

HUNTINGTON

— U N I V E R S I T Y —

COVID-19 Operational Guidelines

Updated for Spring Semester 2021

When it comes to Huntington University's campus 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, Operational Guidelines have been developed that incorporate recommended best practices, common campus protocols, space reconfiguration, signage, and education/training for students, faculty, and staff. While this document will certainly provide guidance and direction, there is an inherent need to be diligently flexible and flexibly vigilant when it comes to facing the new and unique challenge that COVID-19 presents.

I. In the case of a positive COVID-19 test or presentation of COVID-19 symptoms

Students

Symptomatic students

If a student exhibits symptoms for COVID-19, the student should notify the Office of Student Life (359-4299) and consult with his/her healthcare provider. If a student lives on campus, this first notification may be with the resident director. Forester Care is an option available for all students to utilize as a telehealth service. The student also may seek testing and can work with University personnel to determine an appropriate testing site. Depending on an assessment of symptoms and/or outcome of the test, the student may be asked to isolate or quarantine for a period until symptoms subside or confirmation can be obtained that the student is not positive for COVID-19.

Exposure to confirmed COVID-19 cases

If a student feels he/she was exposed to a person who has tested positive for COVID-19, the student should monitor his/her symptoms closely. The self-monitoring checklist should be utilized at least daily in this circumstance, and any onset of symptoms for the student should be reported to the Office of Student Life (359-4299). If a student lives on campus, this first notification may be with the resident director. The student may also consult with his/her healthcare provider and may utilize Forester Care as an option. Depending on an assessment of symptoms, level of contact, and/or outcome of the test, the student may be asked to quarantine. Assessment for level of exposure will entail frequency, proximity, and duration of the contact. If a student is a roommate or significant other of an individual who tests positive, there is a high likelihood that a period of quarantine will be required. If the level of exposure is more limited, such as a classmate or student living on the same residence hall floor, there is a lower likelihood that a period of quarantine will be required.

If a student feels he/she was exposed to a person who exhibits symptoms for COVID-19, the student should monitor his/her symptoms closely. The self-monitoring checklist should be utilized at least daily in this circumstance, and any onset of symptoms for the student should be reported to the Office of Student Life (359-4299). If a student lives on campus, this first notification may be with the resident director. The student may also consult with his/her healthcare provider and may utilize Forester Care as an option. Depending on an assessment of symptoms and level of contact, the student may be asked to quarantine.

Positive COVID-19 tests

If a student tests positive for COVID-19, the student must notify the Office of Student Life (359-4299), immediately. If a student lives on campus, this first notification may be with the resident director. Contact tracing will be conducted using the student's class schedule, affiliation(s) with any athletic teams or organizations, and living quarters. Appropriate communication will be completed with impacted individuals through this contact tracing process. The University will also contact the county department of health to confirm awareness of the test results and coordinate on appropriate action steps for both the individual student and the University. The student will be placed in a designed space for isolation until after at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved. If a student who tests positive is asymptomatic, the student may leave isolation after 10 days. The student may return to his/her home away from campus if appropriate or preferred. In the event a student leaves campus, an adjustment will not be provided for student tuition, room and board fees, or other applicable fees. The student will be permitted to complete coursework remotely and will be afforded meals and appropriate care while still on campus.

All student response to COVID-19

Anyone who is made aware of a student who tests positive for COVID-19, must report this information to the Vice President for Student Life or the Chief Operating Officer. Internal notification will be made to the University President, and the Vice President for Academic Affairs will assist with the student being able to attend class, virtually. The Chief Operating Officer will serve as the community liaison and contact the Huntington County Department of Health to confirm reporting requirements have been satisfied.

Communication:

*HU-Huntington campus- Student notifies Residence Hall Director or Office of Student Life (260-359-4299); Residence Hall Director notifies Dean of Students or Vice President for Student Life; Notification provided to Chief Operating Officer for coordination with local health officials

*HU Fort Wayne (OTD) – Student notifies Program Director, who will notify administration

*HU Arizona – Student notifies Jeff Berggren (via email or 480-939-5004)

Immediate Action Steps:

Student will consult health care provider and/or Forester Care if not already done

University will help students living in campus housing to transition student into isolation setting, which includes housing and dining availability

Student will communicate with faculty to arrange virtual course attendance

The University will participate in contact tracing in coordination with local health officials, to determine risks of exposure to others

Follow up Action Steps:

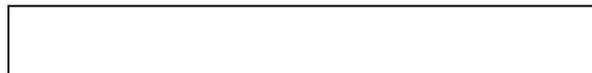
Isolation period will end after at least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved. If the student is asymptomatic, he/she will leave isolation after 10 days.

A University administrator will need to confirm reintroduction to other campus spaces

Additional action steps may be communicated for specific programs, namely those with external experiences (i.e. clinicals, internships, etc.)

If a student has prolonged, close contact (e.g. roommate, significant other) with someone who tests positive for COVID-19:

<p>Communication:</p> <p>*HU-Huntington campus- Student notifies Residence Hall Director or Office of Student Life (260-359-4299); Residence Hall Director notifies Dean of Students or Vice President for Student Life; Notification provided to Chief Operating Officer for coordination with local health officials</p> <p>*HU Fort Wayne (OTD) – Student notifies Program Director, who will notify administration</p> <p>*HU Arizona – Student notifies Jeff Berggren (via email or 480-939-5004)</p>	<p>Immediate Action Steps:</p> <p>Student will consult health care provider and/or Forester Care</p> <p>University administration will evaluate, in coordination with local health officials, the level of exposure for the student</p> <p>The student will be asked to quarantine</p> <p>Student will communicate with faculty to arrange virtual course attendance if needed</p>	<p>Follow up Action Steps:</p> <p>If quarantine period is required, it will end after 7 days with a negative test result within the last 2 days of quarantine or after 10 days with no symptoms reported. If the student becomes symptomatic and tests positive for COVID-19, protocols for a student who tests positive will be followed.</p> <p>A University administrator will need to confirm reintroduction to other campus spaces</p>
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If a student has casual, minimal contact (e.g. shared course, lives in same residence hall, generally socializing) with someone who tests positive for COVID-19:

Communication:

*HU-Huntington campus- Student notifies Residence Hall Director or Office of Student Life (260-359-4299); Residence Hall Director notifies Dean of Students or Vice President for Student Life; Notification provided to Chief Operating Officer for coordination with local health officials

*HU Fort Wayne (OTD) – Student notifies Program Director, who will notify administration

*HU Arizona – Student notifies Jeff Berggren (via email or 480-939-5004)

Immediate Action Steps:

Student may consult health care provider and/or Forester Care

University administration will evaluate, in coordination with local health officials, the level of exposure for the student

If the exposure is minimal, the student will not be required to quarantine but should continue self-monitoring for any onset of symptoms.

Student will communicate with faculty to arrange virtual course attendance if needed

Follow up Action Steps:

Student should monitor health symptoms daily. If symptoms appear, the student should notify the Office of Student Life and may be required to quarantine.

A University administrator will need to confirm reintroduction to other campus spaces

Communication:

HU-Huntington campus-Student notifies Residence Hall Director; Student notifies faculty that he/she will not be in class; If applicable, student notifies coaches, employers that he/she will not be present for activities

*HU Fort Wayne (OTD) – Student notifies Program Director, who will notify administration; Student notifies faculty that he/she will not be in class

*HU Arizona – Student notifies Jeff Berggren (via email or 480-939-5004); Student notifies faculty that he/she will not be in class

Immediate Action Steps:

Student may consult health care provider and/or Forester Care

University administration will help evaluate the symptoms of the student

University may help transition student into quarantine setting if needed, which is *unlikely* with limited symptoms.

Student will communicate with faculty to arrange virtual course attendance for at least a temporary time

Follow up Action Steps:

Student should monitor health symptoms daily. If symptoms persist or additional symptoms appear, the student should notify the Office of Student Life and may be required to quarantine.

If the students' symptoms subside briefly and are the result of another identifiable reason (e.g. allergies, doctor diagnosed illness), the student may return to normal activity

- iv. Disposable dinnerware and silverware will be utilized, with daily trash pickup (excluding Sundays).
- v. Food will be served by staff rather than self-serve.
- vi. Entrance only and exit only doors have been established and are marked.
- vii. Assigned dining times may be scheduled for students due to limited seating capacity in the dining commons.
- c. HU Arizona/HU Fort Wayne
 - i. Vending protocols will reflect those of an elevator with tissues/hand barrier protection available to use for purchases.
 - ii. Extra cleaning supplies will be available for staff to utilize as needed.
 - iii. Physical distancing should be maintained for seating and spacing.

IV. Guidelines and Protocols for Students, Faculty, and Staff

- a. Masks must be worn when entering/exiting buildings and when in common areas of buildings where others may pass through or congregate. Once arriving at a destination where physical distancing can be maintained, masks will be optional. Per recommendations and guidance from the CDC, face shields are not a suitable replacement for masks. HU will continue following CDC guidelines and require masks rather than face shields in these spaces.
- b. Students, faculty, and staff should not congregate in large numbers and physical distancing should still be maintained. When possible, congregating (especially for social purposes) should be done outside.
- c. If offices receive phone calls to schedule an appointment on campus, ask first if a phone call or Zoom meeting can be arranged.
- d. Limited capacity will be expected and posted for smaller spaces such as bookstores, copy rooms, weight/exercise rooms, lounge areas, etc.
- e. Limit items that produce a high amount of touch points and are not necessary for work function (e.g. coffee pots, microwaves, refrigerators).
- f. The self-monitoring checklist should be completed daily. Do not report to class or work when not feeling well, consult your healthcare provider and notify appropriate personnel regarding symptoms.
- g. Utilize gloves or hand coverings (paper towels, tissues, stylus) when using common touch points on copiers, elevators, door handles, etc.
- h. Common equipment items that are non-essential will be taken offline. This may include, but is not limited to, drinking fountains.
- i. Keep an accurate and updated calendar of meetings and activities, especially when on campus. This will help track locations if there is risk of exposure.
- j. Notify maintenance immediately (maintenance request link on portal, email, or call) if items such as soap dispensers, paper towel dispensers, or hand sanitizer bottles are empty.

- k. Restrict or eliminate visitors, vendors, and other campus guests whenever possible. Communicate with those that may typically stop by on a regular basis to see if other options are available.
- l. Do not use equipment or items that are located within others' workspaces.
- m. Make the best attempt possible to limit restrooms to 2 people at a time.
- n. Wash hands frequently.
- o. Practice physical distancing (recommended minimum is 6 feet).
- p. Use hand sanitizer when handling items or when hand washing is not an option.
- q. Use technology for communication rather than in-person meetings when possible.
- r. Utilize app
- s. Masks will be available for visitors or campus constituents who forget at the following locations within buildings:
 - i. Dining Commons – point of sale on 1st floor; Chartwells office on 2nd floor
 - ii. PLEX – welcome desk and Athletic Office
 - iii. MCA – Welcome Center
 - iv. Library – main circulation counter, bookstore counter, ACE desk
 - v. Administration Annex – welcome desk/counter
 - vi. Loew-Brenn – Student Life Office
 - vii. Becker Hall – Business Office – clerk window
 - viii. Dowden Science Hall – technology desk
 - ix. Maintenance Building – Susan Stong and Amy Johnson
 - x. UB Building – welcome desk
 - xi. Police Department Office
 - xii. HU Arizona – main entry desk/counter
 - xiii. HU Fort Wayne – staff office

V. Training and Information

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

VI. Travel in University Vehicles

- a. Complete self-monitoring checklist, including temperature check, prior to boarding/entering the vehicle.
- b. Utilize available cleaning supplies (wipes or spray/towel, which will be provided) to clean surfaces such as steering wheel, door handles, radio buttons, console, temperature controls.
- c. If multiple people are in the vehicle and physical distancing cannot be arranged, masks should be worn.

- d. Assign seats in vehicles to keep individuals seated next to the same people and in the same seats.
- e. Limit eating and drinking in the vehicle whenever possible.
- f. When returning the vehicle, remove all trash and personal belongings and utilize available cleaning supplies to again clean surfaces.

VII. Communication Plan

- a. Lynette Fager is the point person for all external communications regarding COVID-19.
- b. All external communication documents must be approved by the President prior to publication.
- c. Templates have been created to share with different constituency groups.
- d. Reporting protocols for a positive test for a member of campus community will include the Huntington County Board of Health and appropriate members of the HU campus constituency. A communication will only be shared if there is a positive test for faculty, staff, or student (communication for a quarantined individual may be shared if someone in a highly visible position needs to be quarantined, e.g. faculty member missing class time).
- e. An internal and public dashboard is maintained to closely monitor numbers and available resource capacity.
- f. An email address has been established and is monitored related to COVID-19: covid19@huntington.edu.
- g. University communication and campus resources are posted at <https://www.huntington.edu/university-relations/covid-19-updates>

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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 and notify a direct supervisor