COVID-19 Compendium

Faculty & Staff Edition

October 2020

SAMUEL MERRITT UNIVERSITY

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TABLE OF CONTENTS

PURPOSE OF THIS COMPENDIUM 3

SAMUEL MERRITT UNIVERSITY COVID-19 COMMITTEES GUIDING PRINCIPLES 4

FACULTY & STAFF GUIDELINES FOR HEALTH & SAFETY 5

Guideline Set 1: Screening Prior to Coming to Campus 5

Guideline Set 2: If You Are Symptomatic and Test Negative or Do Not Get Tested 8

Guideline Set 3: If You Are Symptomatic and Test Positive, or Are Diagnosed With Covid-19 Without Being Tested (Presumptive Positive) 10

Guideline Set 4: If You Test Positive and Are Asymptomatic 12

Guideline Set 5: You are informed that you have been exposed to a person who has confirmed positive test results for Covid-19 13

RESOURCES FOR FACULTY & STAFF SUPPORT 14

APPENDICES 15

Appendix A • COVID-19 Planning Structure 15

Appendix B (1 – 5) graphics of health & safety guideline sets 16

Appendix C • CDC Self-Checker FAQs 17

PURPOSE OF THIS COMPENDIUM

Dear Samuel Merritt University Faculty & Staff,

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 specific information than is contained in the SMU booklet, *Creating a Safe Environment in the Age of COVID-19,* which is geared toward SMU students, employees and visitors.

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 Centers 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. 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. We will continue to monitor these recommendations for updates and will adjust our policies and practices as needed.

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 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 supervisor.

The Coronavirus section of the SMU website has more general information as well as faculty-specific and staff-specific resources and 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

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

Michael Negrete, PharmD
Assistant Vice President, Academic Affairs
Co-Chair, Learning & Success 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 an institution focused on developing **future healthcare professionals**, our students, faculty, and staff have an opportunity to be role models in preventive practices for the spread of diseases like COVID-19 and to help mitigate stigma related to COVID-19 by knowing the facts and sharing them with members of the community.

- Based on recommendations from the U.S. Centers for Disease Control 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, and academic and operations leaders maintain ongoing **contingency plans** to continue clinical experiences to the fullest extent possible, keeping safety as the priority, minimizing disruption to teaching and learning, and continuing business practices for the University.

- 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 executive leadership. Faculty, staff, and administrators are committed to maximum support of student progression through the clinical curriculum.

- Engagement in clinical, and on-campus, in-person learning activities is a **personal choice** of students and faculty.

- **Student success** is at the center of all our decisions.

Attention Faculty and Staff:

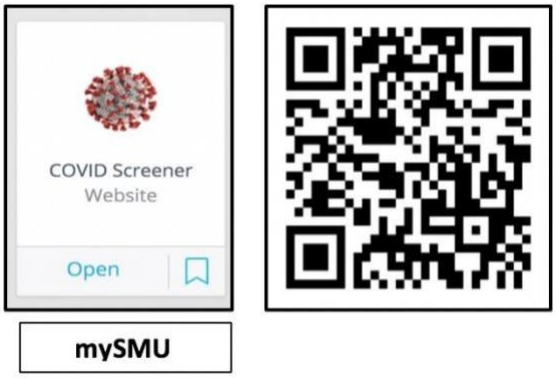
- **See Appendix A: COVID-19 Planning Structure**
- **See Appendix B1 – B5: Graphic Summaries of Guideline Sets 1 through 5**
- **See Appendix C: CDC Self-Checker FAQ's**

GUIDELINE SET 1: SCREENING PRIOR TO COMING TO CAMPUS

1. Complete the *COVID-19 Entrance Screening Questionnaire*, which all students, faculty, staff 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 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 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 or technical 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 ≥ 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:
        i. Notify your supervisor via email, letting them know that you are not eligible to come to campus that day.
        ii. Review the CDC website's page on Symptoms of Coronavirus for guidance, and access the Self-Checker.
        iii. You are also required to use the services of Sutter Employee Health Services (EHS) 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 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. After receiving clearance, consult your supervisor or the Office of People and Culture (OPC) 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).

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 campus. 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[1] 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.

c. You will be expected to use eye protection—goggles or face shields (the preferred equipment)— during any in-person learning activity. SMU provides this eye protection. If you are not sure where to get this eye protection, please ask your supervisor. Faculty and staff who work in the on-campus learning areas, see the COVID-19 Faculty Protocol for Return to Lab/Simulation.

d. Proceed directly to your intended destination. Follow directions/signage for traffic flow through the buildings and maintain safe social distancing.

e. Social gathering is not allowed.

7. If you do not meet the acceptable temperature range after 2 readings, (temperature < 100.0° F/ 37.8C), **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.

[1] The definition of procedure (or procedural) mask for the purpose of this protocol is equivalent to the definition of *surgical* mask on the COVID19.CA.GOV webpage for Masks and face coverings. This definition aligns with the CDC's distinction between a surgical mask and a N95 respirator. Surgical masks with four ties attached, (as opposed to ear loops) are specifically used in perioperative settings – these are NOT the masks used for PPE while individuals are on campus.

See Appendix B-2 for a graphic summary of steps 1 – 3.

1 If you have a fever (≥ 100F/37.8C), 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 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 supervisor 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, faculty, or staff member to the coronavirus within 10 days of your onset of symptom(s), CDC guidelines (see FAQs about contact tracing) strongly encourage notifying the people you were recently around so they can monitor their health. Your supervisor will connect you with the OPC to complete notification, if needed.

   c. If your symptoms have lasted less than 72 hours (mild/moderate illness), you are not required to report your status to the OPC, 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 supervisor and OPC to keep them apprised of your status, and to receive guidance regarding adjustments in workload and/or use of sick time.

   e. If you require guidance as to next steps you can: a) call the Office of People and Culture (510) 879-9260; b) call Sutter Employee Health Services (EHS) (510) 869-8920; or c) 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.[1]

   b. If you have had symptoms and test negative, do not return to campus/clinical until your symptoms are resolved and you demonstrate compliance with any applicable additional affiliate or local health authority requirements.[2] (i.e., you must be able to pass the SMU COVID Screener)

[1] This aligns with CDC guidelines on When You Can Be Around Others After You Had or Likely Had Covid-19.
[2] This is consistent with Sutter Health's COVID-19 Updated Return to Work Protocol for Symptomatic Employees (Updated 08/31/20. Note: SMU, as a local affiliate, requires those coming to campus to be symptom-free for 48 hours (COVID screener).

4 Before you return to campus/clinical:

a. Consult with OPC, an EHS healthcare provider or your primary care provider to receive documented clearance to return to campus or clinical.

b. Check in with the supervisor who has been communicating with you. They will receive confirmation from OPC regarding your return to campus or clinical.

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

See Appendix B-3 for a graphic summary of steps 1 – 3.

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.

a. Self-quarantine, and self-monitor for symptoms, and seek evaluation from a healthcare provider if respiratory symptoms recur or worsen. Use the CDC Self Checker as a resource.

b. Sutter Health guidelines support the approach of public health authorities to get tested for COVID-19 if you are exhibiting symptoms.

c. 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 supervisor 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. If you think you may have exposed another SMU student, faculty, or staff member to the coronavirus within 10 days of your onset of symptom(s), CDC guidelines (see FAQs about contact tracing) strongly encourage notifying the people you were recently around so they can monitor their health. Your supervisor will connect you with OPC to complete notification, if needed.

c. Communicate regularly with your supervisor and OPC to keep them apprised of your absent status, and to receive guidance regarding adjustments in workload and/or use of sick time.

d. If you have received a confirmed positive test result, **you are required to report this to the Office of People and Culture**. Ask to speak to the Maria Salas, HR Manager, Office of People and Culture.
   i. Prepare to provide details of your close contacts (<6 feet for >15 minutes, with or without wearing masks) on campus and at your clinical setting.
   ii. You should be contacted by an authorized/trained contact tracer from the department of public health to provide close contact information as well and to confirm the absence of symptoms.
   iii. Your supervisor 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 spread of the virus among those in the SMU community.

e. If you require guidance as to next steps you can a) call the Office of People and Culture (510) 879-9260; b) call Sutter Employee Health Services (EHS) (510) 869-8920; 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[3]:

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 there 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 employee from returning to work.

c. Compliance with any applicable additional affiliate or local health authority requirements (i.e., you must be able to pass the SMU COVID-19 Screener)

[3] SMU policy aligns with the Sutter Health Covid-19 Return to Work Policy for Symptomatic Employees (Updated Aug 31, 2020). Note: SMU, as a local affiliate, requires those coming to campus to be symptom-free for 48 hours (COVID screener).

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. **Before you return to campus/clinical:**
   a. Documentation that you have met criteria for clearance must be provided by an EHS healthcare provider or your primary care provider.

   b. Notify OPC and your supervisor 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 your supervisor who has been communicating with you. They will receive confirmation from OPC regarding your return to campus or clinical.

See Appendix B-4 for a graphic summary of Steps 1 – 3.

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 your supervisor. Your personal health information and personally identifiable information will be protected if you do so. You are required to notify OPC of your absence from campus or clinical.

   b. Communicate regularly with your supervisor or to keep them apprised of your absent status, and to receive guidance regarding adjustments in workload.

   c. If you have received a confirmed positive test result, **you are required to report this to the Office of People and Culture**. Ask to speak to the Maria Salas, HR Manager, Office of People and Culture.

      i. Prepare to provide details of your close contacts (<6 feet for >15 minutes, with or without wearing masks) on campus and at your clinical setting.
      ii. 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.
      iii. Your supervisor 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 spread of virus among those in the SMU community.

   d. If you require guidance as to next steps you can a) consult with the Office of People and Culture (510) 879-9260; b) call Sutter Employee Health Services (EHS) (510) 869-8920; 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[4]:**
   a. Continuous absence of symptoms 10 days after testing.

   b. If you develop symptoms after testing positive, follow the instructions in Guidelines Set 3, 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 or your primary care provider.

   b. Check in with your supervisor who has been communicating with you. They will receive confirmation from OPC regarding your return to campus or clinical.

[4] 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-5 for a graphic summary of steps 1 – 4.

1. If you are informed[5] 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 you were likely exposed?
      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.
      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 supervisor who will determine the next person to contact you, gather information, and provide you guidance regarding next steps. Be prepared to provide details that will be essential to follow up and communications that will be required of your supervisor and OPC, as well as contact tracing completed by a public health official.

   b. Communicate regularly with your supervisor and OPC to keep them apprised of your status, and to receive guidance regarding adjustments in workload.

   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 Guideline Set 3.

   d. If you require guidance as to next steps you can a) call the Office of People and Culture (510) 879-9260; b) call Sutter Employee Health Services (EHS) (510) 869-8920; or c) 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 the 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 within a 14-day quarantine period, it is possible to return prior to the 14-day timeline, but this must be confirmed by a qualified professional.

5. **Before you return to campus/clinical:**
   a. Communicate with the supervisor or manager who has been communicating with you regarding your COVID status. You may or may not be required to submit clearance (of symptom status) documentation.

[5] 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.

RESOURCES FOR FACULTY & STAFF SUPPORT

The 2020 COVID-19 pandemic period has presented multiple, complex challenges to all SMU faculty and staff. The initial shift to working at home added new challenges and stresses to faculty and staffs' lives; now that we are returning to campus for lab-based activities and critical operations, the stresses change and potentially increase. The University, through the Office of People and Culture, has a number of support resources available to support faculty and staff during this time.

Health and Wellness Support

- SMU contracts with **Sutter Employee Assistance Program (EAP**) to provide employees 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 employee and a Sutter EAP intake specialist will help you to find a licensed mental health provider in your 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. The BeWell SMUCanvas site (SMU log in required) has many resources to support your well-being.

Emergency Time Off (ETO)

- Emergency Time Off (ETO) is an interim benefit policy offering unpaid time off during declared emergencies. ETO allows employees to take a voluntary leave from work for a variety of personal reasons related to the emergency. ETO provides more flexibility than the standard Personal Leave of Absence policy.

Childcare Support

- Employees are encouraged to work with their supervisors regarding a work schedule that supports both employee and department needs.
- Employees may take vacation hours to meet family needs.
- Employees can also work reduced hours at no less than 20 hours a week to avoid losing benefits. Employees can then file for unemployment to make up the loss of income due to reduced hours but this is not guaranteed by the State of California.

APPENDIX A • COVID-19 PLANNING STRUCTURE

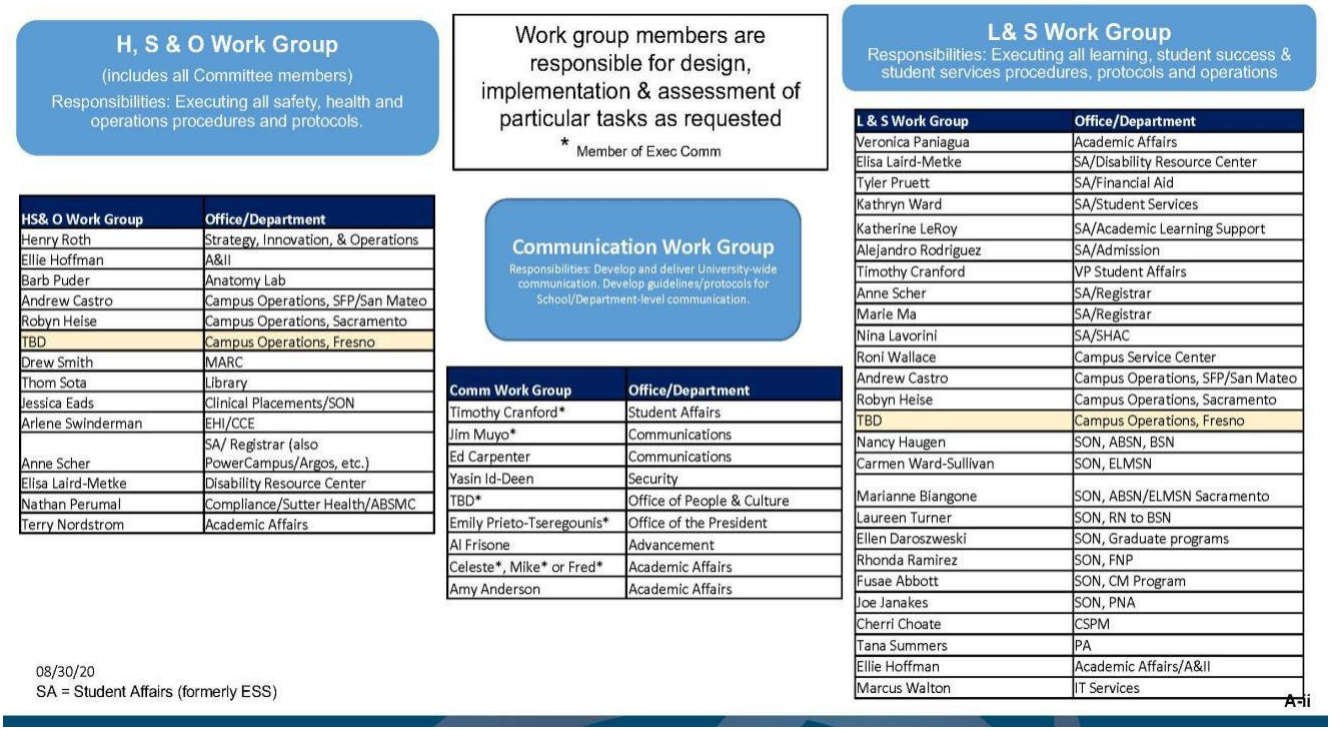
H, S & O Member	Office/Department
Trevor Flannery*	Security
Celeste Villanueva*	Academic AFfairs
Craig Elliott	Student Affairs/All Campuses
Lillian Harvin	Planning
Nina Lavorini	Student Affairs/SHAC
Mike Negrete*	Academic Affairs
Tim Parker	Facilities
Maria Salas	Office of People & Culture
Rachel True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

A-i



HS& O Work Group	Office/Department
Henry Roth	Strategy, Innovation, & Operations
Ellie Hoffman	A&II
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

Comm Work Group	Office/Department
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Jim Muyo*	Communications
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TBD*	Office of People & Culture
Emily Prieto-Tseregounis*	Office of the President
Al Frisone	Advancement
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Amy Anderson	Academic Affairs

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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
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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&II
Marcus Walton	IT Services

08/30/20
SA = Student Affairs (formerly ESS)

A-ii

APPENDIX B (1 – 5) GRAPHICS OF HEALTH & SAFETY GUIDELINE SETS

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

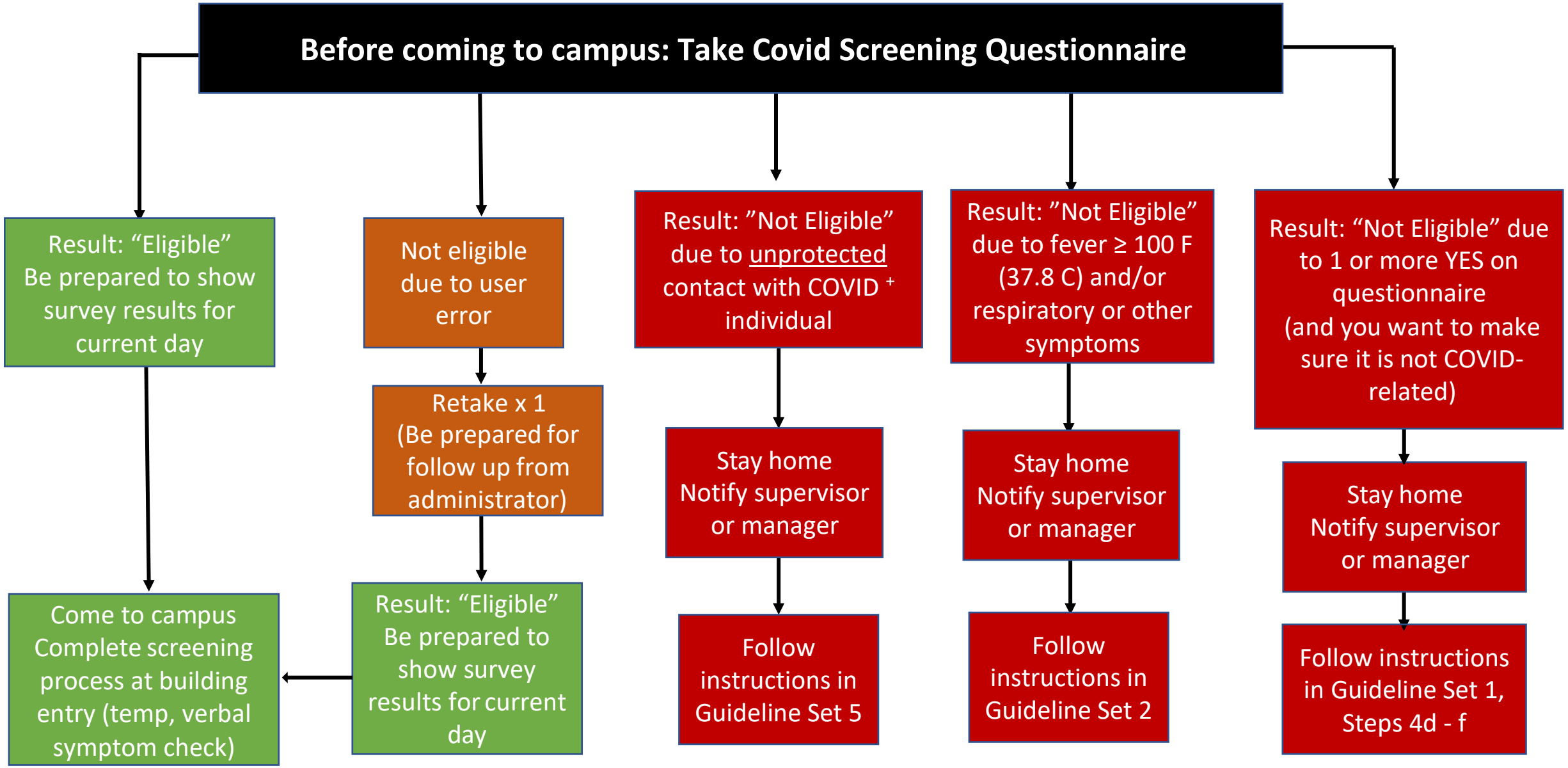
Appendix B-2 Guideline Set 2: If You Are Symptomatic and Test Negative or Do Not Get Tested

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

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

Appendix B-5 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-1 • Guideline Set 1: Screening Prior to Coming to Campus



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

You have a fever (≥100F or 37.8C) 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"

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

2

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

Establish a plan with faculty regarding adjustments workload.

There is no need to report your symptoms to the OPC if your symptoms have been present for ≤ 72 hrs.

Reach out to OPC to be connected to someone who can help you with any challenges you are facing.

3

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-3 • 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"

Self quarantine & Self monitor
Consult your healthcare provide as needed

If you develop emergency warning signs, seek emergency medical help

2

Notify your supervisor or manager that you are ill – you have the option to provide more details. Establish a plan to communicate regularly while you are sick.

Establish a plan regarding adjustments in workload. Your health is the main priority.

You are urged to report your status to the Office of People and Culture

Reach out the OPC to be connected to someone who can help you with any challenges you are facing.

3

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 the aforementioned criteria 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-4 • Guideline Set 4: If You Test Positive and Are Asymptomatic

You are ASYMPTOMATIC and test positive with COVID-19

1

Go home or stay home

Follow the CDC guidelines Prevent Getting Sick

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

If you develop symptoms, follow Guideline Set 3

2

Notify your supervisor or manager that you will be absent due to a health-related matter – you have the option of providing more details.
Establish a plan to communicate regularly while you are quarantined at home.
You may be contacted by a program administrator or OPC. You are strongly encouraged to share information with OPC to help minimize spread of the virus.

You are required to report your status to the OPC.

Reach out to the OPC to be connected to someone who can help you with any challenges you are facing.

3

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-3), 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-5 • 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)

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

1

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

2

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

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.

3

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 your particular situation.

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:

- Sutter Employee Health
- 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)