
COVID-19 ADDENDUM TO: AMERICAN INSTITUTE CATALOG

VOLUME XV: 2021-2022 (Effective January 2022)

Overview of COVID-19 Adjustments

COVID-19 has been identified as a pandemic by the World Health Organization (WHO), with community-wide person-to-person transmissions occurring in our local areas. Therefore, American Institute (AI) has provided staff, faculty, students, and other stakeholders with assurances that American Institute has established guidelines and procedures to respond appropriately and effectively throughout this pandemic. Faculty and staff are trained on our updated Emergency Operation Plan to ensure all are aware of their role and responsibility in this environment.

AI has provided updates on our actions in response to COVID-19 online (<https://www.americaninstitute.edu/news/covid-19-and-our-community/>) including key links for CDC information and sent that link to all active students via text message as well as through our internal learning management system. This information is updated whenever needed to reflect changing conditions and additional communications are sent to students via the learning management system, Canvas, as well as text.

AI is also focused on maintaining communications with our local health departments in each campus area to facilitate any collaboration needed. Our priority is to comply completely with recommended protocols from our local, state, and federal agencies as they coordinate with the CDC in the event of any local cases, while maintaining a reasonable and cautious response that does not incite fear or panic among our campus community.

AI continues to monitor the state and national agencies posting updates on COVID-19 risk levels, number of cases, and recommendations for Institutions of Higher Education (IHE) at a minimum weekly. Guidance posted is evaluated and applied to our institution wherever appropriate to ensure our response is in keeping with the most current recommendations and procedures within our campus community.

In response to the changing conditions of the pandemic, AI has developed the flexibility to offer expanded distance education courses in addition to on-campus labs to allow students to continue making progress toward their educational goals. AI has worked with education and regulatory officials to ensure that these distance education courses meet applicable standards to deliver the training and education necessary for students to gain the skills they need to be successful in their chosen field(s).

Students are required to complete a 'Readiness for Distance Education' as part of their application to the program to ensure any potential roadblocks to successfully completing the program via a combination of distance education and on-campus courses are identified and resolved.

All distance education is overseen by the Corporate Education Department. The Vice President of Education, Director of Distance Education and Director of Technology work closely to deliver each course. This is done in conjunction with each subject matter expert (SME) which are the Program Directors (PD) and instructors. The PDs and instructors have oversight in the course content and any additional resources that's needed in each course. The course content is developed in conjunction with the publishers and the Program Directors to ensure that content meets and exceeds the learning objectives of each area of content.

In addition, The Vice President of Education/Compliance, the Director of Distance Education, the Distance Ed Coordinator, the Director of Education, the Program Directors and the instructors all play a vital role in evaluating the on-line learning. The courses are reviewed prior to being offered and the overall programs are reviewed at program summits, which take place at the corporate office, and are designed to review the total program delivery and the delivery method to ensure that all programs and course objectives are being met through on-line delivery.

Also, the institution has an established and dedicated help desk that is available to staff and students if the need arises.

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With the now widespread availability of COVID-19 vaccines, on-campus lab courses are on normal schedules to allow students to demonstrate competencies required for their program prior to graduation. AI continues to monitor local issues like the recent spread of the Omicron variant and may adjust this schedule to expanded on-line labs as needed to preserve the health and safety of the campus community.

Assumption of Risk / Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, **federal, state, and local governments and federal and state health agencies highly recommend vaccination** to protect yourself and your loved ones from debilitating impact from this disease.

American Institute (“School” or “AI”) has put in place preventative measures to reduce the spread of COVID-19; however, AI **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the School could increase** your risk of contracting COVID-19.

Persons who come to the campus acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that they may be exposed to or infected by COVID-19 by attending School and that such exposure or infection may result in personal injury, illness, permanent disability, and death. They further understand that the risk of becoming exposed to or infected by COVID-19 at School may result from the actions, omissions, or negligence of themselves and others, including, but not limited to School employees, instructors, and other students.

Persons who come to the campus voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to themselves (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that they may experience or incur by attending School (“Claims”). Persons who come to the campus hereby release, covenant not to sue, discharge, and hold harmless the School, its employees, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. They understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the School, its employees, other students, and representatives, whether a COVID-19 infection occurs before, during, or after attending the School.