

FALL 2020- SPRING 2021 COVID-19 Protocol for Face -to-Face Instruction

In an effort to provide continuity of academic programming for our students, and to ensure their progression, ESU is carefully planning for face-to-face instructional opportunities that are also framed with deliberate attention to the health and well-being of our students, faculty and staff.

For programs with specialized accreditation, clinicals, labs, field experiences, or other necessary performance-based required instruction, ESU is providing the opportunity to continue “hands-on” courses in a limited face-to-face instruction. As part of a shared commitment by all to maximizing safe conditions in laboratory and experiential learning activities, it is the responsibility of all to use their best efforts to control the spread of infectious disease through the use of personal protective equipment (PPE), frequent hand-washing, and social distancing. The following plans outline the procedures for conducting labs and other face-to -face instructional experiences at the University.

These plans may be revised as new information about COVID-19 becomes available. Any ESU policies, plans, or guidance about restricted campus access, and any state mandated “stay-at-home” order supersedes this plan.

All standard CDC pre-cautions will be adhered to by everyone, including:

- social distancing at a minimum of six feet from others;
- wearing masks at all times when in public/classes/labs/clinicals, etc.;
- frequent hand washing;
- reporting of symptoms and self-isolation if ill;
- self-isolating for two weeks if exposed to a positive Covid person (sitting within six feet, rooming with a positive individual, socializing with a positive individual, etc.);
- avoiding large social gatherings, crowded indoor restaurants and bars, etc.;using restrooms on a staggered basis; and
- observing precautions during break times as the procedures and plans apply in lounge areas and other public spaces shared by members of the community (extremely important).

Students will agree to:

- complete ESU's Health Survey app each morning and report any symptoms, follow LVHN directions (temperatures may also be taken by select faculty/departments);
- use swipe-card access to enter classroom buildings; buildings will stay locked to all others;
- limited access to faculty offices and department offices; students should call ahead for appointment or email faculty member;
- sit in socially distanced desks and should use the same desk each time they are in classroom;
- not cross-designated line at front of classroom where faculty is teaching from;
- attend office hours virtually or in classrooms if students request F2F and social distancing is possible;
- limit milling about after class/lab (COVID-19 is often spread during break times when students, staff and faculty let their guard down);
- exit classroom and building immediately following class/lab completion and not linger in hallways;
- wear clear face masks (CSD) or shields in lieu of cloth face masks when indicated by faculty in order to complete selected procedures;
- follow in all their clinical settings or student teaching placements the PPE protocols as directed by their respective sites (gowns, gloves, masks, etc.); LVHN is currently requiring N95 masks for all CSD students completing inpatient rotations; and
- limit items brought to class (e.g. one pencil/pen, one small note pad that can fit in a pocket) and items should be kept on their person during these sessions.

Faculty should:

- complete ESU Health Survey App each morning and report any symptoms, follow LVHN directions; temperatures may also be taken by select Faculty/departments;
- lecture from the front of the room (significantly distanced from students) utilizing face shields without masks is acceptable so that students can hear the lecture; if masks are worn/preferred a face mic may be needed; classrooms must be carefully inspected for adequate social distancing of desks before classes begin; all furniture should be moved out of hallways so as to ease traffic patterns; faculty should notify the Dean and facilities if there are any concerns;
- require all individuals to be masked in all instructional settings; face shields should also be worn for any situations that might produce mucous/spittle (for example, close work on dissections, running on a treadmill, etc.);
- ensure that hand cleaners and wipes are available in every classroom through the facilities department; faculty should encourage students to wipe down their desk areas before class and encourage students to use the same desks every day; faculty should encourage students to work in pairs during lab-work, practicing procedures, etc.; if cleaning supplies are depleted, please let facilities know ASAP;

- allow students who have been exposed to a positive COVID-19 individual to attend classes via Zoom, if they are able; flexibility and make-ups should be allowed with proper medical documentation; and
- expect all students to wear a mask unless they have a medical exemption; if they do not have a medical exemption, they should be removed from the classroom. If student(s) will not leave the classroom Dr. Gene Kelly should be notified. Medical exemptions are provided by OASIS. In the event a student has a medical exemption, OASIS will notify the faculty in a similar fashion as any other accommodation.

The Department will prepare the laboratory/practice space as follows:

1. post signage/reminders around the room that encourage social distancing, hand washing, proper PPE application, and classroom entrance and exit directions;
2. purchase and supply appropriate PPE to be used during labs;
3. utilize surface disinfectants and cleaning supplies for use against COVID-19;
4. ensure handwashing stations and hand sanitizer are available where applicable; sanitizer should be within easy reach in every classroom space;
5. ensure that floor taping is available to maintain a 6-foot distance between faculty and students;
6. encourage measures to keep bathroom doors and lab doors open to limit touching of surfaces;
7. ensure labs/classrooms are cleaned by custodial services nightly (this is indicated by blue tape the custodians place on the door lock);
8. ensure student skill learning stations are arranged to keep individuals at a distance of a minimum of 6 feet apart;
9. maintain social distancing as much as possible during labs. For medical simulations, students may need to be less than 6 feet apart but should be at least 3 feet; masks and shields (as needed) will be worn during simulation/lab sessions; and
10. open windows or use air conditioning whenever possible to ensure fresh air is circulated to classrooms/labs.

NOTE: For Communication Sciences and Disorders (Speech and Hearing Clinic), the CSD Department require its clients to wait in the car until called, answer the COVID-19 set of questions each time they attend clinic, and have their temperatures taken.

Cleaning and Disinfecting Equipment used During Labs Protocol:

Faculty and students will help to clean and disinfect equipment between each session. During this process individuals will use gloves to:

1. clean and disinfect lab equipment, computers, microphones, tables, doorknobs, and other items used or touched during class/lab; and
2. use 70% alcohol or a disinfectant effective against COVID-19 for equipment cleaning.

COVID-19 Program Exposure Protocol:

- if an individual has tested positive for COVID-19, he/she must be cleared by Dr. Amy Freeman and the Dean to return to classes, labs, clinicals, and field placements; external sites, including clinical facilities and schools must approve the return of a student who has tested COVID-19 positive; some facilities may require a negative COVID-19 test at the end of the 14-day quarantine before the student may return;
- LVHN will conduct contact-tracing to identify individuals who were in close contact (within about 6 feet for 15 minutes or more) with a person with a confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated; students who have had a close exposure will be notified by LVHN and Dr. Gene Kelly will send a notice of extended absence to respective faculty, the Chair, and the Dean; and
- if students are exposed to an individual who has tested positive for COVID-19, they must quarantine for two weeks (14 days) and a negative COVID-19 test may be required in order to return to select clinical facilities.

Procedures for Possible COVID-19 Cases Occurring *before attending class*:

- Should any faculty or student have signs/symptoms of COVID-19 or a fever of 100°F or more the following will occur:
 - individual does not report to class, student informs faculty member of illness and student and/or faculty member complete COVID-19 Reporting Form to Dr. Amy Freeman (<https://www.esu.edu/health-and-wellness/index.cfm>);
 - individual contacts family physician or LV Health Center;
 - students can utilize the LV Health Center as their initial point of contact for initial assessment;
 - individual is quarantined until a determination is made by the Health Care Provider (HCP) regarding a COVID-19 test;
 - LVHN will do contact tracing to identify individuals who were in close contact (within about 6 feet for 15 minutes or more) with a person with a confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated; students who have had a close exposure will be notified by LVHN and Dr. Gene Kelly will send an extended absence notice out to respective faculty, the Chair, and the Dean; and
 - a return to class protocol will be determined by the individual's HCP and following ESU protocol, including informing Dr. Amy Freeman and the dean of the applicable college.

Procedures for Possible COVID-19 Cases Occurring *during class*:

- during class - anyone with a temperature 100.4 F or higher and/or showing suspected symptoms of COVID-19 will be separated from other individuals, sent home or to residence life staff, and directed to contact their healthcare provider or

schedule a telehealth visit with the LV Health Center; the student will communicate back to the instructor and Dr. Amy Freeman the protocol that was directed to them as a result of their visit.

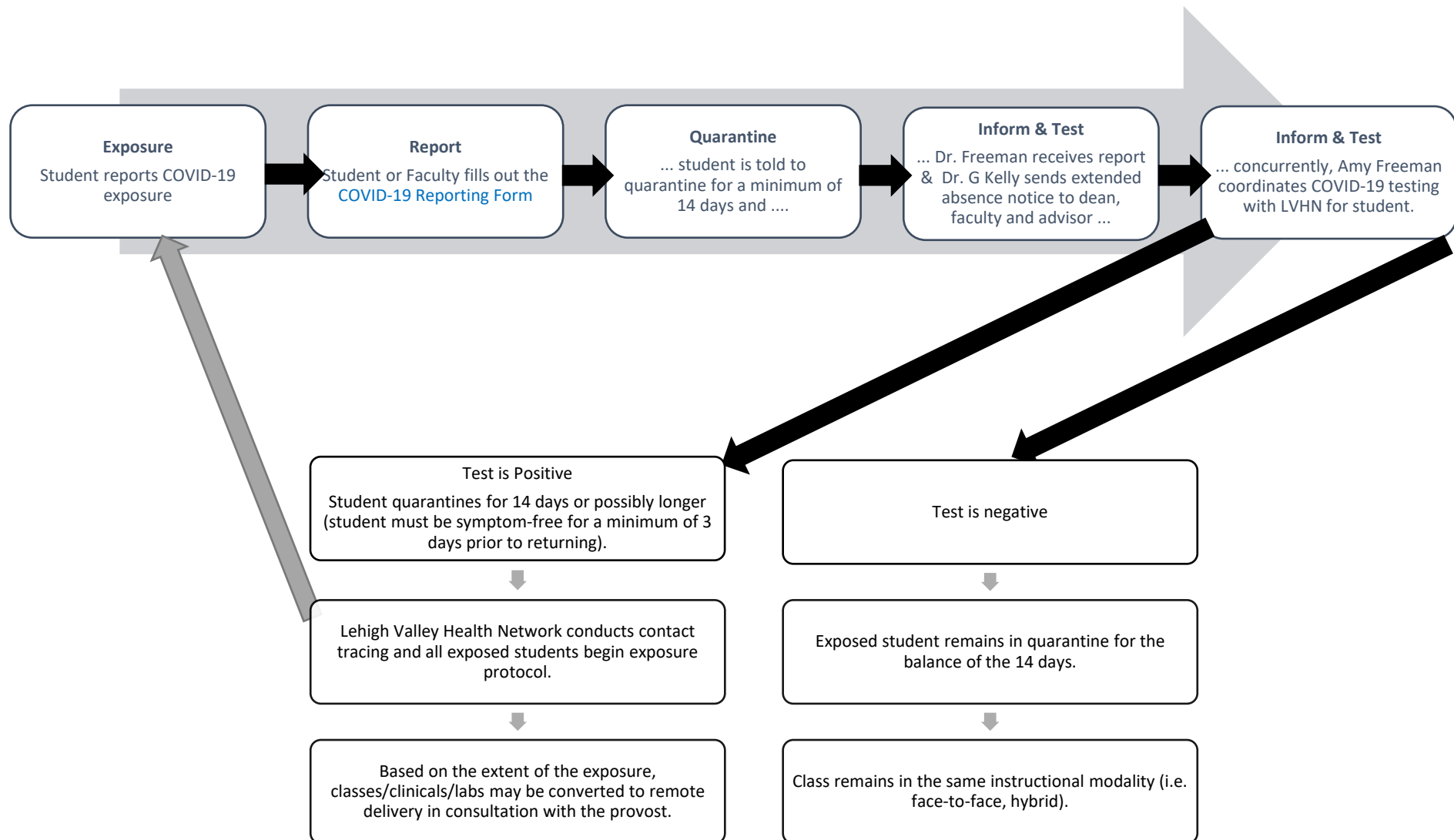
If the Lab Area is Exposed to a Probable or Confirmed Case of COVID-19 the Following will be Implemented:

- closing off areas visited by the person who is a probable or confirmed case of COVID-19 for 2 days;
- lab faculty/staff will notify the University Director of Health and Wellness, Dr. Amy Freeman by email to afreeman11@esu.edu;
- opening outside doors and windows and using ventilation fans to circulate air in the area;
- waiting at least 24 hours, before cleaning and disinfecting the affected area;
- cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls) used by the sick person;
- LVHN will do contact tracing to identify individuals who were in close contact (within about 6 feet for 15 minutes or more) with a person with a confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the patient isolated; students who have had a close exposure will be notified by LVHN and Dr. Gene Kelly will send an extended absence notice out to respective faculty, the Chair, and the Dean.

Decision to Convert Face-to-Face Classes to Remote or Online Delivery

Decisions to convert a face-to-face class or lab to remote learning only will be made in collaboration by the Department Chair and Dean with the Provost's Office. Depending on the level of exposure to a COVID-19 positive student and/or faculty member, an entire class may need to convert to remote learning or select individuals who were most closely exposed may need to quarantine. Conservative approaches will be followed at all times in order to minimize risk and possible exposure, and, if there are any questions regarding the level of exposure a student, faculty member, or class may have had, remote learning will be encouraged in an abundance of caution.

East Stroudsburg University COVID-19 Exposure Protocol for Students Attending Face-to-Face and Hybrid Classes



East Stroudsburg University COVID-19 Exposure Protocol for Students Attending Face-to-Face and Hybrid Classes Step-by-Step Procedure

- Step One:** Student reports COVID-19 Exposure.
- Step Two:** The person who receives the report fills out the COVID-19 Reporting Form at <https://www.esu.edu/health-and-wellness/covid19-reporting-form.cfm> as soon as possible. This person should also tell the student to quarantine for a minimum of 14 days.
- Step Three:** Amy Freeman receives the form and Gene Kelly emails faculty, advisor, and dean to advise them of extended absence.
- Step Four:** Amy Freeman will set up COVID-19 testing- the student follows LVHN protocol for testing, treatment, and
- Step Five:** quarantining. The student will remain in quarantine for a minimum of 14 days regardless of the test result.
- Step Six:** If a student tests positive, LVHN will contact Dr. Freeman and LVHN will conduct contact tracing. A student who tests positive, the student is cleared to return to class in 14 days as long as they are not experiencing symptoms. However, if the student is still experiencing symptoms they should remain in quarantine until they have 3 consecutive days symptom free. Students can call the LVHN Student Health center at 272-762-4378 to be cleared to return to class. Upon request they will provide a medical note.
- Step Seven:** If a student tests negative (test results typically take from 2-5 days), the student should remain in quarantine for the balance of the 14 days and monitor symptoms.
- Step Eight:** In the event the University does not know the results of the test, the University will treat the test results as positive in order to protect the health and safety of the academic community.
- Step Nine:** Some reasons to consider converting face-to-face to remote/online delivery: 1). Students and faculty are in close proximity for longer than 15 minutes; 2). A student in your class tests positive for COVID-19; 3). The provost, in consultation with the dean and faculty, will discuss each scenario on a case-by-case considering the facts of the exposure. LVHN does not determine whether a class should be quarantined and converted to remote instruction.

Revised October 16, 2020