



## **COVID-19 Operational Guidelines – Fall 2022** (Arizona)

When it comes to Huntington University's operations, COVID-19 related and otherwise, health and safety are priorities. Considering HU's focus on these priorities, a commitment has been made to both mitigating risk and clearly defining protocols to efficiently and responsibly assist those that exhibit symptoms or test positive for COVID-19. To put action steps to these priorities, the following Operational Guidelines have been developed that incorporate recommended best practices and common protocols. While this document will certainly provide guidance and direction, there is an inherent need for flexibility. Protocols may be adjusted, in response to changes in data trends and local health official recommendations.

### Facility Preparations and Accommodations

- Hand sanitizer is available via bottles, free standing dispensers, and wall mounted dispensers in multiple locations.
- Plexiglass shields may be placed in office spaces and other locations as needed.
- Cleaning staff schedules have been organized to further maximize in facilities.
- Classroom and programming spaces will operate at regular capacity and in traditionally scheduled locations.
- Each University location has been provided with additional cleaning supplies for use in classrooms, offices, and other spaces.
- Masks will be optional in all spaces in all University locations. Masks may be worn by individuals in any and all spaces, if preferred. Masks will be available for visitors or University constituents in buildings upon request.

### Guidelines and Protocols for Students, Faculty, and Staff

- Masks will be optional in all spaces in all University locations. Masks may be worn by individuals in any and all spaces, if preferred.
- Vaccines are encouraged for all members of the Forester Family. Vaccines are especially encouraged for students that are part of special programming and groups (e.g., athletics, theater, leadership organizations).
- Students, faculty, and staff are encouraged to be familiar with the COVID self-Monitoring Checklist (see checklist at the end of this document). Individuals should not report to class or work when not feeling well, notifying appropriate personnel regarding symptoms. Individuals may also consult a healthcare professional, if appropriate.
- Individuals who test positive for COVID will still be required to isolate, in accordance with the most updated CDC guidelines. Currently, this allows for a 5-day isolation with masking the following 5 days (assuming the individual is asymptomatic or symptoms are improving). If symptoms persist without improvement, the isolation period will extend until symptoms have shown improvement for at least 24 hours and the individual has had no fever without fever-reducing medication for at least 24 hours.

- Contact tracing will not formally be conducted by the University for students, faculty, and staff. Individuals who test positive will be encouraged to communicate with any close contacts for notification and awareness. Individuals identified as close contacts will not be required to quarantine unless they become symptomatic. At that point, testing will be recommended.
- Students, faculty, and staff will be encouraged to utilize local testing sites or health clinics, off campus. Individual rapid testing kits may be available at University locations for students, faculty, and staff.
- Domestic travel, include service-learning opportunities, may occur with no restrictions. International travel should be approved through the Vice President for Academic Affairs or Vice President for Student Life, who will then coordinate with the Chief Operating Officer.
- Notify a faculty or staff member immediately if items such as soap dispensers, paper towel dispensers, or hand sanitizer bottles are empty.
- Do not use equipment or items that are located within others' spaces.
- Wash hands frequently.
- Use hand sanitizer when handling items or when hand washing is not an option.

#### Training and Information

- All faculty, staff, and students will continue to receive communication regarding campus guidelines, best practices, and general expectations.
- Signage will continue to be posted around the facility and be adapted, as needed, with the release of new information and research.

#### Communication Plan

- Lynette Fager is the point person for all external communications regarding COVID-19.
- All external communication documents must be approved by the President prior to publication.
- Communication templates have been created to share with different constituency groups.
- Reporting protocols for a positive test for a member of campus community will follow state and local guidelines.
- An internal and public dashboard is maintained to closely monitor numbers and available resource capacity.
- Collaboration will continue with local health officials.
- An email address has been established and is monitored related to COVID-19: [covid19@huntington.edu](mailto:covid19@huntington.edu).
- University communication and campus resources are posted on the Huntington University website.



### COVID-19 Self-Monitoring Checklist

- Do you have a fever (temperature over 100.3F) without taking any fever reducing medications?\*
- Do you have a new loss of smell or taste?
- Do you have a cough?
- Do you have fatigue, muscle pain, or body aches?
- Do you have a headache?
- Do you have a sore throat?
- Do you have shortness of breath or difficulty breathing?
- Do you have chills?
- Do you have congestion or runny nose?
- Do you have nausea or vomiting?
- Do you have diarrhea?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or been placed in quarantine for possible contact with COVID-19?
- Have you been asked to isolate or quarantine by a medical professional or a local public health official?

\*Students may receive a temperature check in the following locations:

- Huntington, Indiana: residence halls (see directors)
- Fort Wayne, Indiana: each student will have a thermometer due to clinicals and location within a medical building
- Peoria, Arizona: front desk at main entrance

*\*\*Symptoms of COVID-19 may appear 2-14 days after exposure to the virus. The questions included in the checklist above reflect symptoms, as outlined by the CDC, for COVID-19.*

If you reply YES to any of the questions in the checklist, follow the steps below:

1. Stay home
2. Consult your healthcare provider
3. Email [covid19@huntington.edu](mailto:covid19@huntington.edu) and notify a direct supervisor