

COVID-19 Operational Guidelines

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.

If a student 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) or Jamie Sanfilippo (via email of 480-939-5074)

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:

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) or Jamie Sanfilippo (via email of 480-939-5074)

Immediate Action Steps:

Student will 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

The student will be asked to quarantine for 14 days and will monitor symptoms

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

Follow up Action Steps:

If quarantine period is required, it will last for 14 days. If the student becomes symptomatic and tests positive for COVID-19, protocols for a student who tests positive will be followed.

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

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) or Jamie Sanfilippo (via email of 480-939-5074)

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

If a student generally does not feel well:

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) or Jamie Sanfilippo (via email of 480-939-5074); 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

*Isolation and quarantine help protect the public by preventing exposure to people who have or may have a contagious disease.

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Source: CDC

**If a student is not sure what steps to take, he/she should follow the initial communication steps for each location:

Huntington Main Campus – notify residence hall director or call the Office of Student Life at 359-4299

*HU Fort Wayne (OTD) – Student notifies Ruth Ford (via email or 260-702-9620)

*HU Arizona – Student notifies Jeff Berggren (via email or 480-939-5004) or Jamie Sanfilippo (via email of 480-939-5074)

Employees

If an employee tests positive for COVID-19, the employee must report this to the Human Resource Manager in the Business Office, as well as his/her direct supervisor. The employee should also stay home and follow the recommendations of his/her healthcare provider. A return to work will require satisfying all the criteria set forth by local, state, and federal agencies regarding the proper isolation period. The employee's calendar, primary workspace location, and general areas of responsibility will be considered when conducting contact tracing analysis. 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 employee and the University.

If an employee exhibits symptoms for COVID-19, the employee should stay home and follow the recommendations of his/her healthcare provider. The employee also should notify the Human Resource Manager in the Business Office, as well as his/her direct supervisor. A return to work will require satisfying all the criteria set forth by local, state, and federal agencies regarding the proper quarantine period, if a quarantine is necessary.

If an employee feels he/she was exposed to a person who has tested positive for COVID-19, the employee should report the details of the situation to the Human Resource Manager. The employee should monitor his/her symptoms closely. The self-monitoring checklist should be utilized at least daily in this circumstance. If the employee's exposure was identified as a close contact by the University or health department, the employee will quarantine for a period of 14

days. If the employee's exposure was limited or distant, the employee will not be required to quarantine and will continue using the self-monitoring checklist as usual.

If an employee feels he/she was exposed to a person who exhibits symptoms for COVID-19, the employee should report the details of the situation to the Human Resource Manager. The employee 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 employee may prompt a 14-day quarantine and/or recommendation to complete testing.

The Human Resource Manager will report any employee who tests positive for COVID-19 to the Vice President for Finance and the Chief Operating Officer. The Human Resource Manager will also work with employees who may need to miss work due to illness and/or quarantine regarding use of benefit/medical leave days. Internal notification will be made to the University President, and the Human Resource Manager will work with the employee to arrange the proper approach for missed days of work. 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.

Testing - Indiana

Testing is currently widely available and free. The website to register for ISDH/ Optum testing site is: <https://lhi.care/covidtesting>. The phone number to register is: 888-634-1116. The website for all testing sites in Indiana is: <https://www.coronavirus.in.gov/2524.htm>. If the State of Indiana changes its approach to testing, there may be options to pursue with local healthcare providers. University personnel can assist any individual who presents symptoms of COVID-19 with exploring options for testing.

Testing – Arizona

Testing in Arizona is currently not as widely available as in Indiana. Students or employees that exhibit symptoms should first contact their primary care physician or medical provider. If a primary care physician or other appropriate medical provider is not available, guidance can be obtained by calling the 211 hotline or the Department of Health Services at 1-844-542-8201.

II. Facility Preparations and Accommodations

- a. Hand sanitizer is available via bottles, free standing dispensers, and wall mounted dispensers in multiple locations across campus. Main buildings have sanitizer locations in key common areas, entry points, and exit points at a minimum.
- b. Signage for best practice reminders and expectations are posted in high frequency locations, such as restrooms, entry doors, exit doors, lobbies, and workrooms.
- c. Plexiglass shields have been placed in high frequency office spaces where social distancing is difficult.
- d. Additional hours for student employees have been enacted to permit extra cleaning in classrooms and high use buildings during the day.

- e. Adjustments to housekeeping staff schedules have been made to also incorporate extra cleaning in residence halls, specifically restrooms.
- f. Entrance only and exit only doors have been established by signage.
- g. Computer labs will have every other computer available to help maintain social distancing. Department-specific labs (i.e. DMA, computer science, science) have dividers between computers and workstations. This will include HU Arizona and HU Fort Wayne.
- h. Tents are placed in six locations across main campus for outdoor classroom use and recreation space.
- i. HU Fort Wayne has been outfitted with a cleaning cart with supplies for extra cleaning as needed.
- j. Hours of operation for certain facilities or spaces may be adjusted and monitored to balance accessibility and appropriate shutdown time for cleaning.
- k. A screening process will be incorporated for those entering the PLEX due to the nature of activity in this space. Individuals will have their temperature taken using a no contact thermometer and confirm they do not have symptoms as outlined on the self-monitoring checklist (which will be posted at the entrance and front desk of the facility).
- l. External signage on buildings provides instructions regarding PPE requirements and safety protocols.
- m. Conference rooms and other spaces where multi-person meetings may be held should include enough area to maintain social distancing.
- n. Doors on offices and workspaces should be closed when possible.
- o. Multiple cleanings of high touch surfaces will occur during each 24-hour weekday period.
- p. Touchless trash cans have been placed in key locations, including near doors for restrooms.
- q. Elevators have paper towels at entry points to promote contactless navigation and signage posted at each floor level to outline elevator protocols.

III. Dining services

- a. Physical space preparations
 - i. A plexiglass shield and hand sanitizer are located at the point of sale.
 - ii. Signage indicating best practices and directional patterns are located around the dining commons.
 - iii. Seating will be available downstairs, Forester Room, and under the outdoor tent, with seating socially distanced in all locations.
- b. Best Practices
 - i. All staff, students, employees, and guests will be required to use face masks until seated in the dining commons.
 - ii. A higher frequency of cleaning will occur for tables, chairs, and other high touch surfaces, reflecting efforts of high visibility and overt safety.

- iii. Takeout containers and menu options will continue to be available.
- 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. No catering events for external constituents larger than 25 will be scheduled until November 1.
- viii. 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. Social 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 social 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 social 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) 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 social 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 appropriate PPE when on campus.
- s. Limit all non-essential travel. If traveling commercially (e.g. airlines, cruise ships, subways, etc.) or attending large scale public events, a 14-day self-quarantine will be required before returning to campus. This limitation on travel, with the accompanying quarantine, will be in place until November 1 for University employees.
- t. Masks and gloves (optional) 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 training 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 social 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, Parkview Health Systems, Board of Trustees, and appropriate members of the internal 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 email address has been established and is monitored related to COVID-19: covid19@huntington.edu.
- f. University communication and campus resources are posted at <https://www.huntington.edu/university-relations/covid-19-updates>

HUNTINGTON

— U N I V E R S I T Y —

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 muscle pain?
- Do you have a sore throat?
- Do you have shortness of breath or difficulty breathing?
- Do you have chills?
- 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