



## Visitors on Campus Guide

Fall 2020

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## COMMITMENT TO PROTECTING OUR COMMUNITIES ON AND OFF CAMPUS

*“South University has a goal to provide a comprehensive education that instills within its students a philosophy that values not only learning and professionalism, but also contribution and commitment to the advancement of community.”*

The South University Mission statement is more important today than ever before, as an institution we are responsible for protecting the health of our faculty, staff, and students as best we can. It is our duty to act responsibly and follow public health guidelines so that we are able to provide the education that our students need to be successful. To reduce the risk of spreading or contracting COVID-19, all South University employees and students must commit to follow federal, state, and local public health guidelines, as well as fulfill South University’s code of conduct both on and off campus. By working together we can help protect our campus communities moving forward.

# COVID-19 TASK FORCE

South University COVID-19 Task Force is responsible for the University's response to the COVID-19 pandemic.

The Chancellor's Task Force is responsible for collective decision making regarding phases (see page 6), communication strategy, and implementation, including planning, training, safety precautions, supplies, and technology.

The Health and Safety Committee, comprised of faculty and academic leadership with backgrounds in medicine, healthcare, public health, and pharmacy, advises the Chancellor's Task Force utilizing CDC Guidelines, research, and collective experience in the treatment and prevention of infectious disease.

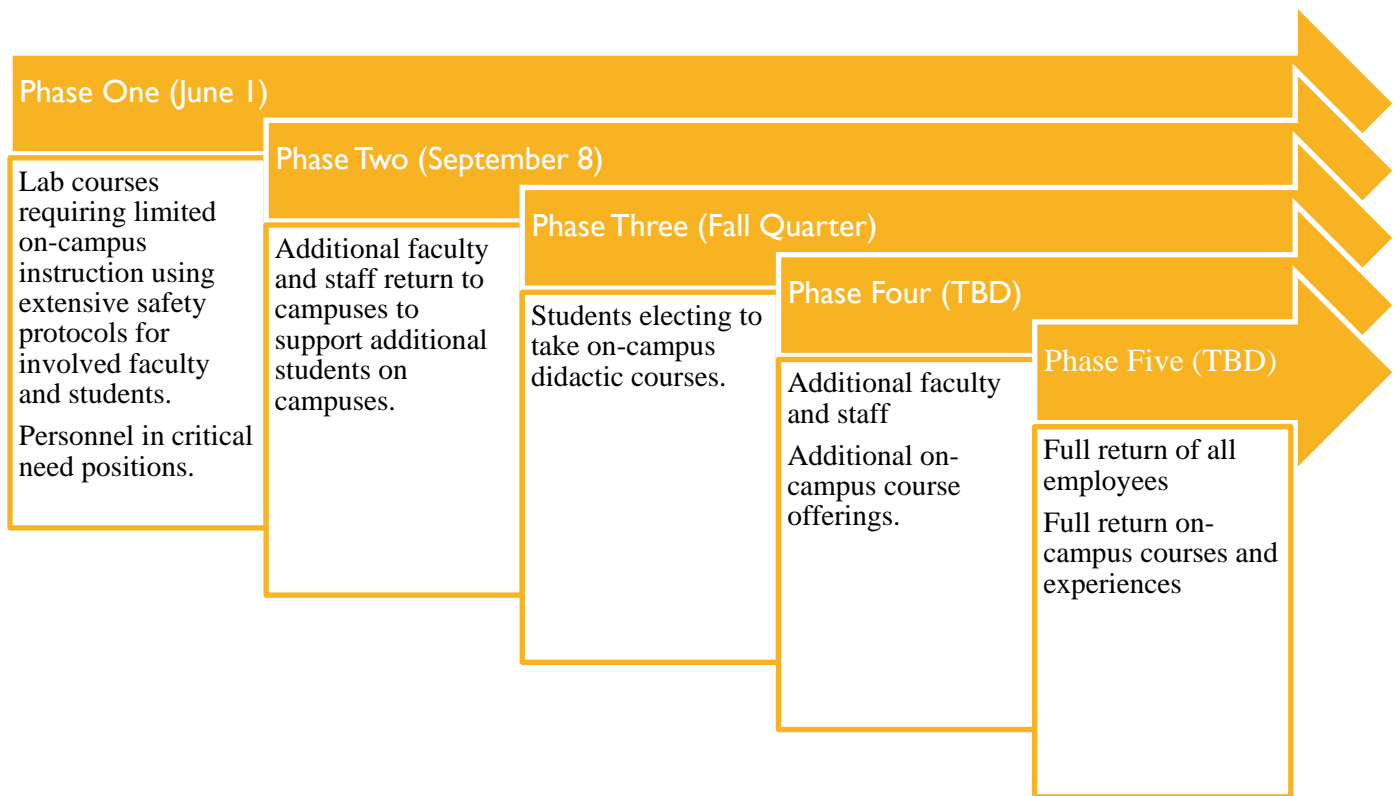
## COVID-19 TASK FORCE

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- Gina Scarboro, College Dean for Health Professions and COVID-19 Health and Safety Committee Chair
- Alisa Krouse, Vice Chancellor for Student Success and Administration
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- Jennifer Flatt, University Director of Campus Marketing & Communications
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# PHASES

South University's return to campus operations will take place in a phased approach, utilizing the five phases summarized below. Vice Chancellors, Campus Leaders, Deans, Department Chairs, and Directors have the responsibility to develop campus/department plans for the staggered return of students, faculty and staff; as well as, support the flexibility to determine who should be brought back to campus during each phase.



# COVID-19

## WHAT IS COVID-19 AND HOW DOES IT SPREAD?

- A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold. On February 11, 2020 the World Health Organization announced an official name for the disease that is causing the 2019 novel coronavirus outbreak. The new name of this disease is coronavirus disease 2019, abbreviated as COVID-19. In COVID-19, ‘CO’ stands for ‘corona,’ ‘VI’ for ‘virus,’ and ‘D’ for disease. Formerly, this disease was referred to as “2019 novel coronavirus” or “2019-nCoV”.
- The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). (Centers for Disease Control, 2020a)

## SELF-MONITORING SYMPTOMS OF COVID-19

All visitors to South University locations should take all necessary health and safety precautions and follow the South University COVID-19 guiding code of conduct currently in place.. The university administration requests that any visitor follow basic principles of self-monitoring for those individuals coming to campus, whether they are faculty, staff, visitors, or contractors. You must self-monitor and acknowledge that you do not currently exhibit any [signs and/or symptoms of COVID-19](#) before coming to campus each day According to CDC (Centers for Disease Control, 2020b), people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list of signs and symptoms continues to evolve and it does not include all possible symptoms. Reportedly less common symptoms may include gastrointestinal symptoms like nausea, vomiting or diarrhea. For the most up-to-date information on COVID-19 symptoms, transmission, and prevention, faculty and staff should consult the Centers for Disease Control (CDC) website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

Prior to coming to campus, visitors must acknowledge that they have completed the self-monitoring requirements earlier on that day and confirm that they do not currently have any signs/symptoms of COVID-19.



## VISITORS ON CAMPUS

South University welcomes visitors to campus, including prospective students, alumni, vendors, community partners, candidates and guest lecturers by appointment only. Staff and faculty will continue to provide on-campus and remote services for admissions, financial aid, academic advising, academic support, career services, human resources and community development.

All visitors are asked to comply with campus safety measures outlined in this document or contact South University with any questions prior to arrival on campus.

All visitors should make an appointment in advance with staff or faculty (on-campus host), and be sure to reschedule any visit if they feel unwell or have a concern about possible exposure to COVID-19.

At this time, no children are allowed on campus, and that small groups or families be limited to no more than three people at a time.

### FOR INDIVIDUAL VISITORS

While on-campus your host will prepare for your prompt arrival. If you will be late, or need to reschedule your planned visit, please contact your South University host as soon as you are aware that your appointment time will need to be changed.

Once you arrive on campus, please scan the SymTem QR code on your mobile device to complete your health assessment. Please do not enter the welcome center or reception area or any part of the facility until the assessment is complete. Once your On-Campus Access Badge is in-view, please proceed to the reception area with it displayed. While on campus you are required to:

- Check-in at the designated kiosk by scanning your On-Campus Access Badge;
- Wear a face coverings at all times while on campus and,
- Maintain social distancing of 6ft with all individuals.

Your host will come to get you from the reception area and proceed to your designated meeting room or location.

In the interest of the health and safety of all of our employees, students and visitors, meetings will not take place in individual office spaces with face coverings. Rather, conference rooms and classrooms have been closed to comply with social distancing.

Campus tours may be limited to less occupied spaces and classrooms to adhere to social distancing guidelines. Some communal areas, such as student lounges and libraries are closed at this time. Restrooms and elevators are available for visitors use with limited capacity.

#### FOR SMALL GROUPS OF VISITORS

Your on-campus host will be prepared for your prompt arrival. If you know that you will be late, or need to reschedule your visit, please contact your host as soon as you become aware that your appointment time will need to be changed.

When you arrive on campus, all members of the visiting party will scan the SymTem QR code on their mobile device and participate in the health assessment. Please do not enter the reception area or facility until the assessment is complete for all members of the visiting party. Once the group's On-Campus Access Badge is viewable, please proceed to the reception area:

- Face coverings are required while on campus at all times
- Maintain social distancing (even with members of your group)
- Check in at the designated kiosk by scanning your On-Campus Access Badge

Your host will retrieve you from the reception area and proceed to your designated meeting room.

In the interest of the health and safety of our employees, students and visitors, meetings will not take place in individual office spaces. Rather, groups will meet in classrooms to comply with social distancing.

Campus tours may be limited to less occupied spaces and classrooms. Some communal areas, such as student lounges, are closed at this time. Restrooms and elevators are available with limited capacity.

#### DELIVERIES, MAIL AND MAINTENANCE

Individuals regularly delivering items, supplies, mail or packages to our campus facilities (completing tasks on campus in less than 15 minutes) and those on campus to maintain or make repairs should report to the reception desk to check in and check out once work is completed.

Face coverings must be worn at all time and individuals must follow and all South University safety protocols, such as social distancing, during each visit.

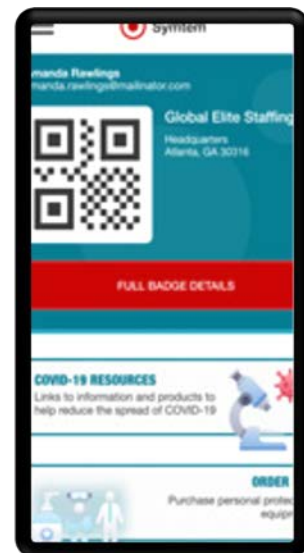
Campus should request “contactless delivery” when possible.

# SELF-ASSESSMENT PORTAL

The self-assessment portal is an online platform that will allow students, staff, faculty, vendors and visitors to virtually “check in” to campus, complete a symptom assessment, and attest to their health on a daily basis. It is very important that an honest assessment of health is provided, as it is everyone’s responsibility to be mindful of not only our wellbeing, but also those around us.

South University has collaborated with (SymTem) to provide a health screening assessment via an app easily downloaded on a smartphone, accessible online, or by QR code available on posters located at each entry point of the campus.

All visitors are required to take the self-assessment prior to entering campus to receive a daily digital badge, which allows entrance to the facilities. Visitors may scan the QR code located at the campus entry point to complete the assessment and receive a badge. Visitors with a “Good to Go” badge should contact the individual they are meeting prior to entering the building and check in with the front desk.



# SAFETY PROTOCOLS

## GENERAL SAFETY PRACTICES

South University has adopted the recommendations of the Centers for Disease Control (2020d) for campus operations to prevent the spread of COVID-19.

- If you believe that you have been in close contact with someone positive for COVID-19, do not come to campus until you have tested negative for COVID-19
- Recognize the CDC listed [COVID-19 symptoms](#) (Centers for Disease Control, 2020b)
- Check in daily with the Self-Assessment Portal prior to reporting to campus
- South University faculty, staff, students, and visitors are required to wear a face mask while inside campus facilities/buildings in all common areas.
- Wash your hands often with soap and warm water for a least 20 seconds – use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- **Stay home if you are sick.** If you become ill while on campus, go home and e-mail your faculty immediately.
- Avoid close contact with people who are sick.
- Get a flu shot. A flu shot will not protect against COVID-19, but if you do get the flu, your symptoms will be less severe, easing the burden on healthcare facilities (Centers for Disease Control, 2020c). It will also reduce your chances of being mistakenly quarantined for COVID-19, when you have an unrelated illness.
- Avoid sharing common supplies such as pens and notebooks.
- Be mindful of areas with commonly used or shared equipment, tools, computers, copiers, etc. and follow proper sanitizing practices.

## SOCIAL DISTANCING

Since people can spread the virus before having symptoms, it is important to keep physical distance from others when possible. When possible, students should use the following safety practices:

- Maintain six feet (about two arms' length) of distance from other people.
- Avoid gathering in groups in common areas in buildings.
- Continue to limit large group meetings.
- Comply with signage to remind practicing social distancing in shared areas.

#### FACE COVERINGS AND MASKS

South University requires all staff, faculty, students and visitors to wear face masks/coverings when inside campus facilities/buildings that meet current CDC requirements. Face mask use will be in addition to, and is not a substitute for social distancing. Face masks will not be required in campus outdoor settings where social distancing requirements are met. Anyone not using a face mask when required will be asked to wear one or leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable code of conduct for faculty, staff, or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Disposable facemasks are available at all campuses for faculty, staff and students.

#### POSTERS AND COMMUNICATION STRATEGIES

- Throughout the outbreak, South University has maintained a [COVID-19](#) website to share essential information with students, staff, faculty, parents, vendors, and the public.
- The campus will continue to publish and make available posters, PSA's, and routine updates to the campus community.

## FAILURE TO COMPLY

Vendors or visitors that fail or refuse to comply with safety protocols will be asked to leave the premises.

# FACILITY SAFETY AND CLEANING PROTOCOLS

## CAMPUS ENVIRONMENTS

Classrooms, laboratories, and common areas are different and may require different types of risk mitigation strategies. Supervisors will assess work environments to determine the best mitigation strategies.

At this time, some areas on the campus will remain closed. For example, the student lounge and group study spaces will remain closed until they can safely re-open. Certain classes, labs, and learning spaces may be closed for cleaning or to limit use of disinfected spaces.



## CLEANING AND DISINFECTING



South University follows current **EPA and CDC guidance on cleaning and disinfecting** schools and businesses (Centers for Disease Control, 2020e).

- Campus facility personnel will continue to evaluate university cleaning practices regularly as more is known about preventing the spread of COVID-19
- South University utilizes a natural and safe *Bioesque Disinfectant Solution* product as our first choice to disinfect all areas, is an approved disinfectant for use against SARS-CoV-2 (COVID-19) (EPA, 2020).
- Additionally, South University has purchased *Victory Electrostatic Sprayers* with their patented technology to provide an electrical charge to the *Bioesque Disinfectant Solution*, allowing them to wrap conductive surfaces with an effective and even coverage of disinfectant.
- Facilities staff will clean touch surfaces, restrooms, and common areas on a more frequent basis.
- Frequently touched surfaces may include interior/exterior doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, shared computer rooms, and lounge spaces.
- Additional disinfection between classes may be performed as desired using provided *Bioesque Disinfectant Solution*. Sanitizing wipes may also be used to disinfect classroom surfaces including tabletops, chair armrests, and computer workstations.
- For items such as keyboards and other types of technology equipment, alcohol based wipes may be used.
- Hand sanitizer has been placed in all common areas, labs, restrooms and other shared spaces for regular use as needed.

# PREVENTION STRATEGIES

## TRAINING PRIOR TO RETURN TO CAMPUS

- Campus leaders and faculty instructing in on campus laboratories received ongoing training beginning in March.
- Additional staff and faculty returning to campus during “Phase Two” are receiving training during the month of September.
- Students returning for on-campus courses in the fall term “Phase Three” will receive an Orientation prior to the first day of class.
- Additional training will be offered to prepare for future phases

## CLASSROOM AND INSTRUCTIONAL STRATEGIES

- Measures are in place to limit class size and increase social distancing in the classroom.
- All faculty and students must wear face masks in classrooms, labs, communal office space, restrooms, or any campus setting where social distancing is difficult to maintain that meet current [CDC guidelines](#).
- Students may access campus resources, such as advisors, academic support or student support services on campus or remotely.
- Continued use of hybrid approaches to teaching and material dissemination using on campus, virtual remote (South VR) and online course content.
- Enhanced cleaning of classrooms.

# POSSIBLE EXPOSURE AND MITIGATING SPREAD

## WHAT TO DO IF SYMPTOMS DEVELOP:

If any symptoms develop, you must:

- Stay home. (Do not come to campus if you are sick; if you become ill while on campus go home immediately.)
- Immediately inform your on campus host and we will gladly reschedule our appointment with you

## COMMUNICATION

South University continues to keep students, staff and faculty updated with the COVID-19 Response and plans for campus operations. Understanding that as we move through our plan, the pandemic is fluid. Our Task Forces, in collaboration with local leadership, continue to monitor the current situation in the communities where campuses are located, and use available data and guidance to make contingency plans should the current situation improve or worsen.

Guidance and requirements are subject to change and will be updated in advance of future phases. The health and safety of our community is the top priority.

To receive the most up-to-date information regarding campus operations, visit the South University website, [Coronavirus Information and Updates](#).

## CONTACT TRACING

Contact tracing is a strategy in which public health officials work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. The Department of Public Health will be responsible for all contact tracing on our campuses. For more information, contact your local Department of Public Health Office.

# CDC ADVICE ON VULNERABLE INDIVIDUALS

The Centers for Disease Control and Prevention (CDC) have identified broad categories of individuals, who are at higher risk for severe COVID illness, including:

- Older adults
- Those with certain underlying conditions (Centers for Disease Control, 2020g). For the latest information, please refer to the most updated list of risk factors on the [CDC website](#).

For the latest information, please visit the CDC guidelines for “[People at Higher Risk](#)”

# SOUTH UNIVERSITY COMMITMENT TO ANTI-STIGMA

South University is committed to mitigating COVID-19 stigma by:

- Maintaining the privacy and confidentiality of those seeking healthcare and those who may be part of any contact investigation.
- Quickly communicating the risk, or lack of risk, from contact with products, people, and places.
- Correcting negative language that can cause stigma by sharing accurate information about how the virus spreads.
- Speaking out against negative behaviors and statements, including those on social media.
- Making sure that images used in communications show diverse communities and do not reinforce stereotypes.
- Using media channels, including news media and social media, to speak out against stereotyping groups of people who experience stigma because of COVID-19.
- Suggesting virtual resources for [mental health](#) or other social support services for people who have experienced COVID-19 related stigma or discrimination.

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