



## Saint Michael College of Allied Health COVID-19 Policy

Saint Michael College of Allied Health (SMCAH) shall follow the commonwealth of Virginia and CDC COVID-19 requirements to protect visitors, faculty, staff, and students, including:

- Educate faculty, staff, and students in the language they understand best about coronavirus, how to prevent transmission, and the SMCAH's COVID-19 policies.

### **1. COVID-19 Coordinator**

- Ms. Tina Amir shall be designated as SMCAH's coordinator to monitor the health of employees/students and enforce the COVID-19 campus safety plan.
- Ms. Tina shall keep the plan current with changes to COVID-19 guidelines. Ms. Tina Amir shall be available at all times during work and class activities.

### **2. Contact information and procedures for reaching local health department**

- If an employee/student is confirmed to have COVID-19 infection, SMCAH shall inform employees/students of their possible exposure to COVID-19 and maintain confidentiality as required by the Americans with Disabilities Act (ADA). The College shall instruct faculty/staff about how to proceed based on the CDC Public Health Recommendations for community-related Exposure.
- SMCAH shall notify the Alexandria COVID-19 Hotline at 703.746.4988, weekdays from 9 a.m. to 6 p.m.

### **3. COVID-19 Screening of student and staff returning to campus (move-in)**

- SMCAH shall ask employees/students to take their temperature at home before arriving at campus or clinical sites, in addition to taking their temperature upon arrival at the campus.
- SMCAH shall maintain "no-touch" or 'no contact' thermometers to the greatest extent possible. If a 'no-touch' or 'no contact' thermometer is not available, the thermometer shall be properly sanitized between each use. Any employee/student with a temperature of 100.4<sup>0</sup>F or higher is considered to have a fever and shall be sent home. SMCAH does not provide housing accommodation to faculty and students.

### **4. Education/training of students: consider COVID-19 prevention education as part of student orientation.**

- SMCAH shall conduct safety training on the first day of returning to work/class, and weekly thereafter, to explain the protective measures in place for all employees and students. The training shall include hand washing, using hand sanitizer, and to maintain physical/social distancing at all gatherings. Students/employees shall be advised to stay home if ill.
- SMCAH shall maintain attendance of the training, and the trainer will sign in each attendee.

### **5. Physical distancing according to CDC guidance**

- When strict physical distancing is not feasible for a specific activity, other prevention measures are required, such as the use of barriers, minimize employees and students in narrow or enclosed areas, stagger breaks, and deliver programs in shifts or cohorts.
- If the physical distancing of at least 6-feet separation cannot be maintained, the COVID-19 exposure control, mitigation, and recovery plan shall be thoroughly reviewed by all employees/students performing those activities before commencing, and appropriate PPE and other controls must be implemented.
- Gathering of any size shall be precluded by taking breaks, performing lab-type activities, and lunch in shifts. Any time two or more persons must meet, ensure minimum 6-feet of separation.



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- SMCAH shall minimize interactions during class activities; ensure minimum 6-foot separation when at all possible by furniture placement, physical barriers, and/or demarking floors with tape. SMCAH shall limit the number of students based on class size and activities to allow for 6-foot separation.
- SMCAH shall, to the extent practical, allow only one group/class at a time at the same location/lab/classroom.

### **6. Hygiene Practices and cleaning/disinfecting protocols**

- Hand Soap and running water shall be abundantly provided on campus for frequent handwashing. Employees and students shall be encouraged to wash their hands regularly, before and after going to the bathroom, eating, coughing, sneezing, and blowing their nose.
- Alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol shall be available on campus but are not a replacement for the water requirement.
- Hygiene practices shall be posted in areas visible to all employees and students, which includes advice not to touch the face with unwashed hands or with gloves; washing hands often with soap and water for at least 20 seconds; use hand sanitizer with at least 60% alcohol, cleaning and disinfecting frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons, and doorknobs; covering the mouth and nose when coughing or sneezing as well as other hygienic recommendations by the U.S. Centers for Disease Control (CDC).
- SMCAH shall make disinfectants available to employees on campus and ensure cleaning supplies are frequently replenished.
- SMCAH shall frequently clean and disinfect high-touch surfaces and offices, such as shared tools, machines, vehicles, and other equipment, handrails, doorknobs, and restrooms.
- SMCAH shall require employees and students to wipe and sanitize shared equipment between users.
- If an employee reports feeling sick and goes home, the area where that person worked shall be immediately disinfected.
- SMCAH shall establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces

### **7. Housing:** SMCAH does not provide on-campus housing.

### **8. Consideration of Vulnerable Individuals (e.g., 65 years or older, underlying health conditions)**

- SMCAH shall encourage employees and students to stay home or leave the campus when feeling sick or when they have been in close contact with a confirmed positive case. If they develop symptoms of acute respiratory illness, they must seek medical attention and inform the college.
- Employees/students shall inform their supervisors/instructors if they have a sick family member at home with COVID-19. If an employee/student has a family member that sick with COVID-19, that employee/student shall follow the isolation/quarantine requirements as established by the Commonwealth of Virginia.
- SMCAH shall screen all employees/students at the beginning of their day by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- SMCAH shall instruct employees/students to report to the college administration /instructor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue,



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muscle aches, or new loss of taste or smell). If symptoms develop during class, the employee/student shall be immediately sent home. If symptoms develop while the employee/student not at work or classroom, the employee/student should not return to work/class until a healthcare provider has evaluated them.

- SMCAH shall enforce compliance COVID-19 policy; failure of any employee/student to comply shall result in being sent home during the emergency actions.
- SMCAH will not take adverse action against any employee/student who may refuse to perform a duty believes to be unsafe, including hazards such as the risk of COVID-19 exposure.
- SMCAH shall allow students/employees who have tested negative to return to work after COVID-19 illness
- SMCAH shall allow students/employees to stay home or self –isolate when they are sick or have been exposed to COVID-19.

### **9. International Student Considerations (e.g., COVID-19 travel health risks, CDC returning guidelines, travelers, travel registry, etc.).**

- SMCAH does not admit international students. SMCAH does have some of its student’s populations who have families in foreign nations and travel to visit. Should foreign travel occur, SMCAH shall require all students to self-quarantine for fourteen days upon return to the U.S., in coordination with college administration, and CDC returning traveler guidelines.

### **10. Partnership and communication/information sharing with the local community, health systems, and other stakeholders.**

- SMCAH shall notify the Alexandria health department for any COVID-19 outbreak on campus.

### **11. Face Covering**

- SMCAH shall mandate all Employees/students to wear the appropriate facial covering on campus and clinical sites.
- SMCAH shall also mandate face covering for all visitors to the campus.

### **12. Student Health Services**

- SMCAH shall provide (at no cost to employees) and require the wearing of personal protective equipment (PPE) such as gloves, face shields, and face masks as appropriate or required to employees and students for the activity being performed.
- SMCAH shall make appropriate PPE available at no cost to students during lab activities
- SMCAH shall screen employees/students for signs/symptoms of COVID-19 at the start of each class.
- SMCAH shall make sure sick employees/students stay home or immediately go home if they feel or appear ill. Cordon off any areas where an employee/student with probable or confirmed COVID-19 illness worked, touched surfaces, etc. until the area and equipment are cleaned and sanitized.
- SMCAH shall refer students to local mental health services if needed as a result of COVID-19.

### **13. Large events, including athletic events, and others such as ceremonies or performances.**

SMCAH does not participate in athletic events or performances and does not plan to hold any ceremonies while the COVID-19 emergency still in effect.



#### **14. Communications Strategy**

- SMCAH shall use its Learning Management System (LMS), email, website, telephone, and in-class announcement to communicate to faculty/staff and students.

#### **15. Orientation and education/training, including anti-stigma training**

- SMCAH shall include COVID-19 prevention anti-stigma training in student orientation and new employee orientation and periodic education and training thereafter.
- SMCAH shall maintain the privacy and confidentiality of students and employees who have tested positive or recovered from COVID-19 illness.
- SMCAH shall correct any negative language that can cause stigma by sharing accurate information about how the COVID-19 virus spreads.
- SMCAH administration, employees/faculty shall speak out against negative behaviors statement on campus.

#### **B. Monitor Health Conditions to detect Infection**

##### **1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor the health of the campus population.**

- SMCAH shall screen all employees/students at the beginning of their day by taking their temperature and asking them if they have a fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell.
- SMCAH shall instruct employees/students to report to the college administration /instructor if they develop symptoms of COVID-19 (e.g., fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell). If symptoms develop during class, the employee/student shall be immediately sent home. If symptoms develop while the employee/student not at work or classroom, the employee/student shall not return to work/class until a healthcare provider has evaluated them.
- Any employee/student with a temperature of 100.4<sup>0</sup>F or higher is considered to have a fever and shall be sent home.

##### **2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible**

- SMCAH shall maintain a daily class attendance record of all employees, students, and visitors. The record shall include the name, phone number, and email address of all employees, students, and shall maintain the phone number of visitors for contact tracing if needed.

##### **3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty with symptoms, and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems, and other relevant partners.**

- SMCAH shall screen employees/faculty and students for symptoms of COVID-19, and body temperature is a critical component of preventing transmission and protecting employees and students.
- Employees/students who are symptomatic upon arrival at work/class, or who become sick during the day, should immediately be separated from others. Such individuals shall be sent home or health care facility as appropriate and refer for further evaluation in consultation with the local health departments or through occupational health providers.



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- SMCAH testing strategy shall only be implemented if results will lead to specific actions.
- When a confirmed case of COVID-19 is identified, interviewing, and testing potentially exposed co-employees/students shall occur as soon as possible to reduce the risk of further campus transmission. The individuals who tested positive shall be excluded from work or class and isolate at home.
- Symptom screening, testing, and contact tracing shall be carried out in a way that protects confidentiality and privacy, to the extent possible, and consistent with applicable laws and regulations.
- SMCAH shall consult Alexandria Health Department and other relevant partners.

### **C. Containment to Prevent Spread of Disease When Detected**

#### **1. Partnership with VDH/Alexandria Health Department for contact tracing**

SMCAH shall be working in coordination with Alexandria Health Department and shall provide information to Alexandria Health Department and VDH as requested.

SMCAH shall follow guidance and direction from Alexandria Health Department and VDH to perform a case investigation on everyone who tests positive for COVID-19.

#### **2. Quarantining and Isolating (provision of housing, basic needs, medical case management)**

- SMCAH shall ensure testing is recommended for all close contacts of confirmed or probable COVID-19 patients.
- SMCAH shall ensure that those contacts who test positive (symptomatic or asymptomatic) shall be managed as confirmed COVID-19 case.
- SMCAH shall ensure asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., a close encounter with confirmed or probable COVID-19 case).
- SMCAH does not provide housing for its students; every student at SMCAH lives off-campus.

#### **3. Campus outbreak management**

- SMCAH shall coordinate with Alexandria Health Department officials. This shall be the first step in making decisions about responses to the presence of COVID-19 on the campus.
- SMCAH shall notify Alexandria Health Department officials to help the college determine which set of strategies might be most appropriate for the college's specific situation.
- SMCAH shall cancel or modify courses where students are likely to be in very close contact, such as lecture courses with tight seating, or laboratory activity classes where students are expected to be close. Increase space between desks, where possible, rearrange desks to maximize the space between students.
- SMCAH shall notify the State Council for Higher Education for Virginia for course delivery modification to use zoom online to deliver lectures to students in their homes.

#### **4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g., a local health system representative could serve on the COVID-19 team)**

- SMCAH shall partner with Alexandria Health Department to care for symptomatic individuals and to investigate everyone who tests positive for COVID-19.
- SMCAH shall also partner with other healthcare facilities listed below:
  1. MedStar Health Urgent Care in Alexandria



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Urgent care center in Alexandria, Virginia

Located in: Bradlee Shopping Center

Address: 3610 D King St, Alexandria, VA 22302

2. All Care Family Medicine and Urgent Care of Alexandria

Urgent care center in Alexandria, Virginia

Located in: Alexandria Commons

Address: 3117 Duke St, Alexandria, VA 22314

3. NOVA Patient Care Urgent Care

Urgent care center

Address: 526 N Henry St, Alexandria, VA 22314

Alexandria, VA

4. Patient First - Alexandria

Urgent care center

6311 Richmond Highway

Alexandria, VA 22306-6410

### **D. Shutdown Considerations if necessitated by severe conditions and/or public health guidance**

#### **1. Plans regarding the criteria and process for campus dismissals or shutdowns.**

**Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.**

If the partial or complete shutdown is necessary or directed by the department of health, SMCAH shall follow VDH instructions and guidance and shall proactively notify the SMACH campus community based on procedures as follows:

- Alexandria Health Department guidance and recommendations.
- The extent of illness among students and staff population.
- Determination of an outbreak on campus.

Based on the evaluation of numbers of ill employees and students, SMCAH shall activate the plans to shut down for a specific time as recommended by VDH and SMCAH administration to ensure containment and reduce further spread.

#### **2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.**

SMCAH contingency plans for a possible shutdown shall include a return to virtual instructions via zoom as allowed by SCHEV. Zoom is a videoconferencing application that enables audio and video conferencing between multiple users on both desktop computers and mobile devices.

#### **3. Considerations regarding student health and safety on campus versus returning home**

SMCAH's students commute to the campus daily; the college does not provide housing accommodation to students. The decisions regarding campus shutdowns shall be made under the guidance of VDH to protect the health safety of students and staff to campus for education or work at the college.

#### **4. Communication plan for dismissals/shutdowns.**

- SMCAH shall communicate via email and notification on the college website to students and staff regarding the anticipated duration of the shutdown and what steps need to be taken to ensure student and employee safety before returning.



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- SMCAH shall notify students and instructional staff as to whether classes will continue remotely during shutdown and provide instructions to students.

I *Michael Adedokun* SMCAH President attests that this campus plan complies with published Phase 2 business and Higher Education Reopening Guidance as of June 25, 2020.

### Contact Information

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**“This plan is under review by the State Council of Higher Education for Virginia.”**