

## **Laredo College**

### **Radiologic Technology Program**

#### **Contingency Plan**

##### **Purpose**

To keep students, faculty, and staff safe and healthy in case of a catastrophic event, natural disaster/weather, or pandemic disrupting the typical learning process, all face-to-face learning activities may be taught online and/or in a hybrid setting. All face-to-face learning activities can be taught online and/or in a hybrid environment in order to keep everyone safe. If possible, students will be notified via email within 48 hours. For students to be able to do their work, they will need both reliable Internet and a computer. Should a student not have the needed equipment to complete online assignments, they should notify their instructor for assistance. If virtual classes are required, they will be held using the Canvas platform and Zoom, and students will be expected to attend on time and synchronously. Clinical rotations will continue as scheduled if permitted. Additional instructions will be given as needed.

##### **Policy**

###### **Classroom Education**

- A. Students will be notified immediately that classroom instruction has to be modified.
- B. RT Faculty will adjust lesson plans to accommodate distance education delivery.
- C. Students will return to didactic education when faculty deems it safe.

###### **Clinical Education**

- A. The Program will adhere to Laredo College policies.
- B. If possible, clinical labs may continue in a controlled environment under the supervision of the RT Clinical Coordinator or Faculty member.
- C. Students will return to clinical sites when the faculty deems it safe.
- D. Students could be reassigned to a different clinical facility or site, or to a non-traditional shift, such as evenings and weekends in order to accommodate the student.
- E. The RT Program will assure adequate PPE is provided to maintain and ensure student safety.
- F. The RT Program will review and possibly revise the clinical education plan to assure that all students are provided equitable learning activities regardless of the type of facility (ex – trauma or outpatient center).

Laredo College Radiologic Technology Program will work with its affiliates to assure they are aware of the steps being taken to ensure student safety and to keep them informed of the program's plan for the students' education.

##### **Loss of Faculty**

Remaining RT faculty and Program Director will assume the workload until further accommodations can be made (ex: working further ahead in certain courses and upon return of missing faculty, the focus will be on catching up on the RT courses). The RT Canvas shells allows easy access for remaining faculty to substitute teach on short notice. Faculty may teach remotely via Canvas platform if illness and/or internet connections allow. Faculty are able to access work email from home.

##### **Financial Aid**

The Student Financial Services Department administers Title IV funding in accordance with federal and state regulations. In the event of an emergency affecting the education of enrolled students, the Student Financial Services Department will follow directives of the U.S. Department of Education and any other funding authority source to ensure compliance. Students will be notified of any adjustments or regulatory changes that may impact the students' accounts.