



COM Return to Campus Plan July 2020

This College of Osteopathic Medicine (COM) return to campus plan is grounded in concern for the health and safety of all members of the University of New England (UNE) community as we transition back to campus. The goal of the transition policies and on-campus requirements outlined below are to promote the safety of our community members as UNE and COM continue its educational mission during the COVID-19 pandemic.

This plan aligns, and is consistent with, protocols and best practices recommended by OSHA, the U.S. Centers for Disease Control (CDC), the Maine CDC, as well as the State of Maine and local governmental orders and the UNE Return to Campus plan (June 2020). Some of the policies we are implementing are more stringent than those recommended by the aforementioned agencies, out of an abundance of caution for the members of our community. As the COVID-19 pandemic continues to evolve and new information becomes available, this plan will be updated and changes will be communicated to community members.

All COM community members, including faculty, students and professional staff, are expected to fully comply with the requirements in this plan. If there are questions about the plan, please contact your Program Director or supervisor.

Returning/Coming to Campus

UNE has instituted a number of initiatives regarding cleaning, social distancing, and other measures designed to enhance the health and safety of our community while on campus. Please familiarize yourself with these as some are more stringent than those of the Maine CDC.

On-Campus Presence: Students should only be on campus for assigned educational activities per the curriculum, and for the purposes of study or practice of either clinical skills or donor materials. On campus study in these areas is limited and by reservation and sign-in. When on campus, everyone must abide by the all UNE protocols. The on-campus presence of Faculty and Professional Staff will be determined by the College with the assistance of Human Resources

Social distancing: Social or “physical” distancing is a critical element in preventing the spread of COVID-19, according to CDC guidelines. This means keeping at least six feet (about two arms’ length) away from other people outside your own home and avoiding gathering in large groups or crowded places.

At UNE, all members of our community will be required to adhere to social distancing guidelines. This means not shaking hands and maintaining appropriate distance from others anywhere on campus. In many areas of campus, there will be directions and/or signage to

assist individuals in social distancing, and employees are required to adhere to any such directions and signage. When 6 ft physical distance is not possible, such as clinical skills training, etc., individuals must wear PPE as described in Appendix A

In addition to social distancing, as outlined in more detail below, everyone will be required to wear a cloth mask while in any indoor area of either UNE campus, including classrooms, labs, study spaces and other indoor spaces, with the exceptions noted below. The combination of masks and social distancing is essential for UNE to remain open while safely conducting its educational mission. Strict adherence to these requirements will be expected and enforced.

Hand Hygiene: Employees and students are expected to wash their hands on a regular basis throughout the day, particularly when arriving and leaving campus, after touching their face, touching communal surfaces, coughing or sneezing, or using bathroom facilities. Handwashing (at least 20 seconds of washing with soap and water) is preferred. Hand sanitizer stations are also available and will be maintained across the campus.

Cough Etiquette: Like other respiratory viruses, COVID-19 is transmitted through droplets that are spread into the air when speaking, sneezing, or coughing. Employees and students should cough or sneeze into their elbow or use a tissue, covering both their mouth and nose, and then immediately wash their hands as described above.

Traffic Flow: Designation of certain doorways as points of entry and others as points of exit must be followed when present.

Group Congregation: All students and employees should remain in compliance with CDC recommendations related to group size. COM has developed cohorts for on-campus training in compliance with these guidelines. The goal is to prevent cross contamination and allows for easier contact tracing.

Maine Requirements: UNE expects all faculty, students and professional staff to adhere to the guidance provided in the UNE Return to Work plan, as well as observe Maine's quarantine regulations if you are coming from out of state:

<https://www.maine.gov/covid19/restartingmaine/keepmainehealthy>.

Prior to July 1, individuals coming from NH and VT do not need to self-quarantine, however those from other states will need to self-quarantine for 14 days.

Beginning July 1, individuals from areas other than VT and NH must sign an attestation that they have completed one of the following requirements:

- a negative COVID test no more than 72 hours prior to entering Maine;
- or must arrange for a test upon arrival & self-quarantine until the results are obtained

- or self-quarantine for 14 days.

Administrative Controls

Faculty and professional staff who do not have an operational or instructional obligation will work from home whenever possible. A unit-based schedule will be maintained to coordinate and minimize the number of people on campus from any one program.

Shared office space will be limited to one occupant at all times. Faculty or professional staff who share an office may require temporary relocation if there is occasion that both occupants need to be on campus at the same time.

Faculty, students and professional staff will adhere to traffic flow and floor markings to support social distancing and reduce congestion.

There will be a restriction on visitors to campus. Faculty, students and professional staff must have permission to bring guests on campus. Students wishing to bring a visitor on campus must contact RSAS (COM Recruitment, Students and Alumni Services); faculty and staff should contact the Dean's Office. Please connect via Zoom or other technology communication solutions.

Students will only be permitted on-campus during their designated instructional laboratory time, or during approved study time. Access to the on-campus clinical skills and donor lab resources for study time, as well as room availability for on-campus studying to access Internet resources will be coordinated through the Office of the Associate Dean of Academic Affairs. Campus-based activities are to be limited and purposeful. Student cohorts should plan to accomplish their on-site learning activity and subsequently leave campus when completed. COM will coordinate on-campus activities to control and track the total number of people in buildings and grounds.

There will be no congregate gathering spaces. Grab and Go meals will be available. Students, faculty and professional staff are encouraged to eat meals off campus or in designated open spaces on campus.

Faculty and staff should make every effort to maintain 6-foot physical distancing and wear a face covering while in common areas, including hallways, breakrooms, and copy rooms. Break room occupancy is limited to two individuals at a time while maintaining 6-foot physical distancing. Similarly, while someone is using a copier physical distancing must be maintained. The small copier rooms will be limited to one occupant.

Daily Self-Monitoring

Early detection of illness can prevent the spread of COVID-19 to students, faculty, professional staff and others in the UNE community. UNE community members must

monitor their health daily. Students, faculty, and professional staff must stay home if they are sick and if any of the following symptoms or circumstances apply to them:

- Shortness of breath or difficulty breathing
- Cough
- Temperature exceeds 100.4 F when measured with a household thermometer
- New loss of smell or taste
- Sore throat
- Muscle pain
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Anyone in your household has been diagnosed with COVID-19 or has exhibited COVID-19 symptoms (listed above) within the last 14 days.
- Have had close contact (within 6 feet for 15 or more minutes) with anyone outside your home who has a confirmed COVID-19 diagnosis or COVID-19 symptoms within the last 14 days.

Students with any of these symptoms or circumstances must contact the Student Health Center. The Portland contact number is 221-4242. The Biddeford contact number is 602-2358. Contacting the health center over the summer will result in a provider reaching out to the student with a video triage visit and intervention guidance. The Student Health Center has been relocated to Linnell Hall (Portland Campus) and Petts Health Center and the Campus Center Multi-Purpose Rooms (Biddeford Campus). Employees with any of these symptoms or circumstances must contact their immediate supervisors and Human Resources at HR-COVID19Questions@une.edu.

Classroom/Lab Sanitization Procedure

- Faculty are responsible for ensuring each classroom/lab space is properly sanitized prior to each learning activity and between their class cohorts.
- Facilities will provide sanitizer spray and wipes for each classroom/lab space. The supplies will be placed near the front of the classroom/podium. The supplies should **ONLY** be used for the classroom/lab they are found in. If a classroom/lab has run out of supplies, please contact facilities to notify them so they can replenish the supply (ucfacilities@une.edu 602-2476)
- Faculty must spray down all surfaces to be used during class, prior to learning activities, to ensure all surfaces are clean. Faculty can utilize the assistance of students to complete the cleaning process, if appropriate. Once they have finished cleaning, they must return the supplies to the front of the classroom/podium.
 - If specific equipment was used during a learning activity, it should be cleaned prior to returning it to its storage location.

- Faculty must clean all surfaces between the cohorts utilizing the classroom/lab. Faculty can utilize the assistance of students to complete the cleaning process, if appropriate. Once cleaning is complete, supplies must be returned to the front of the classroom/podium.

Cloth Face Masks and Personal Protective Equipment (PPE)

Cloth face masks/coverings must be worn by all UNE community members while on campus, except in the circumstances specified below. Appropriate use of face masks/coverings is critical in minimizing risks to others, according to federal and state CDC guidance. Individuals can spread COVID-19 to others even when they do not feel sick. The only exceptions to when face masks/coverings must be worn are the following:

- A UNE community member is alone in a private office/confined space;
- A UNE community member is performing work outside (landscapers, security, etc.) and is able to maintain social distance at all times (if in proximity to others, a face mask/covering must be worn);
- A UNE community member has approval from the Student Access Center (student) or Human Resources (employee) as a result of reasonably accommodating a disability in accordance with federal and state law.

In addition to the general rules for mask wearing described above, Personal Protective Equipment (PPE) is worn in certain higher-risk situations to minimize exposure to hazards that cause serious injuries and/or illnesses. COM will be providing students and employees with the required PPE they must utilize during their on-campus learning activity. Faculty have been informed of the PPE requirement guidelines, as developed by UNE in accordance with CDC requirements, to ensure they have all students and employees utilize the appropriate PPE during the learning activity occurring in their class. See Appendix A for full details on required PPE.


- Upon entering the clinical training laboratory, students and faculty must either wash their hands with soap & water for at least 20 seconds or apply hand sanitizing gel containing at least 80% ethanol or 75% isopropyl alcohol.
- Students and faculty must wear PPE during on-campus experiences as outlined in the table below (UNE guidelines as informed by the CDC).
- One plastic face shield will be issued to all students and faculty. The face shield is reusable and it is the responsibility of the owner to effectively clean it after each use. The faculty will inform students when they should have their face shield available for a learning activity.
- PPE, excluding face shields, will be properly disposed of in the classroom/lab space where the learning activity occurred.
 - Students and employees will conclude following standard hand washing guidelines as described above.

Communication

The college will provide regular communications from the Office of the Dean to announce any news, changes to policy or procedures or other pertinent information. A link to a site containing all current procedures or restrictions will be included with each email.

The COM Dean's office welcomes comments and feedback relating to any aspect of COVID-19 measures. The administration will do their best to promptly respond to inquiries as received.

Educating the UNE Community about Reducing Risk

1. Stay home if you are sick, except to get medical care.
2. Inform your supervisor if you have a sick family member at home with COVID-19.
3. Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
4. Avoid touching your eyes, nose, and mouth with unwashed hands.
5. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
6. Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 , the cause of COVID-19, and are appropriate for the surface.
7. Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
8. Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
9. (Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)

Campus-based Clinical Skills Training PPE Recommendations

Health profession (HP) education (medicine, dental, nursing, physician assistant, physical and occupational therapy, nurse anesthesia, etc.) requires students to practice on one another, standardized patients, mannequins and actual patients under the close guidance and supervision of faculty. Clinical skills training cannot be accomplished with social distancing principles and requires adaptation of existing guidelines to ensure that HP students receive adequate opportunity to practice and learn. This skills training subsequently prepares HP students to safely deliver care to patients in hospital and clinic settings while learning how to appropriately protect themselves and others.

The following recommendations are for campus-based clinical skills training experiences where social distancing is not possible. Faculty and students are to wash their hands with soap & water for at least 20 seconds or apply hand sanitizer containing at least 80% ethanol or 75% isopropyl alcohol before and after any skills procedure, and wipe down all surfaces after use.

Type of Skill/Procedure & Populations	Precaution Needed	PPE Needed	PPE Needed	PPE Needed
Routine campus contact Social Distancing possible. Population presumed to be healthy.	Cloth Mask when interacting in public areas on campus			
Non-aerosol producing were social distancing is possible: High fidelity simulation,	Cloth Mask			
Non-aerosol producing clinical skills were sustained close contact occurs (e.g. Taking BP, Transfers/positioning). Population presumed to be healthy.	Cloth Mask	Supplemented with Surgical Mask, Cloth Gown Overlay, Gloves		
Non-mechanically generated aerosol producing clinical skill (e.g. head & neck exam, oral exam, respiratory exam, manual DH procedures, exertion exercise lab). Population presumed to be healthy.		Supplemented with Surgical Mask, Cloth Gown Overlay, Gloves	Face Shield	
Mechanically generated aerosol producing clinical skills training & pt. care (dental procedures, select dental hygiene procedures, Mature Care). Population with unknown health status.		Cloth Gown Overlay, Gloves Hair Bonnet Shoe Coverings	Face Shield	Appropriately fitted N-95 Respirator

