



Spring Arbor
UNIVERSITY

**SAU COVID-19
PREPAREDNESS
PLAN**

Spring Arbor University's highest priority is to ensure the health, safety, and well-being of every member of our community. This plan has been developed to outline our plans to mitigate the risk of COVID-19 on our campus. This plan incorporates guidelines from the State of Michigan Executive Orders, Center for Disease Control (CDC), Jackson County Health Department, and American College Health Association (ACHA). This Plan is based on information and guidance at the time of its development and is subject to change based on further information provided by the CDC, Occupational Safety and Health Administration (OSHA) , and other public officials.

WHAT IS COVID-19

COVID-19 is defined as a **highly infectious respiratory disease caused by a new coronavirus**. The disease was discovered in China in December 2019 and has since spread around the world, causing an unprecedented public health crisis.

The CDC states the following:

*COVID-19 is thought to spread mainly through close contact from person-to-person. Some people without symptoms may be able to spread the virus. **The virus is thought to spread mainly from person-to-person.***

- *Between people who are in close contact with one another (within about 6 feet).*
- *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.*
- *COVID-19 may be spread by people who are not showing symptoms.*

*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*

For the most up to date information regarding COVID-19 please visit <https://www.cdc.gov/coronavirus/2019-ncov/>.

PROTECTIVE MEASURES IN PLACE

The following are protective behaviors the University has in place and encourages all community members to follow to help reduce the spread of COVID-19:

- CDC information will be posted around campus, including recommendations on risk factors at home and in the community
- No-touch disposal receptacles will be placed around campus to minimize exposure to infectious secretions
- Inform community members of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, use an alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and instead encourage the use of other non-contact methods of greeting
- Avoid other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces when possible. If necessary, clean and disinfect them before and after use
- Avoid sharing food utensils and food with other employees
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ride-sharing

ACTIONS TAKEN BY SAU

- The university responded quickly this spring to ensure the safety of all members of our community.
- Late January we created a Coronavirus Planning Team (CPT) to watch and prepare to respond when appropriate.
- We developed a COVID-19 webpage where all updates and announcements could be made available to all members of our community.
- On March 11th we communicated to the SAU community that all classes would transition to remote instruction.
- On March 23rd we requested all non-essential employees move to remote work.
- Online Health Screening application has been deployed.
- Plexiglass shields and increased hand sanitizer receptacles have been placed throughout campus.
- All non-essential travel has been postponed or canceled.
- A policy is in place prohibiting non-essential visitors to the workplace.

- A contractor and visitors' policy is in place.
- The CPT has developed phases for bringing employees back to work as well as preparing for students to return to campus in the fall.

PREPARING FOR EMPLOYEES TO RETURN TO WORK

The university will be implementing a phased in approach to returning our employees back to campus. Employees will split into Level 1, Level 2, Level 3, Level 4, Level 5 categories and a timeframe and protocols will set for each level.

Upon the return to campus, members of the SAU community are expected to follow the guidelines required by the State of Michigan, the local health department, and SAU Return to Work Protocols. Below outlines the guidelines in place:

- We have designated one or more location supervisors to implement, monitor, and report on the COVID-19 control strategies.
- We request all main campus employees and students be tested for COVID-19 before returning to campus. More details about community testing will be made available.
- All employees are required to view the training video and be familiar with the Return to Work Protocols documents.
- All members of the SAU community are required to complete the Health Screening questionnaire located within the Spring Arbor University app and portal and is to be completed daily when working on site.
- All employees are to report any signs of COVID-19 to their supervisor or Human Resources.
- All students are to report any signs of COVID-19 to the Holton Health and Wellness Center.
- Members of our community should continue to practice good hygiene and respiratory etiquette.
- Community members should follow social distancing guidelines.
- The university will provide employees with the facemasks and employees are required to wear them when six feet of separation cannot be done.
- Members of the community should not share supplies, tools, or equipment. When tools must be shared they are to be disinfected between uses.
- Employee work stations are required to be sanitized twice a day. You are encouraged to sanitize cell phones and personal items daily.

CATEGORIES OF EMPLOYEE RISK TO COVID-19

Our employees fall into one or more the following categories:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).

- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19 but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).
- High exposure risk (healthcare delivery and support staff exposed to known or suspected COVID-19 patients).

Lower Exposure Risk Protocols

Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 and also do not have frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Employees in this category should follow the following guidelines:

- Practice good hygiene and respiratory etiquette.
- Maintain social distancing of six feet as much as possible when in the building.
- Non-medical face coverings will be provided to all employees and are required to be worn when six feet of separation cannot be done and in shared spaces, including during in-person meetings, restrooms, and hallways.

Medium Exposure Risk Protocols

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Examples of employees in this category are Help Desk, Registration, Campus Safety, Student Life, and Faculty.

Employees in this category should follow the following guidelines:

- Practice good hygiene and respiratory etiquette.
- Maintain social distancing of six feet as much as possible when in the building.
- Non-medical face coverings will be provided to all employees and are required to be worn when six feet of separation cannot be done and in shared spaces, including during in-person meetings, restrooms, and hallways.
- Plexiglass barriers are being installed in areas of potential person-to-person contact.

High Exposure Risk Protocols

High exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) known or suspected COVID-19 patients. Examples of employees in this category are Health Center employees.

Employees in this category should follow the following guidelines:

- Practice good hygiene and respiratory etiquette.
- Maintain social distancing of six feet as much as possible when in the building.
- Non-medical face coverings will be provided to all employees and are required to be worn when six feet of separation cannot be done and in shared spaces, including during in-person meetings, restrooms, and hallways.
- Plexiglass barriers are being installed in areas of potential person-to-person contact.

- Additional PPE is provided for these employees.
- These employees should follow specific CDC guidelines related to their profession.

RESPONSE PROTOCOL FOR SAU COMMUNITY MEMBER WITH COVID-19 SYMPTOMS OR POSITIVE TEST ON CAMPUS

SAU community members displaying one or more of the COVID-19 symptoms may have contracted the virus and appropriate protocols need to be implemented immediately. Symptoms of COVID-19 include fever, chills, headache, new or worsening cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea and/or vomiting, and diarrhea.

EMPLOYEE PROTOCOLS

Symptomatic Employees:

- 1) Employee Steps:
 - a) If an employee exhibits symptoms they should ensure they are wearing a mask right away.
 - b) Make sure to maintain 6 feet of separation when interacting with any employee or student.
 - c) Notify their supervisor and be prepared to answer the following questions:
 - i) What are your symptoms?
 - ii) When did your symptoms begin?
 - iii) What locations have you been at on campus in the last 14 days?
 - iv) Who have you been in direct contact with at the university where you were no able to maintain at least 6 feet distance.
 - d) Prepare to go home immediately. If you have to wait for a ride you should wait in an isolated spot in the office until your ride arrives.
 - e) Contact your medical provider for guidance.

- 2) Supervisor Step
 - a) Ensure the employee is wearing a mask.
 - b) Complete the SAU COVID-19 Notification Form using the answers provided by the employee.
 - c) Send the employee home immediately. If they must wait for a ride, have then wait in an isolated area of the office until the ride arrives.
 - d) Notify human resources at SpringArbor.HR@arbor.edu

Suspected Cases:

An employee will be considered to have a suspected case of COVID-19 if:

- They are experiencing any of the COVID-19 symptoms:
Fever, chills, headache, new or worsening cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea and/or vomiting, and diarrhea.

- In the last 14 days, they have been exposed to someone who has symptoms or tested positive for COVID-19.

If an employee believes they are a suspected case of COVID-19 as outline above, they must:

- Notify their supervisor and Human Resources.
- Contact their medical provider for instructions.
- Self-quarantine until given the clearance to return to work.

Confirmed Cases:

Any employee is a confirmed case if they have tested positive for COVID-19. If an employee is a confirmed case, they must do the following:

1) Employee Steps:

- a) Notify their supervisor and Human Resources of their positive test result.
- b) Self-quarantine at home for 14 days.
- c) Remain out of the workplace until given the clearance to return to work.

2) Spring Arbor University Steps:

- a) Report the positive case to the local health department and identify employees who had close contact with the employee.
- b) Notify all employees who have come into close contact with that employee (within 6 feet for a prolonged period of time without proper PPE) in the past 14 days.
- c) The identity of the employee will not be disclosed to ensure the individual's privacy.
- d) Contact facility services to have the workplace thoroughly cleaned.
- e) Close the work area if necessary until cleaning is completed.
- f) Communicate with employees in that office about the presence of a confirmed case and the cleaning protocols that are taking place.

STUDENT PROTOCOLS

Symptomatic Students:

1) Student Steps:

- a) If a student exhibits symptoms they should ensure they are wearing a mask right away.
- b) Make sure to maintain 6 feet of separation when interacting with any student or personnel.
- c) Notify the Holton Health Center and be prepared to answer the following questions:
 - i. What are your symptoms?
 - ii. When did your symptoms begin?
 - iii. What locations have you been on campus in the last 14 days?
 - iv. Who have you been in direct contact with at the university where you were not able to maintain at least 6 feet distance?
- d) General guidance is for symptomatic students to return home until a negative test is secured or for the duration of the infection

- i. Limited quarantine spaces are available for students unable to return home or for whom returning home puts vulnerable family members at risk
 - e) Symptomatic students will not be allowed into the classroom
 - i. Those feeling well may continue remote education until a negative test is returned.
 - ii. Those too ill to participate in classes should communicate with instructors or the Academic Support Center for accommodation.
- 2) Spring Arbor University Steps
 - a) Ensure the student is wearing a mask.
 - b) Complete the SAU COVID-19 Notification Form using the answers provided by the student.
 - c) Notify the facility services department to request special cleaning take place in impacted areas.
 - d) Communicate with Student Housing to determine the next steps for student housing.
 - e) Communicate with Academic Affairs for classroom instruction guidelines.

Suspected Cases:

A student will be considered to have a suspected case of COVID-19 if:

- 1) They are experiencing any of the COVID-19 symptoms:
 - a) Fever, chills, headache, new or worsening cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea and/or vomiting, and diarrhea.
- 2) In the last 14 days, they have been exposed to someone who has symptoms or tested positive for COVID-19.

If a student believes they are a suspected case of COVID-19 as outline above, they must notify the Holton Health and Wellness Center immediately. Student will receive instructions on required next steps--which will include testing and isolation until more is known about their condition.

Confirmed Cases:

Any student is a confirmed case if they have tested positive for COVID-19. If a student is a confirmed case, they must do the following:

- 1) Student Steps:
 - a) Notify the Holton Health and Wellness Center of their positive test result.
 - b) Self-quarantine for 14 days.
 - c) Remain out of the classroom, dining hall, and residence hall until given the clearance to return.
- 2) Spring Arbor University Steps:
 - a) Report the positive case to the local health department and identify students or employees who had close contact with the student.
 - b) Notify community members who have come into close contact with that student (within 6 feet for a prolonged period of time without

proper PPE) in the past 14 days. (The identity of the student will not be disclosed to ensure the individual's privacy.)

- c) Contact facility services to ensure that any area the infected individual occupied on campus is cleaned and disinfected.
- d) Close areas if necessary until cleaning is completed.
- e) Communicate with necessary individuals about the presence of a confirmed case and the cleaning protocols that are taking place.

Business Continuity Plans:

Spring Arbor University is prepared to return to remote operations if it becomes necessary. These plans include the following:

- 1) Transitioning to remote instruction
- 2) Modifying the number of students in residence halls as needed
- 3) Implementing various levels of adjustment to food service, including associate-served foods, restrictions to salad bars, up to carry-out options only
- 4) Transitioning to remote work to the greatest extent possible

Spring Arbor University is committed to continuing to modify plans to keep our community safe and healthy. If you have any questions about this plan, feel free to contact Human Resources at SpringArbor.HR@arbor.edu.

For additional information about COVID-10 please visit the following:

<https://www.arbor.edu/coronavirus>

<https://www.cdc.gov/coronavirus>

<https://www.acha.org/COVID-19>

<https://www.mijackson.org/2295/Coronavirus>