



SOUTHWEST COLLEGE OF
NATUROPATHIC MEDICINE
& HEALTH SCIENCES

COVID-19 OPERATIONS GUIDELINES

Summer 2021

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SCNM COVID-19 • OPERATIONS GUIDELINES • SUMMER 2021

Southwest College of Naturopathic Medicine and Health Sciences takes the health and safety of our students, patients, staff, and faculty staff very seriously. The operations guidelines in this manual establish expectations of students, staff, and faculty during SCNM sponsored activities. SCNM is committed to its mission of delivering excellent education and patient care, while adhering to public health guidelines to ensure the wellbeing of our community.

It is important to note that these guidelines will be updated regularly as information from state agencies is updated. It is your responsibility to review the guidelines regularly for updates.

The following strategies will be implemented to reduce the risk of transmission (described in detail below):

- Physical Distancing
- Use of masks
- Enhanced hygiene and sanitation
- Continuation of virtual work and education
- Updated on-campus attendance policies

Please note these guidelines apply to all SCNM sponsored on- and off- campus sites and activities, including but not limited to: Community Clinics, Elective Off-sites, Field Observation, and Club Activities.

PHYSICAL DISTANCING

COVID-19 is mainly spread from person to person in close contact for a prolonged period of time (6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period) via respiratory droplets. Maintaining physical distance from another person of 6 feet or more whenever possible decreases the chance of transmission.

It is expected that:

All persons on campus will:

1. Maintain a distance of 6 feet from other students, staff, faculty and patients whenever feasible.

Students, staff and physicians in the clinics will:

1. Maintain as much distance as possible from others including patients when they are not actively participating in the physical examination of their patient.

CDC Guidelines for Social Distancing:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Updated June 2021

REDUCED RISK OF TRANSMISSION THROUGH USE OF MASKS

COVID-19 spreads mainly from person to person from respiratory droplets. Face coverings likely reduce the spread of the infection by limiting the spread of respiratory droplets. To find an approved mask, please utilize the Campus Mask Guidelines available on the [MySCNM COVID Documents page](#) or on scnm.edu/COVID19.

It is expected that:

1. All persons on campus at SCNM will wear a face mask or cloth face covering that covers their nose and mouth at all times.
 - A. Face masks or cloth face coverings may be moved while drinking and eating but must be put back on after this activity.
 - B. Face masks or cloth face coverings may be removed in one's private office when no one else is present.
 - C. Face masks are required for clinical activities. Face masks may be removed, as required, for specific laboratory and clinical activities but will be replaced immediately after the activity has ended.
 - D. Cloth face coverings are acceptable for the non-clinical setting. Please see the Clinical Requirements section of this document for additional Personal Protective Equipment information.

****DUE TO SHORTAGES OF PPE, SCNM WILL NOT PROVIDE FACEMASKS TO ANY STUDENT, STAFF, OR FACULTY MEMBER EXCEPT IN THE CLINICAL SETTING. ANYONE WHO ARRIVES TO CAMPUS WITHOUT PPE WILL BE DENIED ACCESS TO CAMPUS****

ENHANCED HYGIENE AND SANITATION

Frequent and thorough handwashing continues to be one of the most effective ways to prevent the spread of infection. Additionally, it is expected that all persons on campus participate in increased sanitation of their environment.

It is expected that:

1. All students, staff, and faculty frequently wash their hands with soap and warm water for at least 20 seconds or utilize hand sanitizer with at least 60% alcohol.
 - A. Hands must be washed or sanitized after coming in contact with a shared surface
 - B. Hands must be washed or sanitized before and after touching another individual
 - C. Hands must be washed with soap and water before eating
 - D. Hands must be washed or sanitized after using the restroom
2. All students, faculty and staff are expected to participate in enhanced cleaning protocols.
 - A. All students, faculty and staff are expected to sanitize all areas they have come in contact with after use with antiseptic wipes. This includes wiping down their work area, doorknobs, and all other areas they have been in contact with.

- B. Facilities will perform enhanced cleaning protocols for all high-risk and high touch areas.

CONTINUATION OF VIRTUAL WORK AND EDUCATION

The best way to limit the exposure of our community to COVID-19 is to continue to limit any non-essential exposure.

It is expected that:

1. For the Summer 2021 quarter, all didactic courses will remain virtual. Many laboratory courses will be on-campus. Please check the course schedule on MySCNM.
2. Student access to campus is limited. Students may only be on campus to attend a course, for work, or with permission from the Dean of Students. Space on campus has been set aside for students who need to take a virtual course on-campus due to their on-campus lab or clinical schedule. Please contact Nancy Gripman to reserve space.
3. Faculty and staff are encouraged to limit their time on campus unless needed to perform job responsibilities and approved by their supervisor.
4. Faculty and staff are encouraged to not attend work if they do not feel well. They are required to follow HR policies regarding absenteeism.

CAMPUS ATTENDANCE AND VISITATION

While it is possible for asymptomatic individuals to spread COVID-19, many people who become sick are aware of a recent exposure or are aware of symptoms or are not feeling well. The following guidelines will help decrease exposure risk from these individuals:

It is expected that:

1. All community members must initiate the COVID Exposure Procedure if they may have been exposed.
2. All students, staff, and faculty who have tested positive for COVID-19 or have potentially been exposed to someone with COVID-19 are expected to follow the CDC guidelines to self-isolate and stay at home.
3. Any student, staff, or faculty member showing symptoms of COVID-19 should not come to campus. Symptoms include, but are not limited to:
 - A. Fever or chills
 - B. Cough
 - C. Shortness of breath or difficulty breathing
 - D. Fatigue
 - E. Muscle or body aches
 - F. Headache
 - G. New loss of taste or smell
 - H. Sore throat
 - I. Congestion or runny nose

- J. Nausea or vomiting
 - K. Diarrhea
4. All students, staff, and faculty who have recently had close contact with a person with COVID-19 should stay home and monitor their health.

Routine daily temperature checks for students, staff and faculty have been suspended at this time. It is expected that students, staff and faculty monitor their symptoms and do not come to campus if they are unwell. Patients will be screened when they start their visits. CDC Public Health Recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

CDC Guidelines for Higher Education Institutions:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#behaviors>

UPDATED ON-CAMPUS POLICIES

ON-GROUND CLINICAL ATTENDANCE

Clinical clerkships will be hybrid with both telemedicine and in person appointments. Students are required to attend their on-ground clinical clerkships as assigned by their supervising physician. Students ***should not attend*** in-person if they do not feel well. Students who can not attend any clerkship in-person are required to communicate with their faculty. Absences for not feeling well will not count against the students' course grade but the hours will need to be made up to complete the credits.

RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

All managers and supervisors must be familiar with these guidelines and be prepared to answer questions from employees. Managers and supervisors shall role model all behaviors outlined in these guidelines at all times. Managers and supervisors must expect these same behaviors from all employees.

All managers and supervisors must also be familiar with the steps to take should someone they supervise be at risk for having COVID-19.

RESPONSIBILITIES OF EMPLOYEES AND STUDENTS

SCNM is asking every one of our employees and students to help with our prevention efforts while on campus or participating in SCNM activities. In order to minimize the spread of COVID-19 in our community everyone must play their part. As set forth in this document, SCNM has instituted various housekeeping, environmental, social distancing, and other best practices at our school. All employees, volunteers, and students must follow all guidelines, at all times. If you have a specific question about these guidelines, please ask your supervisor or Dr. Mitchell.

FOOD

All students, staff, and faculty are expected to maintain a minimum 6-foot distance from others while eating. Eating alone is encouraged. Observe occupancy limits and avoid crowding of break rooms. Remove your face mask/covering only to eat, then put it back on. Wipe down the table and chair you used with a sanitizing wipe once you are done. Use of common break room food and beverage items is strongly discouraged (e.g., shared coffee pots, shared water cooler, toaster, microwave, etc.). Managers are expected to stagger lunch and break time schedules, as needed, for staff and faculty.

REPORTING OF EXPOSURE

See [SCNM COVID Exposure Procedure](#) for what to do if you could have been exposed to COVID. It is your responsibility to have this procedure and phone numbers accessible.

SCNM CLINICAL EXPECTATIONS

All policies outlined above apply to all SCNM-staffed clinics. The following guidelines apply specifically to the on-ground clinical setting:

- One primary student may be assigned per patient with secondary student should physical distancing permit.
- Clinical classroom maximum occupancies have been updated and must be followed.
- Students are not required to wear white coats or SCNM logo'd scrubs at this time. Scrubs are encouraged.
- All patients will be screened for symptoms of illness at the beginning of each visit.
- Any patient displaying symptoms of illness will be put in the isolation area of the center.
 - All students, staff, and faculty who see patients suspected of having COVID-

19 are required to wear full PPE including mask, gown, gloves, and face shield.

- All patients, students, staff, and faculty are required to wear a mask at all times while in any SCNM-staffed clinic. While in the exam room with a patient, physicians and students must wear medical grade masks and frequently wash their hands or use hand sanitizer following the [Hand Hygiene](#) procedure.
- Face shields are recommended while in the room with patients and are required for certain procedures. Face shields are required during times of increased infection in the community.
- When patient appointment reminders are made (call, text, or email), patients will be informed that no one with COVID-19 symptoms will be allowed entrance into the clinic. Patients with COVID-19 symptoms will be rescheduled or scheduled for a telemedicine visit.
- All exam rooms and equipment must be thoroughly sanitized between patients including all touched surfaces following the [Cleaning Exam Rooms](#) procedure.