact, including shaking hands, is to be avoided.
- Wash hands for 20 seconds with soap and water after contacting any high-touch area – using a hand sanitizer with at least 60% alcohol is a sufficient alternative.
- Practice proper respiratory hygiene/cough etiquette at all times. Use a tissue.

