



## Essentials of Reopening Contact Public Safety with questions

Date: V2 May 21 2020

**When on campus, even for a short duration, pre-screening health questionnaires will be conducted prior to face-to-face interactions (employees/students):** Supervisors will accomplish with their teams if they are on campus working, and instructors will ensure this is covered with students in a classroom/lab setting. \* Employees must have the Tennessee provided to them prior to screening. Supervisors will monitor and provide oversight for this practice.

- Ask if the student/staff has ANY of the following symptoms:
  1. COUGH (New or Worsening): YES / NO
  2. SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, TWO (2) or more of the following symptoms: YES/NO
    - TEMPERATURE/FEVER of **100.4 degrees** Fahrenheit or above
    - Chills
    - Headache
    - Sore Throat
    - Muscle pain,
    - Loss of taste or smell
- If ALL three of the ABOVE are NO, the individual can enter the program space. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.
- If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or nor participate and will be asked to return home. They should then stay home until:
  - They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  - At least 10 days have passed since their symptoms first appeared.

**Completion of work and follow-up after classes/labs:** At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all to:

- Wipe down any surfaces they may have touched; Wash their hands with soap and water for at least 20 seconds before entering/leaving the area or building.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their instructor or supervisor.
- Wash cloth face mask often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty. We require masks or cloth face coverings be worn while on campus.

**Handwashing/Etiquette.** Individuals will wash their hands or use sanitizer at the access point. Individuals are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the restroom. Individuals are also instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.

**Masks or cloth face coverings must be worn on campus.** All students, faculty and staff working on campus will wear masks or cloth face coverings. All campus personnel will monitor mask wearing and social distancing guidelines on campus. Contact Public Safety for any issues of non-compliance or refusal to abide by social distancing.

### Social distancing

- Employees who can work remotely should continue to do so. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.

- If required to come to the campus, consider the necessity of the visit, and appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
- Employees and students will be reminded on access control measures, for safety and security.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Flow plans will include signage for foot traffic to **stay to the right** in hallways and corridors.
- Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restroom areas. Restrooms are limited to one individual at a time.
- Seating arrangements will be made to adhere to the social distancing protocol.
- Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
- Meetings/gatherings of greater than 10 per area/room are prohibited, unless a written exception is granted by the president. Larger gatherings should be done virtually. In all scenarios, social distancing must be maintained.
- Masks or cloth face coverings must be worn on campus: Students are reminded to bring their own mask or cloth face coverings.
- Public Safety will provide masks to all faculty and staff as available.
- Gloves will be made available when needed as determined by the work tasks or skill set being completed at the worksite or classroom/lab.
- Disinfectant and sanitizer will be made available as needed. Contact Facilities or Public Safety for more information regarding cleaning/disinfectant supplies.
- Supervisors/instructors will be responsible for providing information on the safe use and disposal of PPE when required. This includes how to wear PPE and where to obtain needed supplies in the workcenter or classroom/lab.
- Supervisors/instructors will provide their teams/students an overview of the classroom/lab or workcenter to include: social distancing safeguards, flow plan, non-access areas, bathroom access, seating arrangements, non-gathering information, and location of sanitizers /cleaning supplies and disposal receptacles for PPE as appropriate.
- Remind your team members and students to honor posted signage for closed-off areas on campus.
- Information on how to conduct personal interactions will be reviewed to include social distancing and PPE; reiterate social distancing during the work schedule or classroom time period; consider having a safety monitor provide further adherence to social distancing and hygiene/cleanliness standards.
- Provide teams/students with key contact numbers in the event of an emergency or for questions regarding protocols in place for the COVID-19 pandemic environment.

**CLASSROOM/LAB SHARED RESPONSIBILITY** Shared responsibility for classrooms/labs will be provided through the instructor to students during their tasks/skill sets/equipment used in the performance of their learning practicum. Cleaning supplies for wipe downs will be provided as needed, and the use of PPE will be used as appropriate.

- Only use campus provided cleaning supplies/sanitizer, questions contact facilities.
- Establish a before/after regularly scheduled cleaning and disinfecting schedule for high touch areas; answer questions regarding classrooms/labs that are in use and show how to clean areas after use. Facilities will complete cleaning during their routine cleaning schedule.

**CONFIRMED CASE OF COVID-19 CONFIRMED CASE PROTOCOLS** MDH will provide guidance and direction on informing individuals if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. MDH will enact contact tracing and our campus will assist in their investigation.

**Training.** Additional communication and training will be ongoing using email and website postings.

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