



COVID-19
Compendium
Faculty Edition

September 2020



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PURPOSE OF THIS COMPENDIUM

Dear Samuel Merritt University Faculty,

This is a collection of guidelines, protocols and resource lists intended to provide guidance related to maintaining the health and safety of students, faculty, and staff who support on-campus learning sessions, as well as supporting students to be successful as they navigate through the 2020 – 2021 academic year. It provides more student-specific information than is contained in the SMU booklet, *Creating a Safe Environment in the Age of COVID-19*, which is geared towards SMU students, employees and visitors. This *faculty edition* of the SMU COVID-19 Compendium has the same information as the student edition as well as additional guidance (primarily as appendices) to assist faculty in the implementation of guidelines and protocols.

This compendium will be a dynamic document, necessarily so, due to the ever-changing nature of the global COVID-19 pandemic. Our processes and protocols will adapt to the evidence-based recommendations promulgated by the Center for Disease Control and Prevention (CDC) and the county public health departments (of Alameda, Sacramento, San Mateo, and Fresno) that determine the health, safety, and operational regulations that we are obligated to follow. Our practices around COVID-19 prevention, reporting, and recommended management of various COVID scenarios are also consistent with those established for Sutter Health, SMU's parent organization. We meet or exceed the recommendations established in the [COVID-19 Industry Guidance: Institutions of Higher Education](#), released on August 7, 2020 by the California Department of Public Health and CAL/OSHA.

At SMU, we have established a COVID-19 management structure. There are three COVID-19 Committees: Executive Committee; Health, Safety & Operations Committee; and the Learning & Success Committee ([Appendix A](#)). If you have concerns to voice and/or suggestions for improvement, please contact the co-chairs of one of the committees; if you are uncertain as to who to contact, please seek guidance from your dean or department chair.

The [Coronavirus section](#) of the SMU website has more general information as well as student-specific and faculty-specific resources/FAQs. Any questions or suggestions that you would like to submit to University leadership anonymously can be done by [clicking here](#).

These are incredibly challenging times, requiring continuous vigilance, adaptability, creativity, resilience, and collaboration as we work to protect our students and ourselves, as well as guide students through successful completion of their programs.

With profound appreciation for all that you do, every day, on behalf of the SMU COVID-19 Committees, comprised of faculty, staff, and administrators committed to your health, safety, and success:

Fred Baldini, PhD

Provost and Vice President, Academic Affairs
Chair, Executive Committee

Celeste Villanueva, EdD, CRNA

Assistant Vice President, Academic Affairs
Co-Chair, Health, Safety & Operations Committee

Michael Negrete, PharmD

Assistant Vice President, Academic Affairs
Co-Chair, Learning & Success Committee

Trevor Flanary

SMU Safety & Security Specialist
Co-Chair, Health, Safety & Operations Committee

Craig Elliott, PhD

Assistant Vice President, Student Affairs
Co-Chair, Learning & Success Committee

SAMUEL MERRITT UNIVERSITY COVID-19 COMMITTEES GUIDING PRINCIPLES

- Our **primary concern** at Samuel Merritt University is for the health and safety of our students, faculty, staff, and their families.
- As **future healthcare professionals**, our students will continue to engage in clinical activities as assigned unless otherwise directed by the healthcare agency, the public health department, advisement of our infectious disease experts, and after careful consideration by University executive leadership.
- Engagement in clinical activities is a **personal choice** of students and faculty.
- As **future healthcare professionals**, our students have an opportunity to model preventive practices to minimize the widespread community incidence of COVID-19. Students, faculty and administrators are positioned to help mitigate stigma related to COVID-19 by knowing the facts and educating community members, and engaging in communication practices shown to minimize social stigma.
- Based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC) and advising physicians at Sutter Health, **the best way to fight the virus is to avoid it**. It's critical that we all help prevent the spread of COVID-19, and all communicable diseases, by strictly adhering to the fundamentals.
 - Wash hands often and correctly
 - Avoid close contact (< 6ft, > 15 min)
 - Wear a mask when around others
 - Cover coughs and sneezes
 - Clean and disinfect
 - Monitor health daily
- Samuel Merritt University **diligently monitors** the COVID-19 situation, engages expert public health resources available to our decision-makers, and **adjusts strategies and processes** as the situation changes to ensure the health and safety of our community.
- SMU faculty, staff, academic and operations leaders maintain ongoing **contingency plans** to continue clinical experiences to the fullest extent possible, keep safety as the priority, minimize disruption to teaching and learning, and to continue business practices for the University.
- **Student success** is at the center of all our decisions.

STUDENT & FACULTY GUIDELINES FOR HEALTH & SAFETY

ATTENTION FACULTY:

- See [Appendix B1 – B10: Graphic Summaries of Guideline Sets 1 through 5](#)
- See [Appendix C: Academic Affairs Reporting Protocol for Student-Related COVID-19 Scenarios \(delineation of faculty & administrator roles/responsibilities\)](#)

GUIDELINE SET 1: SCREENING PRIOR TO COMING TO CAMPUS

Students: Use this set of guidelines if you did not pass the daily online screening questionnaire (Step 4, a-d), or if you did not pass the physical entry screening at a clinical agency (Step 7).

1. Complete the *COVID-19 Entrance Screening Questionnaire*, which all employees, students, and visitors at all SMU campuses are required to complete each day one plans to come to campus, **ideally prior to arrival** on campus that day.

You can access the questionnaire in several ways:

<https://webapps.samuelmerritt.edu/covidscreener/>



If you are unable to complete the questionnaire prior to arrival, the screening questionnaire will be accessible at all campus entrances for completion before proceeding to building entry.

As you complete the questionnaire do bear in mind that no symptom associated with COVID-19 is too mild to ignore. See Appendix B-1 for a summary of steps 1 through 4 of this set of guidelines.

- a. The questionnaire result is either a green-boxed, “*eligible*” to proceed to the building entrance for temperature screening with your name, date, and time noted, or a red-boxed “*not eligible*” with your name, date, and time noted.
 - i. If you are eligible, proceed to item 2
 - ii. If you are not eligible, proceed to item 3
2. After receiving the result that you are **eligible** to proceed to a campus building entrance, you have the option to print it or leave it on the browser on your phone/mobile device. A message from webmaster@samuelmerritt.edu will also be emailed to you.
 - a. Be prepared to show your eligibility confirmation upon arrival on campus.
 - b. Proceed to item 5 ([Screening Process Once on Campus](#)) for further guidance.

3. After receiving the message that you are **not eligible** to proceed to campus, and you believe this is due to user error, you may retake the questionnaire once. Be prepared for communication from a University official to validate your reason for retaking the COVID-19 Health Screening Questionnaire on that day.
4. After receiving the message that you are **not eligible** to proceed to campus as a result of a YES response to an item/items on the questionnaire, you have the option to print it, or save it as a screenshot or any other digital form (for documentation purposes). A message from webmaster@samuelmerritt.edu will also be emailed to you.
 - a. A result of **not eligible** in this case indicates that you are experiencing a new-onset symptom (or symptoms), or you have been in close, unprotected contact with a COVID-19 positive individual. **Please go or stay home.**
 - b. If you answered YES to the question regarding close contact with a COVID-19 positive individual without wearing appropriate PPE and you are asymptomatic, refer to [Guideline Set 5](#).
 - c. If you answered YES on the questionnaire for either of the two reasons listed below (i or ii), you may be having COVID-related symptoms. Please see [Guideline Set 2](#) for recommended next steps
 - i. If you have a fever \geq 100F (37.8C)
 - ii. If you have a fever (as above, especially associated with chills) and any new respiratory symptom (cough, difficulty breathing, shortness of breath, severe wheezing)
 - d. If you answered YES to any of the other symptoms or situations listed on the questionnaire, AND you think those symptoms are not COVID related but want to be sure, AND you need clearance from a healthcare professional because you are required to be on campus:
 - i. Notify your course faculty via email, letting them know that you are not eligible to come to campus that day.
 - ii. Call the Student Health and Counseling Center (SHAC) at 510.879.9288 and make an appointment with Nina Lavorini, FNP-C, SHAC Director. Students from all campuses have access to this consultation service. Ms. Lavorini will contact you and provide guidance¹ regarding next steps.
 - iii. Review the CDC website's page on [Symptoms of Coronavirus](#) for guidance, and access the *CDC Coronavirus Self-Checker* ([See Appendix D](#)). If you plan to consult Ms. Lavorini, you will be asked to use the *Self-Checker* prior to speaking with her.
 - iv. You also have the option to use the services of Sutter Employee Health Services (EHS)--only for students in Sacramento at 916-887-4430--or to consult your primary care provider to determine if your symptom/symptoms constitute indicators of the coronavirus and/or warrant further diagnostic/therapeutic action.
 - e. In the event you ARE determined to have symptoms consistent with COVID-19 infection, please see [Guideline Set 2](#) for recommended next steps.
 - f. If it is determined by the SHAC Director that your current symptoms do NOT warrant further action, a clearance note will be placed in your *Medicat*² portal. Your program administrator will be able to check for the presence of your clearance documentation. After receiving clearance from the SHAC Director, consult your faculty to determine when you should next attempt entry to campus or to the clinical agency (if you did not pass the screening test at the agency). See [Appendix B-2](#).
 - g. If it is determined by your primary care provider, or a provider at Sutter EHS that your current symptoms do NOT warrant further action, obtain documentation of clearance from the healthcare provider who advised you on this matter. Upload any documentation into *Medicat*, which will be confirmed by the SHAC Director. Your program administrator will then be able to check for the presence of clearance documentation. After receiving clearance, consult your faculty to determine

¹ The purpose of the consultation is to advise a student if their symptom/symptoms constitute indicators of the coronavirus and/or warrant further diagnostic/therapeutic action.

² *Medicat* is your individual student health portal, accessed by you, via your single sign on credentials, and authorized SHAC personnel. There is a separate software platform (*Argos*) that faculty/administrators will access for confirmation of clearance documentation that has been uploaded to *Medicat*.

when you should next attempt entry to campus or to the clinical agency (if you did not pass the screening test at the agency). See [Appendix B-2](#).

SCREENING PROCESS ONCE ON CAMPUS

5. For those who receive an **eligible** result on the screening questionnaire, there will be designated entry points on all campuses to access the skills labs, simulation center, or other rooms where learning sessions are conducted. Please be sure to bring a mask and **wear it**, strictly adhering to CDC guidelines.
 - a. Oakland Campus: 450 30th Main Entrance (Peralta Pavilion, blue awning entrance), and 3100 Telegraph St (Peralta Medical Office Building)
 - b. San Francisco Peninsula Campus: Classroom 2 on the 3rd floor
 - c. Sacramento Campus: 2nd Floor Landing, Rear Entrance (North side of building)
 - d. Fresno Campus: Main Entrance

6. After completing a successful screening process at the campus entry point (temperature check and verbal symptom check):
 - a. an identification marker will be placed on your SMU ID Badge to signify you have been through the symptom and temperature screening process. The color-coded marker allows you to enter and exit throughout the day, as needed.
 - b. you will be provided a new, disposable procedure mask, which you should use throughout the day while you are on campus. You can use your personal cloth masks while on general campus areas, but you must use the new procedure mask when engaging in lab/simulation activities, or any activity where you have the potential to be in close contact (< 6 ft, > 15 min) with other individuals.
 - c. You will be expected to use eye protection, goggles or face shields (the preferred equipment), during your in-person learning activity. SMU provides this eye protection. See the [COVID-19 protocol for participation in on-campus learning sessions](#).
 - d. proceed directly to your intended destination. Follow directions/signage for traffic flow through the buildings and maintain safe social distancing. Social gathering is not allowed.

7. If you do not meet the acceptable temperature range after 2 readings, (temperature < 100.0° F/ 37.7C), **please plan to return home immediately** and as soon as possible, follow the steps delineated in [Guideline Set 2](#).

8. If you will be entering another building on campus on the same day, you will not have to repeat the screening process as long as you have the appropriate identification marker attached to your ID badge.

GUIDELINE SET 2: IF YOU ARE SYMPTOMATIC AND TEST NEGATIVE OR DO NOT GET TESTED

See [Appendix B-3](#) for a graphic summary of steps 1 – 3.

1. If you have a fever ($\geq 100\text{F}/38.7\text{C}$), cough or other symptoms, you might have COVID-19. **Go home, or stay home.** Most people have mild illness and are able to recover at home. Click here to review the CDC guidelines on [“What To Do If You Are Sick”](#). The main points are:
 - a. If you think you may have been exposed to COVID-19, contact your healthcare provider.
 - b. Self-quarantine, and self-monitor for symptoms, and seek evaluation from a healthcare provider if respiratory symptoms recur or worsen. Use the [CDC Coronavirus Self Checker](#) as a resource.
 - c. Sutter Health guidelines support the approach of public health authorities to get tested for COVID-19 if you are exhibiting symptoms.
 - d. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

2. **SMU requirements for symptom/status reporting:**
 - a. Notify your faculty that you are ill. You have the option to disclose to them that you are experiencing COVID-19 symptoms. Your personal health information and personally identifiable information will be protected.
 - b. If you think you may have exposed another SMU student or faculty to the coronavirus within 10-days of your onset of symptom(s), CDC guidelines ([see answers to FAQs about contact tracing](#)) support notifying people you were recently around so they can monitor their health. Your faculty would connect you with the appropriate program administrator to complete notification.
 - c. If your symptoms have lasted less than 72 hours (mild/moderate illness), you are not required to report your status to the Student Health and Counseling Center (SHAC), especially if you have received guidance from your primary care provider. If you have symptoms that last more than 72 hours and/or are worsening, see [Guideline Set 3](#).
 - d. Communicate regularly with your course faculty to keep them apprised of your status, and to receive guidance regarding adjustments in course/clinical work.
 - e. If you require guidance as to next steps you can: a) call the SHAC at 510.879.9288 and make a phone appointment with Nina Lavorini, FNP-C, SHAC Director; b) call Sutter Employee Health Services (EHS) at Sacramento 916.887.4430 for students in Sacramento only; or contact your primary care provider.

3. **To determine if you are safe to return to campus or a clinical setting:**
 - a. If you have had symptoms and do not get tested, do not return to campus/clinical until:
 - i. It has been at least 10 days since symptoms first appeared **and**
 - ii. at least 24 hours with no fever without fever-reducing medication **and**
 - iii. symptoms have improved.³

 - b. If you have had symptoms and test negative, do not return to campus/clinical until your symptoms have been resolved for more than 48 hours⁴

4. **Before you return to campus/clinical:**
 - a. Consult with the SHAC Director, an EHS healthcare provider (Sacramento students) or your primary care provider to receive documented clearance to return to campus or clinical. See [Appendix B-4](#) for a summary of how to document clearance for return to campus/clinical.
 - b. Check in with the faculty who has been communicating with you. They will receive confirmation from a program administrator regarding your return to campus or clinical.

³ This aligns with CDC guidelines on [When You Can Be Around Others After You Had or Likely Had Covid-19](#).

⁴ This is consistent with Sutter Health’s Covid-19 Updated Return to Work Protocol for Symptomatic Employees 08/31/20

GUIDELINE SET 3: IF YOU ARE SYMPTOMATIC AND TEST POSITIVE, OR ARE DIAGNOSED WITH COVID-19 WITHOUT BEING TESTED (PRESUMPTIVE POSITIVE)

See [Appendix B-5](#) for a graphic summary of steps 1 – 4.

1. If you have been sick with symptoms consistent with COVID-19 make sure you [follow CDC guidelines](#) to care for yourself and protect others in your home and community.
2. **SMU requirements for symptom/status reporting:**
 - a. Notify your faculty that you are ill. You have the option to disclose to them that you are experiencing COVID-19 symptoms, or have been diagnosed with COVID-19, or the results of your COVID-19 test. Your personal health information and personally identifiable information will be protected.
 - b. Communicate regularly with your course faculty/faculty to keep them apprised of your absent status, and to receive guidance regarding adjustments in course/clinical work.
 - c. **You are required to report the following to the Student Health and Counseling Center (SHAC) if:**
 - i. **your COVID-19 symptoms have lasted more than 72 hours**
 - ii. **you have been diagnosed by your primary care provider, or other qualified healthcare professional, as having COVID-19 (presumptive positive)**
 - iii. **you are symptomatic and tested positive**

To report your situation to SHAC: Call 510.879.9288. Ask to speak to the SHAC Director, Nina Lavorini, FNP-C, who will call you back if she is not immediately available.

- iv. Upload your COVID-19 test result to *Medicat*.
 - v. Prepare to provide details to Ms. Lavorini of your close contacts (<6 feet for >15 minutes, with or without wearing masks) on campus, at your clinical setting, or in the community. She will also want to confirm your physical status (symptoms and general health).
 - vi. You should be contacted by an authorized/trained [contact tracer](#) from the department public health to provide close contact information as well as provide the required health and exposure history.
 - vii. Your program administrator may also be involved in obtaining information regarding your close contacts. This does not substitute for the work of a contact tracer – it does contribute to minimizing the potential for others in the SMU community to contract the virus.
 - d. If you require guidance as to next steps you can a) consult the SHAC Director; b) call Sutter Employee Health Services (EHS) at Sacramento 916.887.4430 (for students in Sacramento only); or contact your primary care provider.
3. **In order to be cleared to return to campus or clinical work, ALL of the following criteria must be met:**
 - a. 10 calendar days or more have passed since the onset of symptoms.
 - b. Resolution of symptoms:
 - i. Resolution of breathing problems or diarrhea (if they were present)
 - ii. At least 1 day (24 hours) have passed since resolution of fever (below 100.0) without the use of fever-reducing medications.
 - iii. Cough should be improved but lingering cough may persist and does not preclude a student (or faculty) from returning to work.
 - c. Compliance with any applicable additional affiliate or local health authority requirements (i.e., must be able to pass the [SMU COVID-19 Screener Questionnaire](#))
4. If criteria 3a through c are met, there is **no requirement to test negative**. Research has established that persons in these circumstances are no longer shedding infectious virus, even though they may sometimes continue to test positive for weeks or months after being contagious.

⁵ SMU policy aligns with the Sutter Health Covid-19 Return to Work Policy (updated August 31, 2020)

5. Before you return to campus/clinical:

- a. Documentation that you have met criteria for clearance must be provided by an EHS healthcare provider (Sacramento students) or your primary care provider. See [Appendix B-6](#) for a summary of how to document clearance for return to school/clinical.
- b. Notify the SHAC of your status, letting them know that you have, or will be obtaining documentation of clearance from a qualified healthcare provider.
- c. Check in with the faculty who has been communicating with you. They will receive confirmation from program personnel regarding your return to campus or clinical.

GUIDELINE SET 4: IF YOU TEST POSITIVE AND ARE ASYMPTOMATIC

See [Appendix B-7](#) for a graphic summary of Steps 1 – 4.

1. **Stay or go home.** Self-monitor and self-isolate as your situation allows and practice CDC guidelines/measures to [Prevent Getting Sick](#).
2. **SMU requirements for status reporting:**
 - a. It is your choice to report your status to faculty or a program administrator. Your personal health information and personally identifiable information will be protected if you do so. You ARE required to notify them of your absence from campus or clinical.
 - b. Plan to communicate regularly with your faculty and program administrator to keep them apprised of your absent status, and to receive guidance regarding adjustments in course/clinical work.
 - c. If you have received a confirmed positive test result, **you are required to report this to the Student Health and Counseling Center (SHAC)** by calling 510.879.9288. Ask to speak to the SHAC Director, Nina Lavorini, FNP-C, who will call you back if she is not immediately available.
 - i. Upload your COVID-19 test result to *Medicat*.
 - ii. Prepare to provide details to Ms. Lavorini of your close contacts (<6 feet for >15 minutes, with or without wearing masks) on campus, at your clinical setting, or in the community. She will also want to confirm the absence of symptoms.
 - iii. You should be contacted by an authorized/trained [contact tracer](#) from the department public health to provide close contact information as well and to confirm the absence of symptoms.
 - iv. Your program administrator may also be involved in obtaining information regarding your close contacts. This does not substitute for the work of a contact tracer – it does contribute to minimizing the potential for others in the SMU community to contract the virus.
 - d. If you require guidance as to next steps you can a) consult with the SHAC Director; b) call Sutter Employee Health Services (EHS) at Sacramento 916-887-4430 (for students in Sacramento only); or contact your primary care provider.
3. **In order to be cleared to return to campus or clinical work, the following criterion must be met:**
 - a. [Continuous absence of symptoms](#) 10 days after testing.
 - b. If you develop symptoms after testing positive, follow the instructions in [Guidelines Set 3](#) to return to campus/clinical.
4. **Before you return to campus/clinical:**
 - a. Documentation that you have met criterion for clearance (3a above) must be provided by an EHS healthcare provider (for Sacramento students) or your primary care provider. See [Appendix B-8](#) for a summary of how to document clearance for return to school/clinical.
 - b. Notify the SHAC Director of your status, letting her know that you have, or will be, obtaining documentation of clearance from a qualified healthcare provider. Upload your clearance document to *Medicat*.
 - c. Check in with the faculty who has been communicating with you. They will receive confirmation from a program administrator regarding your return to campus or clinical.

⁶ This aligns with CDC guidelines found under [When you Can Be Around Others After You Had or Likely Had COVID-19](#)

GUIDELINE SET 5: YOU ARE INFORMED THAT YOU HAVE BEEN EXPOSED TO A PERSON WHO HAS CONFIRMED POSITIVE TEST RESULTS FOR COVID-19

See [Appendix B-9](#) for a graphic summary of steps 1 – 4.

1. If you are informed⁷ that you have been exposed to an individual who has received confirmed positive results of a [diagnostic viral test](#) (PCR, swab/saliva), you should:

- a. Ask and/or determine as much information about the specific circumstances as possible so that you can assist in [contact tracing](#). These questions include, but are not limited to:
 - i. When were you likely exposed? Note: a person who has tested positive could have potentially exposed you to the virus starting 48 hours before testing positive or before showing symptoms.
 - ii. How long you were exposed to the individual--did you meet the criteria for close contact, i.e., <6 ft, > 15 min? Note: even if you were wearing a mask, this does not mean you did NOT have close contact; if the person who tested positive was wearing a mask, this may decrease the risk of your exposure.
 - iii. Was the person you were exposed to symptomatic at the time of exposure?
- b. Follow any instructions regarding steps to take if you were notified by a public health official or hospital administrator.

2. SMU requirements for reporting:

- a. Immediately notify your faculty, who will determine the next person to contact you, gather information, and provide guidance regarding next steps. Be prepared to provide details that will be essential to follow up and communications that will be required of your program administrator and the SHAC Director, as well as contact tracing completed by a public health official.
- b. Communicate regularly with your faculty/program administrator to keep them apprised of your status, and to receive guidance regarding adjustments in course/clinical work.
- c. If you are symptomatic for COVID-19 at the time you are informed of your exposure, **go home or stay home**, and follow [SMU Guideline Set 2 or 3](#).
- d. If you require guidance as to next steps you can a) call the SHAC and make a phone appointment with Nina Lavorini, FNP-C, SHAC Director; b) call Sutter Employee Health Services (EHS) at Sacramento 916-887-4430 (for students in Sacramento only); or contact your primary care provider.

3. If you are asymptomatic at the time you are informed of your exposure, follow:

- a. the [CDC Guidance for Asymptomatic Healthcare Personnel Who Were Exposed to Individuals with Confirmed COVID-19](#) (these guidelines are specifically written for exposures that take place in patient care settings)
 - i. a critical determination of work restrictions is whether or not you met criteria for close (< 6 ft), prolonged (>15 min) contact AND if you were using appropriate PPE (see CDC guidelines)
- b. the [CDC Public Health Guidance for Community Related Exposure](#)
 - i. the same determination for close contact is important to know, as well as specific details regarding the individual to whom you were exposed. (see CDC guidelines)

4. The criteria for returning to school/clinical depends on restriction you were placed on

- a. If you remained asymptomatic for a full 14-day quarantine period, you should be able to return.
- b. If you remained asymptomatic and tested negative for COVID-19 (PCR, swab/saliva) within a 14-day quarantine period, you will likely be able to return prior to the 14-day timeline.

5. Before you return to campus/clinical:

- a. If you have negative COVID-19 test results, upload the document to your *Medicat* portal. The SHAC Director will be able to provide confirmation of these results for your program administrator. You may not have to submit negative test results before returning to campus/clinical. See [Appendix B-10](#).
- b. Communicate with the program faculty/administrator who has been following your COVID status. You may or may not be required to submit clearance (of symptom status) documentation.

⁷ There are multiple possible sources of this information: a) the person who tested positive; b) a contact tracer from the public health department; c) a hospital administrator/manager/clinical educator manager from clinical agency; d) a SMU administrator or faculty.

COVID-19 PROTOCOL: PARTICIPATION IN ON-CAMPUS LEARNING SESSIONS⁸ (FACULTY AND STUDENTS)

This protocol was established in accordance with the guidance of the Health Officer Orders from Alameda, Sacramento, and San Mateo counties, allowing “universities to resume activities for the purposes of facilitating distance learning, or career internship or pathways, provided that social distancing of six feet per person is maintained to the greatest extent possible.” The protocol adheres to current CDC guidelines, guidance from public health department officials, and is endorsed by SMU’s Infectious Disease advisor.⁹

While the nature of educational activities performed in this environment (lab, simulation space, classroom) prevents the continuous application of “physical distancing,” other precautions are being made to mitigate the risk of COVID-19 transmission. Specifically, SMU has implemented protocols for symptom screening, hand washing/sanitizing, room/equipment cleaning, organization of students into stable groups of 12 or fewer individuals, and the use of personal protective equipment (PPE) per guidance from local, state and national health authorities. When you enter campus areas specifically designated for on-campus learning sessions, you agree to carefully follow all safety instructions including those related to the use of PPE and hand washing/sanitizing.

Students with health-related concerns may choose not to participate in these activities, and are instructed to contact their program’s dean, director, or chair to discuss the potential for alternative arrangements and/or implications in their ability to progress through the curriculum. Faculty with health-related concerns should consult with the Office of People and Culture.

I. Prior to arrival on campus for all assigned sessions:

1. Complete the steps in [Guideline Set 1](#) of this document, which describes the COVID-19 screening process and some safety measures for being on campus.
2. Students: Carefully review instructions provided by the course faculty regarding the day’s activity. Faculty, please provide clear guidance for your students.

Guidance	Rationale
a. Note the initial meeting place for your session, and understand the flow of activity for the day.	The goal is to minimize unnecessary wandering of individuals on campus, best avoided by each person’s intentional movement from one location to another. Directional signage will be posted to assist you.

⁸ On-campus learning sessions are activities that constitute components of an academic program’s curriculum that have been deemed, by the program dean, chair, or director, as necessary to conduct in face to face fashion. These sessions will be scheduled in skills labs, simulation facilities, and some classrooms on all campuses.

⁹ John Swartzberg, M.D., clinical professor emeritus (Infectious Diseases and Vaccinology) at UC Berkeley’s School of Public Health; chair of the editorial board of the School of Public Health’s Health & Wellness Publications; member, SMU Board of Regents.

- b. Students will be assigned as a member of a small group (no more than 12); this group assignment should be maintained throughout the course of your session.

Small, consistent grouping enhances one's ability to trace contacts made by an individual on any given day should the need arise.
 - c. In addition to standard tools/equipment, you may be required to bring specific equipment or supplies for a particular learning activity. Plan to bring only the equipment anticipated to be used for a session (e.g., for nursing students, should not bring full supply bags every day unless specifically instructed to do so).

Access to spaces to store personal belongings (e.g., lockers) will be limited in order to allow for consistent, thorough sanitizing of hard, smooth surfaces between use by different individuals. Multiple groups of students will be rotating through the instructional areas throughout the day.
3. If you will be going to a session scheduled in the Health Sciences Simulation Center (HSSC). Review the [HSSC Student Protocol for Return to Labs/Simulation](#).
 4. Practice recommended clothing and shoe hygiene.
 - a. Healthcare workers should be encouraged to maintain a dedicated pair of shoes for work inside the hospital/clinical setting. This is a best practice in general, and not specific to COVID-19¹⁰. Shoes worn for on-campus learning sessions should not be the shoes worn in the clinical setting.
 - i. If having a pair of shoes dedicated to clinical work is not feasible, a recommended practice is to clean the surfaces (including soles) of shoes worn in a clinical setting with a disinfectant wipe.
 - b. Dress in the attire required by your academic program for the learning activities you will be attending on campus (scrubs/uniforms, business casual). To date, there are no CDC guidelines specifically around scrubs/uniforms of healthcare professionals. Available research indicates that the novel coronavirus lives on fabrics for a short period of time. According to infectious disease experts, the risk for transmitting the virus through clothing while interacting in the SMU on-campus learning environment is low, but not absent.
 - i. Clothing worn to participate in the learning sessions should have been laundered since being worn in a community or clinical setting.
 - ii. SMU is not requiring participants in on-campus learning sessions to change clothes worn during the session prior to leaving campus - it is an individual's option to do so. Interim guidance from the Association of Linen Management¹¹ may be helpful in determining steps to launder clothes worn while on campus.
 5. Personal Protective Equipment (PPE)
 - a. Each person will be provided a new, disposable procedure mask each time you arrive on campus, which you should use throughout the day while you are on campus. You can use your personal cloth masks while on general campus areas, but must use the new procedure mask when engaging in in-person learning activities on campus (lab/simulation/other).
 - b. Eye protection, in the form of goggles or face shields are required when engaging in in-person learning activities on campus (lab/simulation/other).
 - i. SMU is providing eye protection for all students and faculty for use during on-campus learning activities: face shields (the preferred equipment) or goggles. These will be distributed according to the process established by your particular program. You are responsible for cleaning and storing the equipment provided to you.

¹⁰ Sutter Health Emergency Management System (SHEMS) Covid-19 Daily Flash, May 1, 2020

¹¹[Association of Linen Management - Interim Guidance for Healthcare Personnel. Home Washing Personal Uniform/Scrub Apparel During Covid-19 Pandemic](#)

- ii. The face shields/goggles are re-usable, if cleaned properly with disinfectant. If you require replacement of this particular piece of PPE, this will be arranged according to your program's established process.
 - iii. If you require eye protection for your clinical assignment and the clinical agency is not providing this for you, your face shield/goggle can be used for this purpose as well (i.e., SMU will provide eye protection PPE for students who are required to wear it during clinical assignments when the clinical agency is unable to provide the eye protection for students.
 - c. Other appropriate PPE for each on-campus learning activity (e.g., gloves, gowns) will be provided for you.
6. Plan to bring the minimal personal belongings along with the necessary equipment and supplies. The rationale for this is indicated in item 2c, above.

II. Arrival on campus:

1. Parking (Oakland): Student and faculty/employee parking is available according to routine Sutter/SMU policies. If you have paid for parking, you will have access to the parking garage.
2. There will be specific entry points on all campuses to access the skills labs, simulation center, or other rooms where learning sessions are conducted
 - a. Oakland Campus:
 - 450 30th Main Entrance (Peralta Pavilion, blue awning entrance)
 - 3100 Telegraph St (Peralta Medical Office Building, front door)
 - b. San Francisco Peninsula Campus: Classroom 2 on the 3rd floor
 - c. Sacramento Campus: 2nd Floor Landing, Rear Entrance (North side of building)
 - d. Fresno Campus: Main Entrance
3. Arrive approximately 15 minutes before your session is scheduled to begin
 - a. Earlier is not necessarily better as social gathering on campus is not allowed
 - b. Proceed through the [on-campus screening process](#).
4. When you have completed the screening process at a building entry and have the color-coded marker placed on your SMU ID badge, proceed immediately to the designated meeting place. Follow directions/signage for traffic flow through the buildings and maintain safe distancing. You will not have to repeat the screening process as long as you have the appropriate marker designated for a given day attached to your ID badge.
5. Once in your learning session, you are expected to adhere to all safety measures enforced by faculty and staff. Failure to do so may result in disciplinary action.

GUIDELINES FOR STUDENT CLINICAL EXPERIENCES (ROTATIONS, PRECEPTORSHIPS, RESIDENCIES, ETC.) DURING THE COVID-19 PANDEMIC – ALL ACADEMIC PROGRAMS

The 2020 COVID-19 pandemic period has presented multiple, complex challenges to all SMU employees responsible for providing the best possible education for our students, specifically related to ensuring that each student has the number, type, and quality of clinical experiences to meet the student learning outcomes. Our decisions are based on what the clinical agencies are making available for student education, adherence to the educational accreditation standards for each profession, and most importantly, maximizing student health and safety and mitigating risk.

We recognize that students across all programs are facing enormous, complex challenges as well, involving not only what is required to keep progressing through their program's academic and clinical curriculum, but also meeting personal/family responsibilities, maintaining financial stability, and finding the balance that allows for physical and mental wellness.

The goal of the University is to keep students progressing through their clinical curriculums whenever possible, always adhering to the actions/decisions of contracted clinical agencies related to student placements, and prioritizing student and faculty health and safety.

If you have questions related to plans for clinical rotations, they are best directed to your program faculty and administrators, but the following section provides general information for students.

GENERAL SMU PRINCIPLES AND PROCESSES FOR CLINICAL PLACEMENTS DURING THE COVID-19 PANDEMIC

1. Since March 2020, there has been variability across programs in the displacement of entire student cohorts from clinical agencies due to COVID-19 related factors.
2. The chief officer (dean or chair) of each academic program makes the decisions regarding student placements at clinical agencies, in consultation with and approval of, the provost's team.
3. Students are not to be assigned to direct care of patients/clients known to be COVID-19 positive, or a patient/client who is considered a person under investigation (PUI).
4. Any restriction on the patient/client care settings to which students are assigned (e.g., type of unit within an agency, or an entire agency itself) is determined by the program chief officer as negotiated with the clinical agency.
5. Provision of personal protective equipment (PPE)
 - a. Students must be provided with the types and quality of PPE equipment currently recommended for the clinical setting, and with the same frequency as healthcare professionals at the specific agency. In general, this PPE provision requirement is stated in the SMU/clinical agency contract.
 - b. Revised requirements for PPE are not uncommon during this pandemic period. Program administrators must be on the alert for any PPE mandate changes at each site, particularly noting if the agency will be supplying the newly required PPE.
 - c. On the occasions where the clinical agency is unable to provide required PPE for students, program administrators must bring this to the attention of SMU's COVID-19 Health, Safety & Operations (HS&O) Committee. The HS&O Committee will facilitate decisions required – as each situation dictates - related to the PPE supplies for students.
 - d. If a clinical agency is not providing students with proper PPE, as expected, this should be reported to program administrators, who will follow up using proper communication channels.
6. Students are trained on the proper use of PPE as required by academic program requirements and the clinical agency.

7. Students receive training around COVID-19 topics as required by the clinical agency.
8. Students must meet and maintain 100% compliance with all pre-rotation requirements mandated by each clinical agency. This is a University requirement for continued enrollment in clinical courses. Each academic program has its mechanisms for ensuring regulatory compliance by students, which is supported by University-wide accountability checks.
9. There are established and enforced SMU guidelines for COVID-19 screening of students and faculty, as well as reporting requirements for COVID symptoms/test results, and requirements to return to campus or clinical work.
 - a. See [Guideline Sets 1 through 5](#) in this COVID-19 Compendium (Student and Faculty Editions) for student responsibilities related to screening, reporting, and clearance processes.
 - b. See [Appendix C](#) in the COVID-19 Compendium (Faculty Edition) for faculty and administrator responsibilities related to implementation of the SMU Guideline Sets mentioned in item a above.
10. Students must comply with the daily screening procedures required by each clinical agency. If a student does not pass a screening, the aforementioned student health and safety guideline sets (item 9 above) provide guidance for actions to be taken for any given situation. Expectations for student and faculty adherence to clinical agency requirements are clearly articulated in the SMU Codes of Conduct, as are the consequences of non-adherence.
11. To date (September 1, 2020), Samuel Merritt University is not requiring COVID-19 testing of any kind of students or employees.
12. Students must adhere to the policies and processes of clinical agencies related to **infection prevention and control in healthcare settings**, specifically during the COVID-19 pandemic. There are [CDC guidelines in this area](#) and each clinical agency has established policies which students and faculty follow.

Of particular relevance to students while working at clinical settings is the need for strict adherence to safe physical distancing, face covering and other preventive measures both on and off direct patient care units. This includes, but is not limited to:

- Post-clinical conference locations
- The cafeteria and other public eating areas
- The lobby/entrance areas of the clinical agency
- Parking facilities

Support through the Academic & Instructional Innovation (A&I) Department

The A&I team is comprised of instructional designers, educational technologists, system administrators, and software developers whose primary responsibility is to assist faculty in the application of teaching best practices to their program curriculum, make their courses current, relevant, and efficient, and to help students get the most from their learning experience. Their goal is to assist faculty in the creation of fun, rewarding, and transformative teaching experiences. Most importantly, their focus is to help faculty succeed so that students will succeed.

See A&I's webpage section on [Academic Technology Support for Students](#)

Here are some key topics featured on A&I's student support page:

- **Canvas Learning Management System**

Most online learning activities take place in Canvas, SMU's Learning Management System.

- All students have access to Canvas for their courses, which can be accessed using their [SMU single sign on](#).
- Help with Canvas can be found in the extensive [Canvas Guides](#).
- 24/7 Canvas assistance for students via phone at 510.907.2555 option 3 or [live chat](#).

- **Additional Online Learning Tools**

Some courses use additional online tools that are either integrated into Canvas, or are accessed independently, outside of Canvas. Faculty will provide links to training resources for tools that are outside of Canvas. Below are some tools that are integrated into Canvas and used in many courses:

- [Respondus Lockdown Browser and Monitor](#).
- [Video assignments using Panopto](#).
- Turnitin:
 - [How to submit a Turnitin assignment](#).
 - [Interpreting a similarity report](#).

- **Supporting Online Learning Success:**

All students are enrolled in a short, self-paced course in Canvas on [How to Succeed as an Online Learner](#). (Canvas sign in required). This is strongly recommended, and most programs require its completion. Students can check with the program chair, dean, or administrator regarding required completion and due dates. While this course does not contribute to a student's GPA, it does mimic an actual course and as such includes assignments, quizzes, discussions, and other typical activities to help acclimate students to the online learning environment. Beyond technology, the course contains exercises to help students develop best practices of habit for online learning success.

Support through the Student Affairs Division

- The [Academic Support team](#) under the Student Affairs Division has excellent support resources for all enrolled students at all campuses.
- The [Academic Support Resource Guide](#) is a Canvas site where you will find resources to support strong academic performance in all the disciplines of SMU programs.
- **Coping with COVID-19** is a section in the Canvas site mentioned above that has powerful resources for [Best Practices in Online Learning](#)

Web Conferencing Platforms

Several web conference platforms are used at SMU to deliver synchronous online learning experiences.

Cisco WebEx is the official platform of Samuel Merritt University. Every student and employee has a WebEx account, accessed with your single sign on login information. The following information is an excerpt from the Academic Support Resource Guide referenced on the previous page.

- [How do I access Webex? \(Links to an external site.\)](#)
 - To join a specific meeting, use the URL shared with you or the Join button in the invite sent to you.
 - Webex can also be accessed through the MySMU catalog. Use your SMU email and password to login.
- [How do I participate in a Webex meeting? \(Links to an external site.\)](#)
- [Quick Guide on Hosting a Webex Meeting](#)
- [Webex Attendee Guide \(Links to an external site.\)](#)
- [Just-in-time Webex Helpers \(Audio\) \(Links to an external site.\)](#)
- For further help with Webex, contact [Webex Support \(Links to an external site.\)](#) or the [IT Service Desk \(Links to an external site.\)](#)

Canvas Conferences, aka Big Blue Button, is a feature built into each Canvas course. The following information is an excerpt from the Academic Support Resource Guide referenced on the previous page.

- [How do I use Canvas Conferences in a course as a student? \(Links to an external site.\)](#)
- [How do I create a Canvas Conference in a student group? \(Links to an external site.\)](#)
- [How do I use the Canvas Conferences interface as a participant? \(Links to an external site.\) \(Links to an external site.\)](#)
 - **Note:** The Safari browser doesn't support screen sharing or returning from breakout rooms with audio.

Zoom is another option for students to use for multiple collaboration purposes. At this time (August 2020) faculty and staff do not have Zoom accounts through SMU (some exceptions may apply); this may change at a later date. The following information is an excerpt from the Academic Support Resource Guide referenced on the previous page.

- **Zoom Set Up and Basics** 
The PowerPoint link above (created by SMU Peer Tutor Katarina Yabut) provides a general overview of how to download and use Zoom to connect remotely for one-on-one meetings or group study sessions.
- [Zoom for Mobile Usage](#) 
- [How to Join a Zoom Meeting](#) 
- [How to Join Zoom Audio by Phone](#) 

Student Support from the Information Technology (IT) Department

Information Technology Services (ITS) provides technology solutions to the Samuel Merritt University community that facilitate learning and enhance the classroom experience. [The New Student Welcome Video](#) describes general services, and does focus on on-campus services—however, the ITS team offers robust technology support for students (in collaboration with staff in the Student Affairs Division) during this COVID-19 period, when the vast majority of courses are being taught online.

[SMU Technology Support Services webpage](#)

RESOURCES FOR STUDENT SUPPORT

The 2020 Covid-19 pandemic period has presented multiple, complex challenges to all SMU Students as well. The initial shift to classes at home added new challenges and stresses to students' lives; now that we are preparing for a return to campus for lab-based activities, the stresses change and potentially increase. The University, through Student Affairs, has a number of support resources available to support students during this time.

Health and Wellness Support

There are a number of opportunities to support your physical and emotional wellbeing:

- SHAC psychologists are available to conduct Telehealth video or audio sessions. Students MUST be physically located in the state of California to receive these services. You will need a computer or mobile phone for this option. You can schedule a TeleHealth counseling appointment by calling SHAC 510.879.9288.
- SMU contracts with [Sutter Employee Assistance Program \(EAP\)](#) to provide students up to 10 counseling sessions per calendar year with a licensed mental health counselor free of charge. Sutter EAP will conduct TeleHealth sessions. Schedule an appointment through Sutter EAP by calling 800.477.2258. When calling, identify yourself as an SMU student and a Sutter EAP intake specialist will help you to find a licensed mental health provider in your community.
- SMU students should also all have private health insurance and most plans cover mental health services. You can contact your individual insurance providers to learn more.
- The [BeWell SMU Canvas site](#) supports the health and well-being of the SMU Community

Wellness Activities

- There are weekly virtual activities led by faculty, staff and students to support and enhance your wellness. Check your email for your weekly newsletter from the BeWell group.
- **Online Events for Kids While Parents Work From Home**--Struggling to entertain your children while trying to work from home — especially now that it's summer vacation? Eventbrite offers online classes and activities to help keep kids busy. There's a wide range of interactive classes that teach art, coding, comedy, and fitness online.
- Bootcamp/HIIT/Pilates/Yoga Classes—each week there are different classes available for you. The [weekly schedule can be accessed here](#).
- [Mindfulness and other Wellness Resources](#): the BeWell page has other resources to support your wellbeing.

Financial Support

The Financial Aid office has a number of financial resources available to support students. SMU has offered emergency scholarships for the last few years. We are fortunate to have alumni and staff that donate to the emergency fund. We immediately sent out notices to all students, faculty and staff about the availability of these funds. The scholarships that we are currently offering students are:

- **Emergency scholarships for unexpected costs that impede your ability to be successful as a student.** This includes funds to help with temporary housing, food, home repairs, car repairs that will assist a student getting to a job or clinical site, out of pocket medical expenses, child care etc. We are also helping students who cannot work remotely that were working on campus. We don't have enough money to pay for all of these expenses for every student every month but can help on a case by case basis with some funds in most cases.
- **Technology assistance for helping students transition to online.** We are repairing or replacing laptops and funding internet access options as needed. Also, we are providing assistance for students who need accommodations as determined by the Disabilities office
- **Scholarship funds to assist displaced students from preceptor and clinical sites** that prevent or delay graduation.
- Please click the link if you want to [apply for Emergency Support](#).

APPENDIX A: SAMUEL MERRITT UNIVERSITY COVID-19 PLANNING STRUCTURE

Appendix A: COVID-19 Planning Structure

Health, Safety & Operations Committee

Responsibility: All Safety policies & procedures regarding-PPE, screening, environmental cleaning, testing, student & employee education, social distancing, infection follow-up, interface with State & County PHD, Work-from-home, facilities plans, campus access, safety & security

Executive Committee

Decision-Making & Coordinating

Learning & Success Committee

Responsibility: Determine what students and faculty need to succeed in the COVID19 era. Develop scenarios for learning, student success & student services.

H, S & O Member	Office/Department
Trevor Flannery*	Security
Celeste Villanueva*	Academic Affairs
Craig Elliott	Student Affairs/All Campuses
Lillian Harvin	Planning
Nina Lavorini	Student Affairs/SHAC
Mike Negrete*	Academic Affairs
Tim Parker	Facilities
Maria Salas	Office of People & Culture
Rachel True	Academic Affairs/HSSC
Marcus Walton*	IT Services
Jeanette Wong	Academic Affairs/HSSC

EC Member	Office/Department
Fred Baldini	Academic Affairs
Timothy Cranford	Student Affairs
Trevor Flannery	Security
Jim Muyo	Communications
Mike Negrete	Academic Affairs
Emily Prieto-Tseregounis	Office of the President
Henry Roth	Strategy, Innovation, & Operations
Celeste Villanueva	Academic Affairs
Marcus Walton	IT Services
TBD	Office of People & Culture

L & S Member	Office/Department
Craig Elliott	Student Affairs
Mike Negrete*	Academic Affairs
Nicole Christensen	PT
Mike DeRosa	PA
Kate Hayner	OT
Lillian Harvin	Facilities Planning
Lorna Kendrick	SON
Barb Puder	Basic Sciences
Eric Stamps	CSPM
Celeste Villanueva*	Academic Affairs
Jeanette Wong	HSSC

08/30/20

* = member of EC; shaded row = Chair/Co-Chair

H, S & O Work Group

(includes all Committee members)

Responsibilities: Executing all safety, health and operations procedures and protocols.

HS& O Work Group	Office/Department
Henry Roth	Strategy, Innovation, & Operations
Ellie Hoffman	A&I
Barb Puder	Anatomy Lab
Andrew Castro	Campus Operations, SFP/San Mateo
Robyn Heise	Campus Operations, Sacramento
TBD	Campus Operations, Fresno
Drew Smith	MARC
Thom Sota	Library
Jessica Eads	Clinical Placements/SON
Arlene Swinderman	EHI/CCE
Anne Scher	SA/ Registrar (also PowerCampus/Argos, etc.)
Elisa Laird-Metke	Disability Resource Center
Nathan Perumal	Compliance/Sutter Health/ABSMC
Terry Nordstrom	Academic Affairs

Work group members are responsible for design, implementation & assessment of particular tasks as requested

* Member of Exec Comm

Communication Work Group

Responsibilities: Develop and deliver University-wide communication. Develop guidelines/protocols for School/Department-level communication.

Comm Work Group	Office/Department
Timothy Cranford*	Student Affairs
Jim Muyo*	Communications
Ed Carpenter	Communications
Yasin Id-Deen	Security
TBD*	Office of People & Culture
Emily Prieto-Tseregounis*	Office of the President
Al Frisone	Advancement
Celeste*, Mike* or Fred*	Academic Affairs
Amy Anderson	Academic Affairs

L&S Work Group

Responsibilities: Executing all learning, student success & student services procedures, protocols and operations

L & S Work Group	Office/Department
Veronica Paniagua	Academic Affairs
Elisa Laird-Metke	SA/Disability Resource Center
Tyler Pruett	SA/Financial Aid
Kathryn Ward	SA/Student Services
Katherine LeRoy	SA/Academic Learning Support
Alejandro Rodriguez	SA/Admission
Timothy Cranford	VP Student Affairs
Anne Scher	SA/Registrar
Marie Ma	SA/Registrar
Nina Lavorini	SA/SHAC
Roni Wallace	Campus Service Center
Andrew Castro	Campus Operations, SFP/San Mateo
Robyn Heise	Campus Operations, Sacramento
TBD	Campus Operations, Fresno
Nancy Haugen	SON, ABSN, BSN
Carmen Ward-Sullivan	SON, ELMSN
Marianne Biangone	SON, ABSN/ELMSN Sacramento
Laureen Turner	SON, RN to BSN
Ellen Daroszweski	SON, Graduate programs
Rhonda Ramirez	SON, FNP
Fusae Abbott	SON, CM Program
Joe Janakes	SON, PNA
Cherri Choate	CSPM
Tana Summers	PA
Ellie Hoffman	Academic Affairs/A&I
Marcus Walton	IT Services

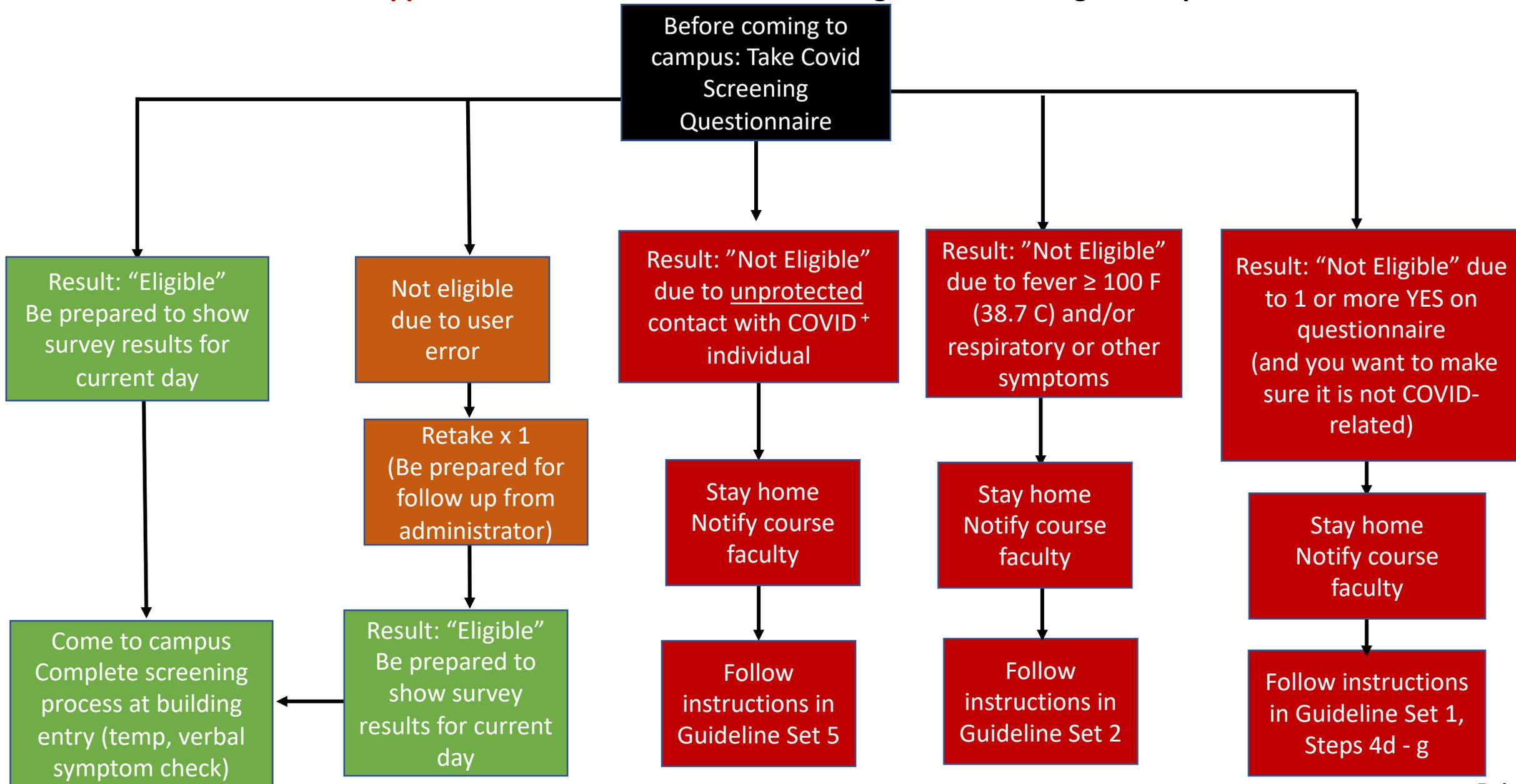
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SA = Student Affairs (formerly ESS)

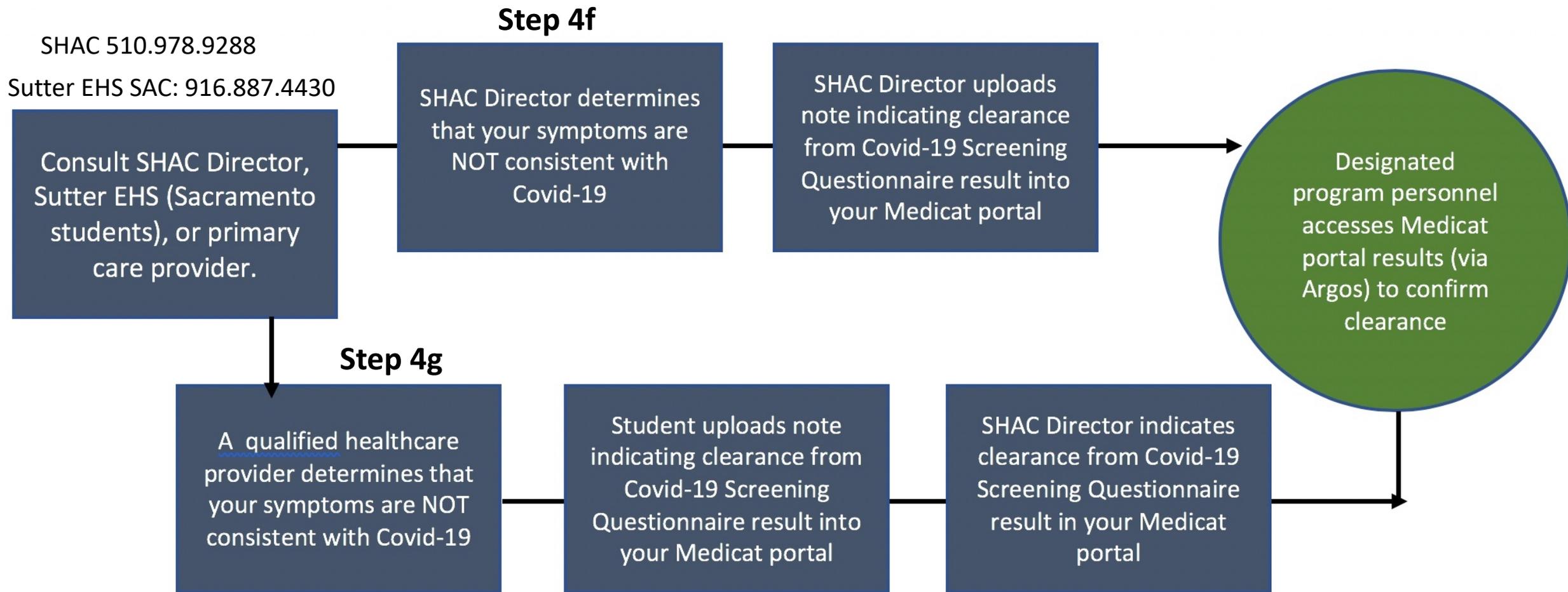
APPENDIX B: GRAPHIC SUMMARIES OF STUDENT AND FACULTY GUIDELINES FOR HEALTH AND SAFETY (GUIDELINE SETS 1 THROUGH 5)

- Appendix B-1** Guideline Set 1: Screening Prior to Coming to Campus
- Appendix B-2** How to document clearance after receiving “not eligible” on the COVID Screening Questionnaire (and student sought to make sure the symptoms are not COVID-related)
- Appendix B-3** Guideline Set 2: If You Are Symptomatic and Test Negative or Do Not Get Tested
- Appendix B-4** How to document clearance to return to campus/clinical after being symptomatic for COVID-19
- Appendix B-5** Guideline Set 3: If You Are Symptomatic and Test Positive, or Are Diagnosed With COVID-19 Without Being Tested (Presumptive Positive)
- Appendix B-6** How to document clearance to return to campus/clinical after being symptomatic for COVID-19 and testing positive, or diagnosed with COVID-19 (presumptive positive)
- Appendix B-7** Guideline Set 4: If You Test Positive and Are Asymptomatic
- Appendix B-8** How to document clearance to return to campus/clinical after testing positive for COVID-19 and are ASYMPTOMATIC
- Appendix B-9** Guideline Set 5: You are informed that you have been exposed to a person who has confirmed positive test results for COVID-19
- Appendix B-10** How to document clearance to return to campus/clinical after exposure to a confirmed positive COVID-19 individual

Appendix B-1 • Guideline Set 1: Screening Prior to Coming to Campus



Appendix B-2 • How to document clearance after receiving “not eligible” on the COVID Screening Questionnaire (and student sought to make sure the symptoms are not COVID-related)



Appendix B-3 • Guideline Set 2: If You Are Symptomatic and Test Negative or Do Not Get Tested

You have a fever ($\geq 100^{\circ}\text{F}$ or 38.7°C) and/or any other COVID-related symptom(s)

1

Go home or stay home

Follow the CDC guidelines [“What To Do If You are Sick”](#)

2

Self quarantine & Self monitor
Focus on your health!

If you may have been exposed to a Covid+ person, contact your healthcare provider

If you develop emergency warning signs, seek emergency medical help

3

Notify your course faculty that you are sick –you have the option to provide details more details. Establish a plan to communicate regularly while you are sick.

Establish a plan with faculty regarding adjustments in course or clinical work.

There is no need to report your symptoms to the SHAC if your symptoms have been present for ≤ 72 hrs. If you require guidance as to what to do or when/what to report, call SHAC (510-978-9288) and make a (phone) appointment with the SHAC Director.

Reach out to [Student Services](#) to be connected to someone who can help you with any challenges you are facing

When can you return to campus or a clinical after you have been symptomatic for COVID-19?

If you did not get tested for COVID-19, these criteria must be met:

- It has been at least 10 days since symptoms first appeared **and**
- at least 24 hours with no fever without fever-reducing medication **and**
- symptoms have improved

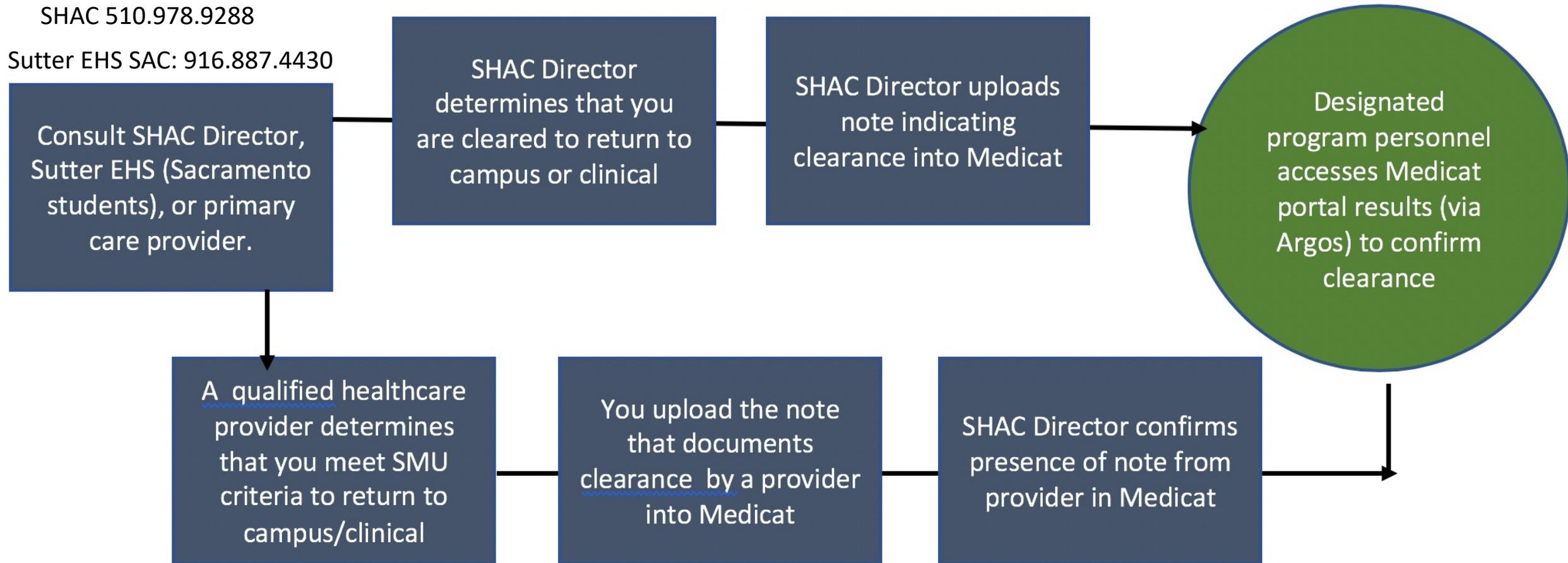
These criteria are based on CDC guidelines found in [“When You Can Be Around Others After You Had or Likely Had Covid 19”](#)

If you tested negative for COVID-19, this criterion must be met:

- Your symptoms have been resolved for > 48 hours

This criterion is consistent with Sutter Health’s COVID-19 Updated Return to Work Protocol for Symptomatic Employees (08/31/20) and SMU’s requirement to pass COVID Screening Questionnaire

Appendix B-4 • How to document clearance to return to campus/clinical after being symptomatic for COVID-19



Appendix B-5 • Guideline Set 3: If You Are Symptomatic and Test Positive, or Are Diagnosed With COVID-19 Without Being Tested (Presumptive Positive)

You are symptomatic and test positive, or are diagnosed with Covid-19 (presumptive positive)

1

Stay home

Follow the CDC guidelines [“What To Do If You are Sick”](#)

2

Self quarantine & Self monitor
Consult your healthcare provide as needed

If you develop emergency warning signs, seek emergency medical help

3

Notify your faculty that you are ill – you have the option to provide more details about your illness. Establish a plan to communicate regularly with faculty while you are sick.

Establish a plan with faculty regarding adjustments in coursework (academic or clinical). Your health is the main priority.

You are required to report your status to SHAC and reach out for guidance as well as support from SHAC counselors 510.978.9288

Reach out to [Student Services](#) to be connected to someone who can help you with any challenges you are facing.

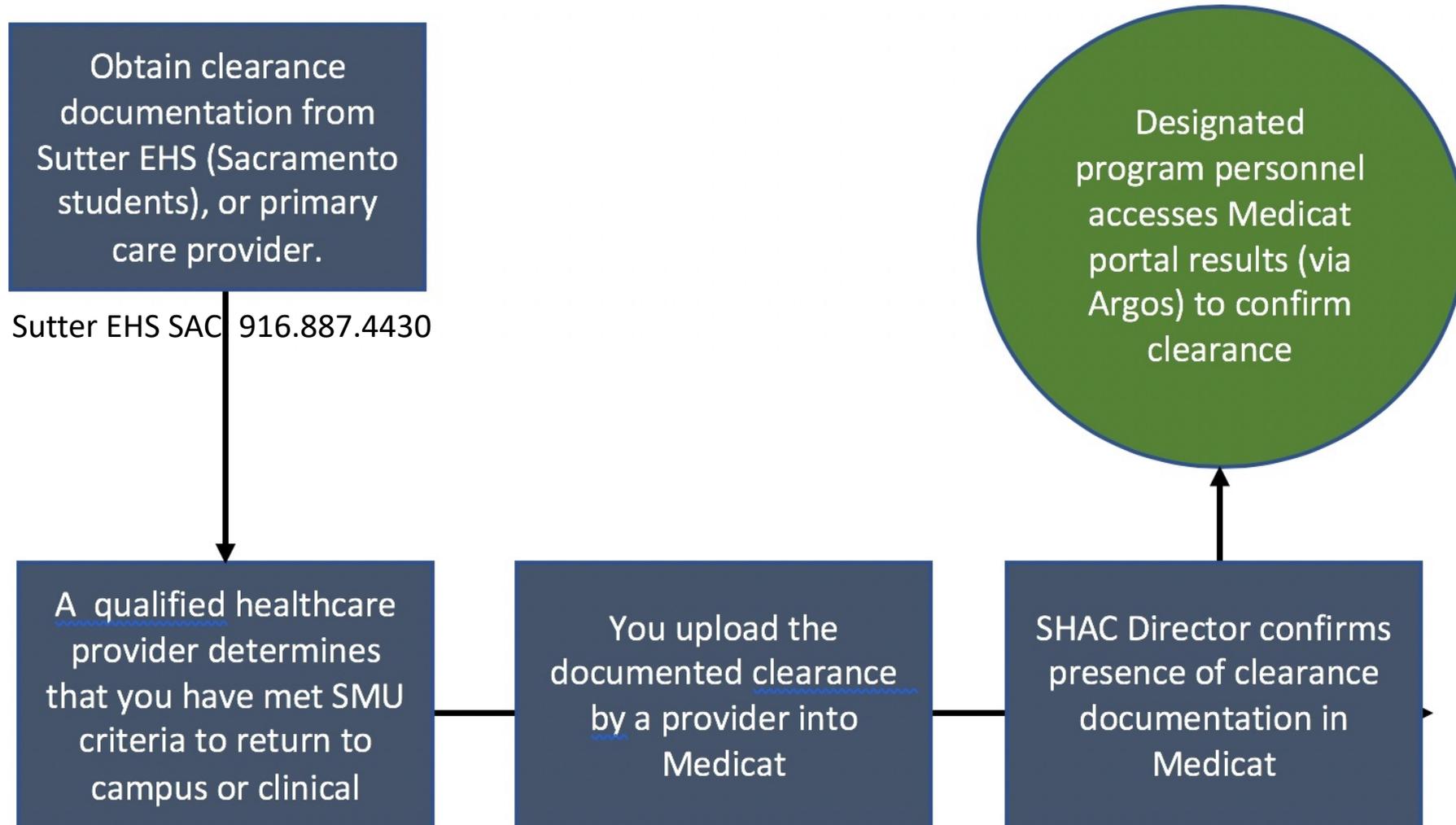
When can you return to campus or a clinical after you have been symptomatic and test positive or are presumed to be positive?

All of the following criteria must be met:

- 10 calendar days or more have passed since the onset of symptoms
- Symptom resolution:
 - Breathing problems and/or diarrhea (if applicable)
 - 1 day (24 hrs) have passed since resolution of fever (below 100.0) without the use of fever-reducing medications
 - Cough should be improved but lingering cough may persist
- If criteria 3a through c are met, there is **no requirement to test negative**

This criteria is consistent with Sutter Health’s COVID-19 Updated Return to Work Protocol for Symptomatic Employees (updated 08/31/20)

Appendix B-6 • How to document clearance to return to campus/clinical after being symptomatic for COVID-19 and testing positive, or diagnosed with COVID-19 (presumptive positive)



Appendix B-7 • Guideline Set 4: If You Test Positive and Are Asymptomatic

You are ASYMPTOMATIC and test positive with COVID-19

3

1

Go home or stay home

Follow the CDC guidelines [Prevent](#)
[Get](#)

2

Self quarantine & Self monitor
Take care of yourself and those around you

If you develop symptoms, follow Guideline Set 3

Notify your faculty that you will be absent due to a health-related matter – you have the option of providing more details to the faculty. Establish a plan to communicate regularly while you are quarantined at home.

You may be contacted by a program administrator. You are strongly encouraged to share information with the administrator to help minimize spread of the virus.

You are required to report your status to SHAC. If you require guidance as to what to do, call SHAC (510-978-9288) and make an appointment with the SHAC Director.

Reach out to [Student Services](#) to be connected to someone who can help you with any challenges you are facing.

When can you return to campus or a clinical after you have tested positive and have been asymptomatic?

The following criteria must be met:

- Continuous absence of symptoms 10 days after testing
- If you develop symptoms after testing positive, follow the instructions in Guidelines Set 3 (Appendix B-5) return to campus/clinical.

This criteria aligns with CDC guidelines found under [When you Can Be Around Others After You Had or Likely Had Covid 19](#)

Appendix B-8 • How to document clearance to return to campus/clinical after testing positive for COVID-19 and are ASYMPTOMATIC

Obtain clearance documentation from Sutter EHS (Sacramento students), or primary care provider.

A qualified healthcare provider determines that you have met SMU criteria to return to campus or clinical

You upload the documented clearance by a provider into your Medicat portal

SHAC Director confirms presence of clearance provider in your Medicat portal

Designated program personnel accesses Medicat portal results (via Argos) to confirm clearance

Sutter EHS SAC: 916.887.4430

Appendix B-9 • Guideline Set 5: You are informed that you have been exposed to a person who has confirmed positive test results for COVID-19

You are informed that you have been exposed to a person with confirmed positive test results for Covid-19 (you are either symptomatic or asymptomatic)

1

Ask questions from the informer so that you can have as many details as possible to assist with contact tracing.

- Immediately notify faculty, who will determine next best person to contact you.
- Follow guidance of SMU administrator and/or official contact tracer or public health official

2

There is no requirement to report your status to SHAC at this time but If you require guidance as to what to do, call SHAC (510-978-9288).

3

4

ASYMPTOMATIC WHEN INFORMED & EXPOSURE OCCURRED IN A PATIENT CARE SETTING:

[Follow this CDC guidance for Health Care Personnel Who Were Exposed to a COVID-19 positive individual](#)

ASYMPTOMATIC WHEN INFORMED & EXPOSURE OCCURRED IN A NON-PATIENT CARE SETTING

Follow this [CDC Public Health Guidance for Community-Related Exposure](#)

SYMPTOMATIC WHEN INFORMED

Follow SMU Guideline Set 2 or 3, whichever is most appropriate

5

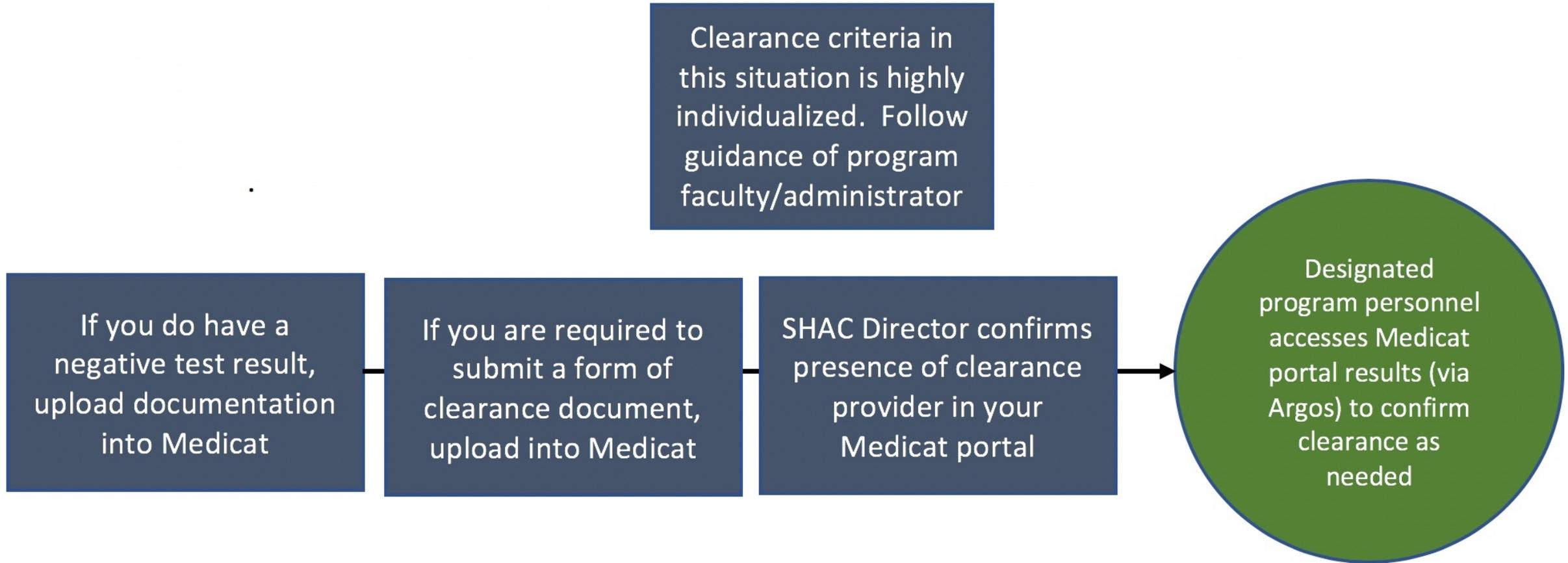
Read the latest guidelines from the [California Public Health Department related to COVID-19 Testing Guidance.](#)

If you are in this situation, you are likely in a high priority tier for testing

When can you return to campus or a clinical after you have been exposed to a person with confirmed positive test results for COVID-19?

- **If you have been symptomatic:**
 - follow Guideline Set 2 or 3
- **If you have been asymptomatic, it will depend on if you were tested and what your results are:**
 - Guideline Set 4 if you are positive
 - If you are negative or choose not to get tested, it will depend on what precautionary measures were established for you in Step 4

Appendix B-10 • How to document clearance to return to campus/clinical after exposure to a confirmed positive COVID-19 individual



APPENDIX C: SMU ACADEMIC AFFAIRS REPORTING PROTOCOL - COVID-RELATED SCENARIOS

Appendix C: SMU Academic Affairs Reporting Protocol for Student-Related COVID-19 Scenarios

FERPA and COVID-19

The US Department of Education's Student Privacy Office released [FERPA and COVID-19 FAQs \(March 2020\)](#). Please review this document and refer to it when you are uncertain about management of student personally identifiable information (PII). Question 4 of the FAQ is worth highlighting here:

Q: If an educational agency or institution learns that student(s) in attendance at the school are out sick due to COVID-19, may it disclose information about the student's illness under FERPA to other students and their parents in the school community without prior written parental or eligible student consent?

A: It depends, but generally yes, but only if that information is in a non-personally identifiable form. Specifically, the educational agency or institution must make a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking other reasonably available information into account. If an educational agency or institution discloses information about students in non-personally identifiable form, then consent by the parents or eligible students is not needed under FERPA. For example, if an educational agency or institution releases the fact that individuals are absent due to COVID-19 (but does not disclose their identities), this would generally not be considered personally identifiable to the absent students under FERPA as long as there are other individuals at the educational agency or institution who are absent for other reasons. However, we caution educational agencies or institutions to ensure that in releasing such facts, they do so in a manner that does not disclose other information that, alone or in combination, would allow a reasonable person in the school community to identify the students who are absent due to COVID-19 with reasonable certainty.

Note that the system established in SMU's guidelines are structured to adhere to HIPAA and FERPA regulations. Specific to FERPA in the COVID guidelines: a) it is made explicit that students have the option to disclose details of a health-related absence to university personnel; b) students upload their own PHI/PII into **Medicat**, the password protected student portal for their health information; and c) the student and authorized Student Health and Counseling Center (SHAC) personnel are the only individuals allowed to directly access that student's **Medicat** information; c) **Argos** is the software platform that will be used by the LPA and the AVPAA to access information necessary to make decisions required by the COVID guidelines; the student health information in Argos has been coded by the SHAC Director (e.g., a required test result; clearance documentation).

FERPA notwithstanding, the COVID-19 guideline sets are also in alignment with CDC and public health department recommendations, which in general support the truthful sharing of information by individuals of their COVID status (symptoms, test results) when it serves the public health goal of preventing spread of the coronavirus.

Clarification of terms use in SMU's COVID-19 Guideline Sets:

- Course Faculty or Faculty: The lead faculty of the course in which a student is enrolled when the COVID-related situation arises (e.g., clinical course, lab course), or the faculty member first contacted by the student. Each program should use their own criteria for establishing who is the most appropriate person to communicate regularly with the student, as required by the guidelines in this document.
- Lead Program Administrator (LPA): The program administrator designated as the primary person to keep the official record of students in their academic unit who fall into categories as delineated by the guidelines in this document. Serves as the primary liaison between the school or department and the Office of Academic Affairs (OAA)
- Assistant Vice President, Academic Affairs (AVPAA): Celeste Villanueva (OAA liaison for the School of Nursing); Mike Negrete (OAA liaison for the PT, OT, PA departments and CSPM)
- Student Health and Counseling (SHAC) Director: Nina Lavorini, FNP-NC

Delineation of roles/responsibilities

The following tables delineate roles and responsibilities in alignment with the guideline sets contained in the main body of the SMU COVID-19 COMPENDIUM.

- LPA:** Lead Program Administrator (varies with every program/department)
AVPAA: Assistant Vice President, Academic Affairs (Negrete or Villanueva)
SHAC: Student Health and Counseling Center (Lavorini, Director)
DPH: Department of Public Health (of the county where the campus is housed)

Table 1: Roles/Responsibilities: Course Faculty/Faculty

Table 1 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 1 Screening Prior to Coming to Campus	<ul style="list-style-type: none"> Flagged as not eligible to come to campus (not due to technical error) 	<ul style="list-style-type: none"> Student (instructed to notify you) 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 1 (Appendix A-1). <input type="checkbox"/> Follow up with student as necessary (per program practice) regarding how to manage missed on-campus session(s). <input type="checkbox"/> Refer student to the COVID-19 Compendium to review Guidelines Set 1 for next steps if they disclose to you that they are not eligible to come to campus that day due to not passing the screening questionnaire. <p>Do not:</p> <ul style="list-style-type: none"> Query students regarding details of reason for not coming to campus if it is health related – it is their choice to disclose any information about personal health.
	<ul style="list-style-type: none"> Flagged as not eligible to come to campus (not due to technical error) but came to campus 	<ul style="list-style-type: none"> AVPAA, or LPA based on review of COVID Screener reports 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate with the AVPAA or LPA who contacts you regarding the student. Follow up as situation dictates – the goal is to ascertain that it is safe for the student to be on campus or what, if any, actions are required if the student should not have been on campus due to COVID-related issues.
	<ul style="list-style-type: none"> Student is cleared to come to campus (specifically after the circumstances delineated in Guideline Set 1) 	<ul style="list-style-type: none"> AVPAA or LPA based on clearance message on Argos 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Appendix A-2 to understand how clearance documentation is communicated in this situation. <input type="checkbox"/> Feel free to request clarification regarding student's clearance to return to campus from your LPA or the AVPAA covering your program. <input type="checkbox"/> Feel free to ask student if they were cleared to return to campus in this situation (which should prompt you to request your LPA to confirm this in Argos) <p>Do not:</p> <ul style="list-style-type: none"> Request (or accept) clearance documentation for this situation directly from student.

Table 1 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 2 If You are Symptomatic and Don't Get Tested or You Test Negative	Symptomatic (mild-moderate illness) < 72 hours)	<ul style="list-style-type: none"> • Student • LPA (who may be notified by SHAC) 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 2 (Appendix A-3). <input type="checkbox"/> Refer student to the COVID-19 Compendium to review Guidelines Set 2 for next steps, if they disclose to you that they are sick/experiencing COVID-related symptoms. <input type="checkbox"/> Reinforce to student the CDC guidelines that if they are ill with COVID-associated symptoms, they are encouraged to tell those they were recently around that they have COVID symptoms, especially if they have had close contact (< 6 feet distance, > 15 minutes, no mask). <input type="checkbox"/> Follow up with student as necessary (per program practice) regarding how to manage missed on-campus session(s). <input type="checkbox"/> Communicate regularly with student, provide support/guidance, especially for return to school/clinical. <input type="checkbox"/> Consult with your LPA if you feel that a different set of guidelines needs to be followed in this situation. <input type="checkbox"/> Keep LPA updated as requested or as necessary. <p>Do not:</p> <ul style="list-style-type: none"> • Query student regarding details of illness if they do not offer it, unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty.
	Student is cleared to return to campus or clinical (specifically after the circumstances delineated in Guideline Set 2)	<ul style="list-style-type: none"> • Student, but needs to be confirmed by... • LPA (should be the one who has info from all sources required to determine clearance) 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 2 (Appendix A-3) to make sure you understand SMU's criteria for return to campus/clinical. <input type="checkbox"/> Review Appendix A-4 to understand how clearance documentation is communicated in this situation. <input type="checkbox"/> Feel free to request clarification regarding student's clearance to return to campus from your LPA or the AVPAA covering your program. <input type="checkbox"/> Feel free to ask student if they were cleared to return to campus in this situation. <input type="checkbox"/> When student indicates plans to return to campus or clinical, confirm with LPA that the student has met the required criteria for return. <p>Do not:</p> <ul style="list-style-type: none"> • Request (or accept) clearance documentation for this situation directly from student.

Table 1 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 3 If You Are Symptomatic and Test Positive or Are Diagnosed with COVID-19 without Being Tested (Presumptive Positive)	<ul style="list-style-type: none"> • Symptomatic (moderate-severe, sick > 72 hours), not tested, or awaiting test results • Symptomatic and diagnosed with COVID-19 (presumptive positive) • Symptomatic and confirmed COVID-19 positive test 	<ul style="list-style-type: none"> • Student • LPA (notified by student, SHAC Director, possibly through contact tracing efforts of the DPH) 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 3 (Appendix A-5). <input type="checkbox"/> Refer student to the COVID-19 Compendium to review Guidelines Set 3 for next steps, if they disclose to you that they are sick/experiencing COVID-related symptoms. Facilitate their completion of proper reporting steps and other actions written in the guidelines to the best of your ability, notably, reporting to SHAC Director. <input type="checkbox"/> Notify your LPA as soon as possible if the student has shared details with you, especially regarding a positive test result or presumptive positive diagnosis. This will prompt steps to ensure contact tracing is (or has been) initiated by the DPH, and for SMU to initiate tracking of the student's status and steps to minimize virus spread. <input type="checkbox"/> Be prepared to provide information to LPA regarding potential exposure of student to fellow students/faculty/staff. <input type="checkbox"/> Keep LPA updated as requested or appropriate. <input type="checkbox"/> Communicate regularly with student (as their status allows), provide support/guidance, especially for return to course work, on-campus learning, clinical work. <p>Do not:</p> <ul style="list-style-type: none"> • Query student regarding details of illness if they do not offer it, unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty. Your designated LPA is responsible for following up with the student regarding close contacts.
	<ul style="list-style-type: none"> • Student is cleared to return to campus or clinical (specifically after the circumstances delineated in Guideline Set 3) 	<ul style="list-style-type: none"> • Student, but needs to be confirmed by... • LPA (should be the one who has info from all sources required to determine clearance) 	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 3 (Appendix A-5) to make sure you understand SMU's criteria for return to campus/clinical for this situation. <input type="checkbox"/> Review Appendix A-6 to understand how clearance documentation is communicated in this situation. <input type="checkbox"/> Feel free to request clarification regarding student's clearance to return to campus from your LPA or the AVPAA covering your program. <input type="checkbox"/> Feel free to ask student if they were cleared to return to campus in this situation when they initiate communication about returning after illness. <input type="checkbox"/> When student indicates plans to return to campus or clinical, confirm with LPA that the student has met the required criteria for return.

Table 1 Scenario	Information received or gathered about student	Information source	Required action
			Do not: <ul style="list-style-type: none"> Request (or accept) clearance documentation for this situation directly from student
Guideline Set 4 If You Test Positive and Are Asymptomatic	<ul style="list-style-type: none"> Confirmed COVID-19 positive test, student has been, and is currently ASYMPTOMATIC 	<ul style="list-style-type: none"> Student LPA (notified by student, SHAC Director, possibly through contact tracing efforts of the DPH) 	Do: <ul style="list-style-type: none"> <input type="checkbox"/> Review Guidelines Set 4 (Appendix A-7). <input type="checkbox"/> Refer student to the COVID-19 Compendium to review Guidelines Set 4 for next steps, if they disclose to you that they have tested positive for COVID-19 AND they are asymptomatic. Note that they have the choice of disclosing details of their health status after notifying you that they will be absent from campus or clinical. <input type="checkbox"/> Facilitate student's completion of proper reporting steps and other actions written in the guidelines to the best of your ability, notably, reporting to SHAC Director. <input type="checkbox"/> Notify your LPA as soon as possible if the student has shared details with you. This will prompt steps to ensure contact tracing is (or has been) initiated by the DPH, and for SMU to initiate tracking of the student's status and steps to minimize virus spread in the SMU community. <input type="checkbox"/> Be prepared to provide information to LPA regarding potential exposure of student to fellow students/faculty/staff. <input type="checkbox"/> Keep LPA updated as requested or appropriate. <input type="checkbox"/> Communicate regularly with student (as their status allows), provide support/guidance, especially for return to course work, on-campus learning, clinical work. Do not: <ul style="list-style-type: none"> Query student regarding details of illness if they do not offer it, unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty. Your designated LPA is responsible for following up with the student regarding close contacts.
	<ul style="list-style-type: none"> Student is cleared to return to campus or clinical (specifically after the circumstances delineated in Guideline Set 4) 	<ul style="list-style-type: none"> Student, but needs to be confirmed by... LPA (should be the one who has info from all sources required to determine clearance) 	Do: <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 4 (Appendix A-7) to make sure you understand SMU's criteria for return to campus/clinical for this situation. <input type="checkbox"/> Review Appendix A-8 to understand how clearance documentation is communicated in this situation. <input type="checkbox"/> Feel free to request clarification regarding student's clearance to return to campus from your LPA or the AVPAA covering your program. <input type="checkbox"/> Feel free to ask student if they were cleared to return to campus in this situation when they initiate communication about returning after illness.

Table 1 Scenario	Information received or gathered about student	Information source	Required action
			<input type="checkbox"/> When student indicates plans to return to campus or clinical, confirm with LPA that the student has met the required criteria for return. Do not: <ul style="list-style-type: none"> • Request (or accept) clearance documentation for this situation directly from student
Guideline Set 5 If You Are Informed that You Have Been Exposed to a Person Who Has Confirmed Positive Test Results for COVID-19	<ul style="list-style-type: none"> • Confirmed exposure to person with confirmed positive test results for COVID-19, usually asymptomatic 	<ul style="list-style-type: none"> • Student • Clinical agency administrator • Contact tracer • SMU administrator or faculty 	Do: <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 5 (Appendix A-9) <input type="checkbox"/> Refer student to the COVID-19 Compendium to review Guidelines Set 5 for next steps when they disclose to you that they have been exposed to a person confirmed to be positive for COVID, and they are asymptomatic (they are required to notify faculty/program administrator). <input type="checkbox"/> Facilitate student's completion of proper reporting steps and other actions written in the guidelines to the best of your ability, notably providing details of potential close contacts and also the need to quarantine or be tested. <input type="checkbox"/> Notify your LPA as soon as possible. This will prompt steps of the LPA to initiate tracking of the student's status and steps to minimize virus spread in the SMU community. <input type="checkbox"/> Be prepared to provide information to LPA regarding potential exposure of student to fellow students/faculty/staff. <input type="checkbox"/> Keep LPA updated as requested or appropriate. <input type="checkbox"/> Communicate regularly with student (as their status allows), provide support/guidance, especially for return to course work, on-campus learning, clinical work.
	<ul style="list-style-type: none"> • Student is cleared to return to campus or clinical (specifically after the circumstances delineated in Guideline Set 5) 	<ul style="list-style-type: none"> • Student, but needs to be confirmed by... • LPA (should be the one who has info from all sources required to determine clearance) 	Do: <ul style="list-style-type: none"> <input type="checkbox"/> Review Guideline Set 5 (Appendix A-9) to make sure you understand SMU's criteria for return to campus/clinical for this situation. <input type="checkbox"/> Review Appendix A-10 to understand how clearance documentation is communicated in this situation. <input type="checkbox"/> Feel free to request clarification regarding student's clearance to return to campus from your LPA or the AVPAA covering your program. <input type="checkbox"/> Feel free to ask student if they were cleared to return to campus in this situation when they initiate communication about returning after illness. <input type="checkbox"/> When student indicates plans to return to campus or clinical, confirm with LPA that the student has met the required criteria for return.

Table 1 Scenario	Information received or gathered about student	Information source	Required action
			Do not: <ul style="list-style-type: none"> • Request (or accept) clearance documentation for this situation directly from student
While on campus student becomes symptomatic	Exhibiting clear symptoms/signs of Covid-19 after arrival on campus	<ul style="list-style-type: none"> • Student • Direct personal assessment 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow SMU COVID-19 Guidelines Set 2 <input type="checkbox"/> Notify your LPA ASAP <p>The SMU protocol <i>“Plan for When a Student, Faculty, Staff or Visitor Becomes Sick”</i> covers this scenario and involves communication with the county department of public health for situation-specific actions.</p>
While on campus, Student is informed of positive test result or exposure to person with confirmed positive test result	Received confirmed positive test results or credible notification of exposure to person with confirmed positive test result	<ul style="list-style-type: none"> • Student • Clinical agency or SMU faculty/administrator 	<ul style="list-style-type: none"> <input type="checkbox"/> Follow SMU COVID-19 Guideline Set 4 <input type="checkbox"/> Notify LPA ASAP <p>The SMU protocol <i>“Plan for When a Student, Faculty, Staff or Visitor Becomes Sick”</i> covers this scenario and involves communication with the county department of public health for situation-specific actions..</p>

Table 2: Roles/Responsibilities: Lead Program Administrator – determined by each program’s chief academic officer

Please be familiar with the roles/responsibilities listed for course faculty/faculty for each scenario (Table 1) – your role is intended to be integrative to the role of faculty and there can be fluidity between your roles. The goal is to be as efficient as possible with communications; to ensure that FERPA and HIPAA principles are followed; and to maximize everyone’s safety.

All LPAs will be provided access to the folders on Argos and trained (if necessary) on how to retrieve the information described in this table regarding confirming clearance to return to campus/clinical.

Table 2 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 1 Screening Prior to Coming to Campus	<ul style="list-style-type: none"> Flagged as not eligible to come to campus (not due to technical error) 	<ul style="list-style-type: none"> Faculty or AVPAA 	<ul style="list-style-type: none"> No action required of LPA unless prompted by AVPAA or if faculty requests guidance regarding a student’s specific reason for failing the COVID screening questionnaire.
	<ul style="list-style-type: none"> Flagged as not eligible to come to campus (not due to technical error) but record shows that student did come to campus 	<ul style="list-style-type: none"> AVPAA based on review of COVID Screener reports <p>Note: AVPAAs receive regular reports on COVID Screening failures from the Campus Security Specialist (T. Flanary), who also can check on campus entry via the security badging system.</p>	<p>Do:</p> <ul style="list-style-type: none"> Follow up as required with faculty and/or student – the purpose of follow up is to ascertain that it is, in fact, safe for the student to be on campus or if restriction is required. Implement one of the appropriate Guideline Sets in this compendium if necessary, based on the student’s status. Initiate appropriate action if it is apparent that the student has breached protocols and potentially endangered the safety of the campus community. Consult Student Affairs if necessary. <p>Do not:</p> <ul style="list-style-type: none"> Immediately assume intentional breach of protocol in this situation. Assume that the student had a justifiable reason for coming to campus despite failing the screening questionnaire.
	<ul style="list-style-type: none"> Student is cleared to come to campus, specifically after being deemed “not eligible” due to symptoms that may or may not be COVID-related (see steps 4f and 4g in the guidelines) 	<ul style="list-style-type: none"> Argos - confirmation of appropriate clearance by SHAC Director (or staff). <p>Note: You will likely have been notified by student or faculty that clearance has been obtained and uploaded into <i>Medicat</i>.</p>	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify faculty and student of their cleared status after you have checked Argos. Feel free to request assistance from your AVPAA to confirm clearance documentation. <p>Do not:</p> <ul style="list-style-type: none"> Confirm that the student is cleared to come to campus in this situation based on what the student’s self-assessment your assessment – the protocol calls for clearance from specific healthcare professionals.

Table 2 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 2 If You are Symptomatic and Don't Get Tested or You Test Negative	Symptomatic (mild-moderate, sick < 72 hours)	<ul style="list-style-type: none"> • Student • Faculty (if student disclosed to faculty) • SHAC Director (if deemed appropriate after communicating with student) 	<p>Do:</p> <ul style="list-style-type: none"> • Reinforce the recommendation by the CDC, Sutter Health, and the California Department of Public Health that symptomatic individuals should get tested. • Collaborate with faculty to determine if any students, faculty or staff should be notified of potential close contact with a person exhibiting COVID symptoms (See 2b in guideline). • The LPA should be the person to notify potential close contacts, making clear that the symptomatic individual has not been diagnosed or is confirmed positive for COVID. • Advise self-monitoring and strict adherence to preventive measures per CDC recommendations. Quarantine is not necessarily required in this situation. • Receive updates from faculty/student • Provide guidance to faculty/student <p>Do not:</p> <ul style="list-style-type: none"> • Query student regarding details of illness if they do not offer it, unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty or administrators. You CAN strongly urge students to consult with their primary care provider, the SHAC Director, or a health professional at the Sutter Employee Health Service (for Sacramento students).
	<ul style="list-style-type: none"> • Student is cleared to come to campus, specifically after meeting criteria established for this scenario (see steps 3a and 3b in the guidelines) 	<ul style="list-style-type: none"> • Argos - confirmation of appropriate clearance documentation in <i>Medicat</i> by SHAC Director (or staff). <p>Note: You will likely have been notified by student or faculty that clearance has been obtained and uploaded into <i>Medicat</i>.</p>	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify faculty and student of their cleared status after you have checked Argos. • Feel free to request assistance from your AVPAA to confirm clearance documentation. <p>Do not:</p> <ul style="list-style-type: none"> • Confirm that the student is cleared to come to campus in this situation based on what the student's self-assessment your assessment – the protocol calls for clearance from specific healthcare professionals, based on specific criteria for this scenario.
Guideline Set 3 If You Are Symptomatic and Test Positive or Are Diagnosed with	<ul style="list-style-type: none"> • Symptomatic (moderate-severe, sick > 72 hours), not tested, or awaiting test results 	<ul style="list-style-type: none"> • Student • Faculty (if student disclosed to faculty) • SHAC Director (to ensure that appropriate notification of 	<p>Do:</p> <ul style="list-style-type: none"> • Confirm that Guideline Set 3 is being followed by the faculty and student • Reinforce the recommendation by the CDC, Sutter Health, and the California Department of Public Health that symptomatic individuals should get tested.

Table 2 Scenario	Information received or gathered about student	Information source	Required action
COVID-19 without Being Tested (Presumptive Positive)	<ul style="list-style-type: none"> Symptomatic and diagnosed with COVID-19 (presumptive positive) Symptomatic and confirmed COVID-19 positive test 	<p>potentially exposed individuals is initiated)</p> <ul style="list-style-type: none"> Contact tracer (based on information student may have provided during interview) 	<ul style="list-style-type: none"> Be prepared to guide faculty and/or student regarding options for obtaining a COVID-19 test. Collaborate with faculty to determine which, if any, students, faculty or staff should be notified of potential close contact with a person who <i>[fill in with the specific situation of the student.]</i> Consult with the SHAC Director, if necessary, regarding decisions related to notifying those in close contact with the student who is symptomatic, or presumed positive, or confirmed positive. The LPA should be the person to notify potential close contacts, making the specific situation clear, and prepared to give guidance to the student on next steps, based on specific circumstances. Ask for regular updates from faculty. Provide guidance to faculty/student related to plans for progression through curriculum, based on student-specific situation. Notify AVPAA of any student who has tested positive or has a presumptive positive diagnosis. The AVPAA will initiate communication with the public health department through SMU's Safety Specialist (T. Flanary). The purpose of this step is to ensure that contact tracing has been initiated or will be initiated. Follow up, as necessary, on instructions from the public health department related to the specific situation. <p>Do not:</p> <ul style="list-style-type: none"> Query student regarding details of illness if they do not offer it, unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty or administrators. You CAN strongly urge students to consult with their primary care provider, the SHAC Director, or a health professional at the Sutter Employee Health Service (for Sacramento students).
	<ul style="list-style-type: none"> Student is cleared to come to campus, specifically after meeting criteria established for this scenario (see steps 3 and 4 in the guidelines) 	<ul style="list-style-type: none"> Argos - confirmation of appropriate clearance documentation in <i>Medicat</i> by SHAC Director (or staff). <p>Note: You will likely have been notified by student or faculty that clearance has been obtained and uploaded into <i>Medicat</i></p>	<p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify faculty and student of their cleared status after you have checked Argos. Feel free to request assistance from your AVPAA to confirm clearance documentation. <p>Do not:</p> <ul style="list-style-type: none"> Confirm that the student is cleared to come to campus in this situation based on what the student's self-assessment your assessment – the protocol calls for clearance from specific healthcare professionals, based on specific criteria for this scenario.

Table 2 Scenario	Information received or gathered about student	Information source	Required action
Guideline Set 4 If You Test Positive and Are Asymptomatic	<ul style="list-style-type: none"> Confirmed positive test result for COVID-19 and are not exhibiting symptoms 	<ul style="list-style-type: none"> Student Faculty (if student has disclosed to faculty) Faculty (after being notified by an external source, e.g., DPH, or a clinical agency administrator) SHAC Director (after notification by student) 	<p>Do:</p> <ul style="list-style-type: none"> Confirm that both the faculty and student are following SMU Guideline Set 4. Ensure that the student has, or will, notify the SHAC Director as required by the guidelines. Collaborate with faculty to determine which, if any, students, faculty or staff should be notified of potential close contact with a person who has tested positive for COVID-19 and is not have symptoms (make sure this is the case). Consult with the SHAC Director, if necessary, regarding decisions related to notifying those in close contact with the student who has a confirmed positive COVID-19 test result. The LPA should be the person to notify potential close contacts, making the specific situation clear, and prepared to give guidance to the student on next steps, based on specific circumstances. Ask for regular updates from faculty and/or student. Provide guidance to faculty/student related to plans for progression through curriculum, based on student-specific situation. Notify AVPAA of any student who has tested positive. The AVPAA will initiate communication with the public health department through SMU's Safety Specialist (T. Flanary). The purpose of this step is to ensure that contact tracing has been initiated or will be initiated. Follow up, as necessary, on instructions from the public health department related to the specific situation. <p>Do not:</p> <ul style="list-style-type: none"> Query student regarding details of current physical status if they do not offer it unless you have a justifiable reason to do so - it is their choice to disclose information about personal health to faculty or administrators. You CAN strongly urge students to consult with their primary care provider, the SHAC Director, or a health professional at the Sutter Employee Health Service (for Sacramento students).
	<ul style="list-style-type: none"> Student is cleared to come to campus, specifically after meeting criteria established for this scenario (see step 3 in the guidelines) 	<ul style="list-style-type: none"> Argos - confirmation of appropriate clearance documentation in <i>Medicat</i> by SHAC Director (or staff). <p>Note: You will likely have been notified by student or faculty that clearance has been obtained and uploaded into <i>Medicat</i></p>	<p>Do:</p> <ul style="list-style-type: none"> Notify faculty and student of their cleared status after you have checked Argos. Feel free to request assistance from your AVPAA to confirm clearance documentation. <p>Do not:</p> <p>Confirm that the student is cleared to come to campus in this situation based on what the student's self-assessment your assessment – the protocol calls for clearance from specific healthcare professionals, based on specific criteria for this scenario.</p>

Table 2 Scenario	Information received or gathered about student	Information source	Required action
<p>Guideline Set 5</p> <p>If You Are Informed that You Have Been Exposed to a Person Who Has Confirmed Positive Test Results for COVID-19</p>	<ul style="list-style-type: none"> Confirmed exposure to person with confirmed positive test results for COVID-19; student is usually asymptomatic 	<ul style="list-style-type: none"> Faculty Clinical agency administrator Contact tracer SMU administrator or faculty 	<p>Do:</p> <ul style="list-style-type: none"> Confirm that both the faculty and student are following SMU Guideline Set 5. Be prepared to provide student with most recent guidelines (CDC and/or DPH) regarding testing for COVID-19 Collaborate with faculty to determine which, if any, students, faculty or staff should be notified of potential close contact with a person who has tested positive for COVID-19 and is not having symptoms (make sure the absence of symptoms is accurate). Consult with the SHAC Director, if necessary, regarding decisions related to notifying those in close contact with the student who has a confirmed close contact exposure to a positive COVID-19 individual. The LPA should be the person to notify potential close contacts, making the specific situation clear, and prepared to give guidance to the student on next steps, based on specific circumstances. Ask for regular updates from faculty and/or student. Provide guidance to faculty/student related to plans for progression through curriculum, based on student-specific situation. Notify AVPAA of any student who has definitely been exposed (close contact) to an individual who has been confirmed with a positive test result. The AVPAA will determine if communication with the public health department through SMU's Safety Specialist (T. Flanary) is necessary. The purpose of this step is to ensure that contact tracing has been initiated or will be initiated. <p>Confirm with SHAC (via student portal check) that documented clearance, as needed, has been met (possible negative test results, not always required)</p>
	<ul style="list-style-type: none"> Student is cleared to come to campus, specifically after meeting criteria established for this scenario (see step 4 in the guidelines) 	<ul style="list-style-type: none"> Argos - confirmation of appropriate clearance documentation in <i>Medicat</i> by SHAC Director (or staff). <p>Note: You will likely have been notified by student or faculty that clearance has been obtained and uploaded into <i>Medicat</i></p>	<p>Do:</p> <ul style="list-style-type: none"> Notify faculty and student of their cleared status after you have checked Argos. Feel free to request assistance from your AVPAA to confirm clearance documentation. <p>Do not:</p> <ul style="list-style-type: none"> Confirm that the student is cleared to come to campus in this situation based on what the student's self-assessment your assessment – the protocol calls for clearance from specific healthcare professionals, based on specific criteria for this scenario.

Table 2 Scenario	Information received or gathered about student	Information source	Required action
While on campus student becomes symptomatic	Exhibiting clear symptoms/signs of Covid-19 after arrival on campus	<ul style="list-style-type: none"> • Student • Faculty • Direct personal assessment • SMU personnel responsible for oversight of locations of on-campus sessions 	<p>The SMU protocol “<i>Plan for When a Student, Faculty, Staff or Visitor Becomes Sick</i>” covers this scenario and involves communication with the county department of public health for situation-specific actions.</p> <p>The faculty (or any other administrator with oversight of an on-campus activity in which your students have been potentially exposed) will be instructed to notify you.</p> <p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the Co-Chairs of Covid-19 Health, Safety & Operations Committee ASAP after receiving word of this scenario are. Co-chairs are: <ul style="list-style-type: none"> ○ Trevor Flanary – tflanary@samuelmerritt.edu ○ Celeste Villanueva – cvillanueva@samuelmerritt.edu
While on campus , student is informed of positive test result or exposure to person with confirmed positive test result	Received confirmed positive test results or credible notification of exposure to person with confirmed positive test result	<ul style="list-style-type: none"> • Student • Faculty • SMU personnel responsible for oversight of locations of on-campus sessions 	<p>The SMU protocol “<i>Plan for When a Student, Faculty, Staff or Visitor Becomes Sick</i>” covers this scenario and involves communication with the county department of public health for situation-specific actions.</p> <p>The faculty (or any other administrator with oversight of an on-campus activity in which your students have been potentially exposed) will be instructed to notify you.</p> <p>Do:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the Co-Chairs of Covid-19 Health, Safety & Operations Committee ASAP after receiving word of this scenario are. Co-chairs are: <ul style="list-style-type: none"> ○ Trevor Flanary – tflanary@samuelmerritt.edu ○ Celeste Villanueva – cvillanueva@samuelmerritt.edu
For all situations			<p>Keep track of student situations such that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> required safety actions are completed in a timely fashion <input type="checkbox"/> status updates as requested by the OAA or other SMU administrators can be provided upon request <input type="checkbox"/> proper documentation of adherence with SMU protocols is maintained <input type="checkbox"/> maintain HIPAA and FERPA compliance in all situations <input type="checkbox"/> Support faculty/students <input type="checkbox"/> Provide ongoing feedback to Covid-19 Committee chairs for continuous improvement of processes <p>The LPA is the primary tracker of information for your program’s students related to COVID scenarios</p>

Table 3: Roles/Responsibilities: OAA liaisons (AVPAAs) – Celeste Villanueva or Mike Negrete

Scenario	Information received or gathered about student	Information source	Required action
For all situations	As delineated in each guideline set	<ul style="list-style-type: none"> • LPA, as needed • Faculty, as needed • SHAC Director (directly from SHAC Director, or via student portal) 	<ul style="list-style-type: none"> • Notify LPA of any situation that warrants attention • Provide support/guidance to LPA, Faculty, Students • Provide support to SHAC Director • Maintain situational awareness for the programs you cover and promote shared mental model regarding implementation of guidelines • Share updates with COVID-19 Committee chairs/members for the purpose of maintaining campus/human safety and continuous process improvement • Report to provost as required

Table 4: Roles/Responsibilities: SHAC Director – Nina Lavorini

Scenario	Information received or gathered about student	Information source	Required action
For all situations	As described in each guideline set in this document,	<ul style="list-style-type: none"> • Student most often • Faculty/LPA as situation dictates • AVPAA as situation dictates 	<p>As described in each guideline set, notably:</p> <ul style="list-style-type: none"> • Providing guidance to students, faculty, and lead program administrators as situation dictates • Providing documented clearance for student in student health portal • Keeping co-chairs of the COVID-19 Health & Safety Operations apprised of situations as necessary

APPENDIX D: CDC CORONAVIRUS SELF CHECKER - FREQUENTLY ASKED QUESTIONS

What is the [COVID-19 self-checker](#)?

The COVID-19 self-checker is a tool that has been created by the Centers for Disease Control (CDC). The self-checker asks users a series of questions about symptoms they are experiencing, and compares those symptoms to a list of documented COVID-19 virus symptoms. At the conclusion of a self-checker session, the platform will recommend next steps to the user, for instance calling your healthcare provider or self-monitoring symptoms.

The tool does not replace a clinical assessment. If you are experiencing symptoms of COVID-19, such as fever, cough, fatigue, or shortness of breath, call your primary care provider, or other healthcare provider for further evaluation.

Will anyone at SMU see my response to the [COVID-19 self-checker](#)?

The information you share with the self-checker is anonymous and encrypted. It will not be shared with any person at SMU.

The self-checker told me to stay home and monitor my symptoms, but I am still concerned. What should I do?

The self-checker is designed to help you make decisions about seeking appropriate medical care. It does not replace the judgment of healthcare professionals or a clinical exam. If you have concerns about symptoms you are experiencing, contact:

- SMU Student Health and Counseling (SHAC), at 510.879.9288 to be connected to the Director
- Sutter Employee Health Services (916-887-4430, for students at the Sacramento campus)
- Your primary care provider

Who will see the information that I share with the [COVID-19 self-checker](#)?

The information you share with the self-checker is encrypted. The CDC owns and maintains the tool and does not share any of your personal information with any other entity.

FAQs adapted from [CDC Self-Checker FAQs, Massachusetts Institute of Technology](#) (retrieved July 25, 2020)

APPENDIX E: ADDITIONAL COVID-19 RESOURCES

American Association of Colleges of Nursing: [Considerations for Reopening U.S. Schools of Nursing During COVID-19 \(July 28, 2020\)](#)

California Department of Public Health: [COVID-19 Testing Guidance \(Updated August 3, 2020\)](#)

California Department of Public Health & State of California Department of Industrial Relations (CAL/OSHA): [COVID-19 Industry Guidance: Institutions of Higher Education \(August 7, 2020\)](#)

International Federation of Red Cross/Red Crescent Societies (IFRC), UNICEF, WHO: [Social Stigma Associated with COVID-19](#)

US Department of Education: Student Private Policy Office: [FERPA & COVID-19 – FAQs \(March 20, 2020\)](#)

The authors of this compendium welcomes the addition of resources! Please submit your thoughts to cvillanueva@samuelmerritt.edu