

Guide to Re-Opening: Phases I-IV



SHERMAN COLLEGE
of CHIROPRACTIC

TABLE OF CONTENTS

Welcome back!	3
Reopening Director	4
Protocol for Exposure or Possible Exposure	4
Sherman College COVID 19 Screening Form	5
Phase I: May 26, 2020	6
<i>Overview</i>	6
<i>Daily Operations</i>	6
<i>Lab Sessions</i>	7
<i>Personal Protective Equipment (PPE)</i>	7
<i>Cleaning</i>	7
Phase II: June 1, 2020	8
<i>Overview</i>	8
<i>Initial Assessment and Triage of patients, interns and employees entering the Health Center</i>	8
<i>Sample Chart Note for COVID-19</i>	9
<i>Daily Operations during COVID-19</i>	9
<i>Intern guidelines for patient visits:</i>	10
Phase III: July 7, 2020	11
<i>Overview</i>	11
<i>Daily Operations</i>	11
<i>Lab Sessions</i>	11
<i>Personal Protective Equipment (PPE)</i>	12
<i>Cleaning</i>	12
<i>Departmental Reopening Across Campus</i>	12
Phase IV: September 29, 2020	13

WELCOME BACK!

Tuesday, May 26, will begin the first step in the phased reopening of Sherman College. The safety and well-being of our students, faculty, staff and health center patients is of utmost importance when planning our return to campus. Based on government recommendations, guidance from the CDC and an abundance of caution, the college is beginning the return to campus with some new safety measures and operational changes.

Faculty and Case Doctors will continue to work hard to ensure a standard and consistent delivery of instruction, training, and assessment. It is our goal to continue promoting fair and equitable practices during this transition, to maintain the academic and clinical rigor that protects the integrity and quality of our program. Student success continues to be at the forefront of all our actions and we are committed to the highest standards of health, safety and security.

Social distancing and safety protocols are critical for reopening campus. The college will retain flexibility to revise this plan as needed to continue to put the health, safety and security of our Sherman family first.

This guide outlines the initial phases for our students, faculty and staff to return to achieve our vision:

Adjusting the world for a better future.

REOPENING DIRECTOR

The college has appointed Janice Fordree, D.C. as our campus re-opening director (RD) to oversee campus re-opening operations for all employees and students. The RD has the following duties and responsibilities:

- track current procedures;
- monitor federal, state and local guidelines;
- provide appropriate reporting to the Provost and department heads;
- make recommendations to executive team;
- address concerns and adapt processes as the situation evolves;
- coordinate responsibilities with departments; and
- ensure accountability.

PROTOCOL FOR EXPOSURE OR POSSIBLE EXPOSURE

If the individual suspects they were in contact with someone who has confirmed COVID-19, they must stay home and self-monitor for 14 days and contact their Health Care Provider (HCP). Dean of Clinic Operations and Outreach (DCOO) and RD will keep a log of individuals in this category and they will not be cleared for screening to enter the building until the 14- day quarantine expires. The individual must receive clearance from the Reopening Director. The front desk staff will have a list of individuals who cannot enter the building and their clearance dates (reminder to front desk staff that this is confidential information). If it is a patient, the intern and case doc must also be notified so they do not schedule appointments.

If an individual tested positive, the Reopening Director and the positive individual should be connected. The positive individual can let the Reopening Director know when they were in the health center and who they know they came in contact with. The Reopening Director may determine that additional people need to be notified of possible exposure based on the day/time the positive individual was in the building. The Reopening Director will not disclose the names of any individuals who tested positive. The Reopening Director should be the one to notify the individuals that the positive person may have come in contact with. The Reopening Director would follow up with each person on the list to notify them that they may have been contact with someone who tested positive for COVID-19. This same procedure should be followed should we be notified of a suspected case of COVID-19. Individuals who have tested positive will not be allowed entry into the building until 14 days have passed from the date of the positive test.

We are required to notify DHEC if we have a positive case in the health center. After local health officials have been notified, these officials will help administrators determine a course of action for the college. Administrators will work closely with local health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. The closure will allow time for the local health officials to gain a better understanding of the COVID-19 situation and for custodial staff to clean and disinfect the affected facilities. It also allows the local health officials and administrators to determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

SHERMAN COLLEGE COVID 19 SCREENING FORM

Date: _____ Name: _____ Temperature: _____

_____ Y _____ N To the best of your knowledge, have you been exposed to anyone at risk or tested positive for COVID-19 in the last 14 days?
_____ Y _____ N Do you currently have, or have you had in the past 72 hours any of the following: fever, persistent cough or shortness of breath? If yes, please provide more information.

I accept that I am responsible for reporting any changes to my initial health screening to the Reopening Director, Dr. Janice Fordree, (jfordree@sherman.edu) and that in doing so my ability to come on campus may be suspended.

Signature of Person Evaluated _____

SCC Representative _____

PHASE I: MAY 26, 2020

OVERVIEW

Students and faculty return to campus for OPTIONAL small group instruction and testing for practical courses. The number of people at each session will be determined by room size, equipment and assigned by course instructor (see table below). Two-hour blocks of availability will be assigned to each course instructor who requests time. All other rooms will be locked and inaccessible. The below schedule will run Monday through Wednesday. This schedule may change based on needs of faculty.

DAILY OPERATIONS

Prior to entry through Scallon's Atrium, students, staff and faculty must submit to a temperature check and fill out the Sherman College COVID-19 Screening Form. The form will be kept with the RD.

Entrance will be denied and the RD will be informed if any person answers yes to either question or have a temperature above 100.4 degrees. Only temperature will be taken on all subsequent visits. The vice president for academic affairs, dean of clinical sciences and selected faculty will staff the entry point for the spring quarter.

When entering the Scallon Building, students and faculty will proceed to the first set of bathrooms to wash their hands before attending the assigned lab session. Students will leave the building through the closest exit door to their lab session as indicated on the Scallon map below. Signage will be posted in key locations. Students may re-enter the building through the atrium to wash their hands after each session and follow the same traffic flow pattern to exit the building. The hall leading to student affairs and seating areas will be roped off. Students are not permitted to congregate inside the building.



LAB SESSIONS

Faculty who would like to hold on campus practical training or assessment labs will make arrangements through their dean. The registrar's office will assign course instructors rooms and times for labs, working with the deans to ensure instructor requests for rooms and equipment are appropriate. Faculty will schedule appointments with students within the two-hour window allotted for their course. Faculty who hold training and/or assessments must ensure all students who wish to participate have the opportunity to do so. Additionally, faculty are responsible for:

- Emailing detailed daily attendance records to the RD which include students' entrance and exit the times;
- Ensuring equipment, such as palpation benches or exam tables, is maintained at six foot spacing with no cloth equipment being used;
- Ensuring students maintain social distance protocols;
- Allowing live recording of instructional sessions for accommodated students with recording permission;
- Ensuring maximum occupancy of the room, including both students and faculty, does not exceed the 50% occupancy limit; and
- Coordinating the practical assessment of students who receive accommodations with the director of student affairs.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All students and employees are welcome to wear any PPE that makes them feel more comfortable attending live sessions. PPE will not be required to be on campus, but employees and students may wear them at their discretion. Students and faculty are **required** to wear a facemask while performing any skill that requires less than a 6-foot distance between themselves and another person. These skills include, but are not limited to, spinal palpation, set-ups or physical examinations. Faculty can require students to wear gloves in lab sessions at their discretion. Gloves will be made available to faculty members by request.

Students must acquire their own facemask and maintain it in proper working condition. Students will not be permitted to participate in any of the close contact activities without their own mask. Cloth facemasks are acceptable. CDC guidance on making and using facemasks can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>. Faculty will be provided disposable facemasks but are encouraged to acquire their own cloth masks for long-term future use. **Masks must be serviceable and not soiled or compromised.**

CLEANING

The RD will coordinate with the director of facilities and security to ensure appropriate cleaning and disinfecting supplies are maintained and available for student and faculty use. Additionally, they will coordinate an appropriate cleaning schedule with contractors.

At the end of each lab session, faculty will ensure attending students clean all equipment and common contact surfaces with college provided disinfectant. Appropriate cleaning allows faculty to record evidence students are proficient in CCE competency, *MC3.3: 3 - Address appropriate hygiene practices in the clinical environment.*

Before a faculty member exits the room at the end of the scheduled time, they must:

- Ensure equipment has been disinfected and replaced to original position;
- Face paper and other refuse has been disposed of; and
- Common contact surfaces such as podium, exam tables, diagnostic equipment and door handles have been appropriately disinfected.

PHASE II: JUNE 1, 2020

OVERVIEW

The following are the guidelines, processes and procedures for the initial opening of the Health Center for the rest of the spring 2020 quarter. Realizing the current situation is very fluid from a campus, local, state and federal standpoint, daily and weekly monitoring and evaluation for effectiveness will be conducted. This will allow for immediate revisions when necessary to ensure smooth, safe operations. The data collected and outcomes achieved will be the basis for summer and fall quarter Health Center operations.

INITIAL ASSESSMENT AND TRIAGE OF PATIENTS, INTERNS AND EMPLOYEES ENTERING THE HEALTH CENTER

Faculty and staff will be triaged prior to the health center re-opening so front desk staff can focus on triage of patients and interns. Interns could also be triaged prior to opening to public. After this initial screening process, only temperature will be checked using a touch free thermometer for anyone that enters the building. Initial screenings will be documented for interns and employees using screening form (see end of document for form). Subsequent temperature checks will not be documented. **Everyone must enter through the front doors as front desk staff is responsible for triage.**

1. **Interns** – Prior to entry, interns must submit to a temperature check and answer the following questions:
 - a. To the best of your knowledge, have you been exposed to anyone at risk OR anyone that has tested positive for COVID-19 in the last two weeks?
 - b. Do you currently have, or have you had in the past 72 hours any of the following: persistent cough, fever or shortness of breath. Have you been experiencing any other symptoms?
2. **Employees** – Prior to entry, employees must submit to a temperature check and answer the following questions:
 - a. To the best of your knowledge, have you been exposed to anyone at risk OR anyone that has tested positive for COVID-19 in the last two weeks?
 - b. Do you currently have, or have you had in the past 72 hours any of the following: cough, fever or shortness of breath. Have you been experiencing any other symptoms?

An employee or intern answering yes to either question will not be permitted on campus for 14 days or until they have been cleared by a medical provider.

3. **Patients (scheduling)** – **Until July 7, only established patients will be seen in the Health Center. The Student Health Center will be closed until further notice.** Before a patient may schedule an appointment they must answer the following questions over the phone with their intern:
 - a. To the best of your knowledge, have you been exposed to anyone at risk OR anyone that has tested positive for COVID-19 in the last two weeks?
 - b. Do you currently have, or have you had in the past 72 hours any of the following: cough, fever or shortness of breath. Have you been experiencing any other symptoms?

A patient answering yes to either question will not be permitted on campus for 14 days or until they have been cleared by a medical provider.

Patients (upon arrival) – before a patient moves beyond the front desk, they must have their temperature checked and verify the intern completed the two question patient health screening by phone listed in the patient scheduling section above.

For subsequent visits, the front desk staff will do the temperature check and ask the patient if anything in their health history has changed since their last visit. If yes, front desk staff will notify the intern and Reopening Director for further direction.

All employees, students and patients are responsible for reporting any changes in their initial screening report. The screening form at end of this document includes a statement of integrity.

SAMPLE CHART NOTE FOR COVID-19

Intern should chart the following information in the patient's file:

Patient was questioned with regard to exposure to the virus and presentation of symptoms. Options for chart notes:

- The patient confirms possible exposure to someone at risk OR someone who that has tested positive for COVID-19 and has been notified that they may not come to campus for 14 days or until they have been cleared by a medical provider.
- The patients confirms the following symptoms XXXX and has been notified that they may not come to campus for 14 days or until they have been cleared by a medical provider.
- The patient denies all of the following: persistent cough, fever or shortness of breath.

DAILY OPERATIONS DURING COVID-19

The Health Center will be open from 9:00 a.m. to 5:00 p.m., closing from noon to 1:30 p.m. for all employees to have a lunch break and time to ensure all spaces have been sanitized. Front desk and records staff work from 8:00 a.m. to 5:00 p.m. Caroline will follow the same schedule and float between front desk and records as needed. X-ray staff schedule will be determined based on x-ray schedule. Case doctors associated with the daily clinic level will work 8:00 a.m. to 5:00 p.m. and cover both hallways, with Friday being the exception.

Only three adjusting rooms on A and D hallways in the Health Center will be utilized for patient care to minimize personal interaction. Hallways B and C are closed for patient care and should only be used for exiting the building. The appointment times will be staggered by hallway with one hallway scheduling appointments on the hour and the other on the half hour. Interns must adhere to appointment times to prevent delays in other interns' ability to utilize the limited spaces.

The Health Center will be open June 1 – June 18, utilizing the daily clinic levels schedule as follows:

Day	Clinic Level	Number of Interns	Case Doctors
Monday	722	26	King and Madden
Tuesday	730	27	Johnson and Kolarik
Wednesday	740	31	Fielder, Hock and Hudson
Thursday	750	23	Hemmen-Duckworth and Robertson
Friday	810	22	ALL

The front desk station closest to Hallway C will be used by interns for patient scheduling. All patient visits must be scheduled through the front desk. Interns should call to schedule appointments outside of their assigned HC day. It is the intern's responsibility to communicate any schedule changes to both the front desk staff and the case doctor; both will have copies of the day's schedule. Patients not on the schedule will not be checked in. **Children are not allowed on campus unless they are scheduled for a chiropractic appointment.**

Interns and front desk staff should instruct patients to remain in their vehicle and enter the building to check in no more than 5 minutes prior to their appointment time. If patients arrive early, they will be asked to return to their vehicle until the appropriate time. Interns will have screened patients over the phone with the screening questions. Answers should be documented in patient file as dictated by the protocol above. **The front desk station closest to the lobby will be used for patient check in. Once the patient has been checked in, they may take a seat in the designated area in the lobby if needed.**

Due to the current circumstances and the increased required cleaning protocols, each person is responsible to wipe down restroom surfaces, i.e. countertops, fixtures, after use. The front desk is to be advised immediately if any area in the HC requires attention, additional cleaning, etc.

The front desk staff will keep the front desk stations and the lobby sanitized. The children’s area toys and books will be put away to eliminate spreading of germs on those surfaces. Lobby seating will be spread out to help people keep distance and discourage loitering or congregating. Hand sanitizer will be placed at the front desk. Signs will be posted throughout the building reminding everyone of proper hygiene processes.

Front desk staff can use gloves/sanitizer to protect against exposure when accepting payments. Patients will use tissues when signing CC slips and they can use a pencil eraser instead of their finger on the credit card machine. Front desk staff will clean the pencil/pen after each transaction.

The Health Center will require face masks during any patient interaction. Interns will receive one cloth mask to use during patient care and should be cleaned daily. If an intern loses the mask, they will be required to provide one for use. Proper mask placement can be reviewed at the following: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

INTERN GUIDELINES FOR PATIENT VISITS:

- **Patients will not be gowned for appointments.**
- Wash hands before seeing patient
- Wipe down all surfaces with cleaning products after visit is complete
- Alert the front desk once room has been cleaned and vacated
- Wash hands immediately after completing patient visit
- **Fabric-covered tables may not be used since the college does not have a solution to clean those tables.**
- **Tytron scanning is only approved for the cervical region of the spine. Proper cleaning protocols will be utilized.**

Hand sanitizer will be placed in each patient room that is being used. The intern is responsible for wiping down all surfaces, equipment and dispose of face paper after their appointment is complete. The intern will initial the sanitizing checklist, have their case doctor verify and initial the checklist and turn it in the to front desk.

Once the patient visit is complete, the intern will escort the patient out of the room and out of the building using the traffic pattern on the floor plan diagram. Floor plan and wayfinding signs will direct flow of traffic throughout the building.



Case doctors will authorize x-rays only when deemed critical to care. The standard APOM will be substituted with a nasium and lower cervical views. The x-ray staff will take all x-rays to reduce the number of people in the space as well as the amount of PPE used. X-ray staff will use face shields and gowns as needed. Interns and XRI staff are not allowed in X-ray suite. Patients who need x-rays will be instructed on proper attire prior to their appointment so gowns will be unnecessary.

If x-rays are needed, access the x-ray department via the hallway leading directly to the x-ray department. Once finished, foot traffic should move along the back hallway toward HC 5 leaving via the hallway by the elevator.

The ready room lounge area will be closed to reduce the chance of interns congregating. The computer room will be open, supplied with sanitizer and wipes, for interns to work on patient files. Interns will be responsible for sanitizing their workstation after use. Intern guidelines for using the computer room are as follows:

- Computers are available in one-hour blocks by making an appointment with the HC front desk staff;
- Social distancing must be maintained; and
- Surfaces must be sanitized upon departure.

If an intern is not actively working on patient files or seeing patients, they must leave the health center.

PHASE III: JULY 7, 2020

OVERVIEW

Lecture courses and lecture components of hands-on courses will remain on-line. Practical courses will continue to provide most instruction on-line but some will include OPTIONAL on-campus lab sessions for the purpose of small group training and skills testing. Guidelines and procedures will generally follow the as spring quarter or the RD's modifications of those procedures. Academic deans will coordinate with the registrar to schedule lab times and locations. The registrar will distribute lab schedules to the faculty. Faculty will schedule appointments with students within the two-hour window allotted for their course.

DAILY OPERATIONS

As in the final weeks of the spring quarter, students, staff and faculty must submit to a temperature check and fill out the Sherman College COVID-19 Screening Form prior to entry through Scallon's Atrium. The form will be kept with the RD.

Entrance will be denied and the RD will be informed if any person answers yes to either question or have a temperature above 100.4 degrees. Only temperature will be taken on all subsequent visits. The office of academic affairs will work with department leadership to ensure adequate staffing for the entry point screening.

When entering the Scallon Building, students and faculty will proceed to the first set of bathrooms to wash their hands before attending the assigned lab session. Students will leave the building through the closest exit door to their lab session as indicated on the Scallon map below. Signage will be posted in key locations. Students may re-enter the building through the atrium to wash their hands after each session and follow the same traffic flow pattern to exit the building. The hall leading to student affairs and seating areas will be roped off. Students are not permitted to congregate inside the building. Please refer to the Phase I map for a visual representation of traffic flow.

LAB SESSIONS

The summer 2020 lab schedule will not start until week 4. The college may extend the spring 2020 schedule for the first three weeks. Students who do not yet feel comfortable attending live sessions will have not have to. Faculty will schedule appointments with students within the two-hour window allotted for their course. Faculty who hold training and/or assessments must ensure all students who wish to participate have the opportunity to do so. Additionally, faculty are responsible for:

- Emailing detailed daily attendance records to the RD which include students' entrance and exit the times;
- Ensuring equipment, such as palpation benches or exam tables, is maintained at six foot spacing, with no cloth equipment being used;
- Ensuring students maintain social distance protocols;

- Allowing students with permission from Student Affairs to record live instructional session;
- Ensuring maximum occupancy of the room, including both students and faculty, does not exceed the 50% occupancy limit;
- Working with the department of teaching and learning to record as many live sessions as possible utilizing Swivl devices; and
- Coordinating the practical assessment of students who receive accommodations with the director of student affairs.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All students and employees are welcome to wear any PPE that makes them feel more comfortable attending live sessions. PPE will not be required to be on campus, but employees and students may wear them at their discretion. Students and faculty are **required** to wear a facemask while performing any skill that requires less than a 6-foot distance between themselves and another person. These skills include, but are not limited to, spinal palpation, set-ups or physical examinations. Faculty can require students to wear gloves in lab sessions at their discretion. Gloves will be made available to faculty members by request.

Students must acquire their own facemask and maintain it in proper working condition. Students will not be permitted to participate in any of the close contact activities without their own mask. Cloth facemasks are acceptable. CDC guidance on making and using facemasks can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>. Faculty will be provided disposable facemasks but are encouraged to acquire their own cloth masks for long-term future use. **Masks must be serviceable and not soiled or compromised.**

CLEANING

The RD will coordinate with the director of facilities and security to ensure appropriate cleaning and disinfecting supplies are maintained and available for student and faculty use. Additionally, they will coordinate an appropriate cleaning schedule with contractors.

At the end of each lab session, faculty will ensure attending students clean all equipment and common contact surfaces with college provided disinfectant. Appropriate cleaning allows faculty to record evidence students are proficient in CCE competency, *MC3.3: 3 - Address appropriate hygiene practices in the clinical environment.*

Before a faculty member exits the room at the end of the scheduled time, they must:

- Ensure equipment has been disinfected and replaced to original position;
- Face paper and other refuse has been disposed of; and
- Common contact surfaces such as podium, exam tables, diagnostic equipment and door handles have been appropriately disinfected.

Common contact surfaces such as podium, exam tables, diagnostic equipment and door handles have been appropriately disinfected.

DEPARTMENTAL REOPENING ACROSS CAMPUS

Department leaders will develop work schedules in support of resuming academic operations, making sure to keep the RD informed. Department supervisors will be responsible for monitoring department operations and enforcing social distancing guidelines. Examples include the registrar's office may be available for certain hours per week, Library Resource Center (LRC) will be open certain hours per week, academic support may start making on-campus hours available.

Department leaders will work with department staff to determine suitable locations for one-on-one meeting when necessary and will maintain social distancing guidelines. Classroom space will be available for small group meetings if necessary. All classroom spaces can be scheduled through the registrar's office.

Employees working in Scallon will enter through the Atrium for screening and exit through the door closest to their workspace. Employees working from the Gelardi Center (TGC) will proceed to Atrium in Scallon building to check in and be screened before proceeding to workstation.

Additionally, the following measures will also be in effect:

- Students who need to access one stop shop offices must have an appointment.
- The Gelardi Center's upstairs bathroom will be closed temporarily but the downstairs restrooms will remain open;
- The café will be closed and roped off;
- TGC hallway seating will be roped off;
- The event spaces will be closed unless scheduled for class or group meetings;
- The Bookstore and the LRC will be open for limited hours with occupancy limits; and
- The dean of clinic operations and outreach will coordinate labs located in the HC, such as HC10 & Radiology.

PHASE IV: SEPTEMBER 29, 2020

The college expects to require some live sessions beginning in the fall quarter. Students should prepare to be available for some on-campus learning and assessments beginning September 29. Outcomes, data and information from the first three phases will shape the reopening procedures for fall 2020. Additional information on a comprehensive plan will be forthcoming during the summer quarter.