

# ROCKY VISTA UNIVERSITY

## STUDENT GUIDE



## RETURNING TO CAMPUS

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## MESSAGE FROM PRESIDENT

The RVU vision for Achieving new Heights In Medical Education has never been challenged as directly as the recent and continuing confrontation with the worst pandemic since 1918. Additionally, we have also been awakened from an inexcusable slumber in our responsibility to confront the Nation's historic inability to understand, support and create the necessary environment for ALL Americans to have a safe and equal opportunity to prosper and share the freedoms our Founding Father's defined but did not implement.



My point being, Rocky Vista University has never been so tested as to the true embodiment of our core values: Compassion, Diversity, Collegiality, Service, Integrity, Excellence, Innovation. As we create our "New Normal" we will need to rely on those principles if we are to safely provide the instruction, guidance and role modeling necessary to serve our Mission and Vision. We love our students, we are so proud of their accomplishments and thrive on their success. None of this is possible if we do not care for each other, respect the guidance we have been given by the COVID-19 Response Team and communicate our concerns to our managers, administration and the Covid-19 Response Team. This document is another example of our commitment to share "all of our knowledge and understanding" with you.

Please be safe, be reassured and hopefully happy!

Clinton E. Adams, DO, FACHE  
President and CEO

## GUIDING PRINCIPLES

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The <b>safety, health, and well-being</b> of the RVU Community <b>comes first</b> , with respect to public health guidance and medical evidence	All decisions will be anchored in our <b>core values</b>	Our <b>commitment to excellence in medical education</b> will guide decisions as we adapt to the evolving situation	We will face challenges with <b>passion, perseverance, and patience</b> while seeking opportunities to innovate and emerge as a <b>stronger RVU</b>	We are <b>dedicated</b> to educating the RVU community with transparency and regular communications to promote <b>informed decisions</b> and <b>personal responsibility</b>

Rocky Vista University's policies and protocols for responding to the COVID-19 pandemic will be ingrained in the safety of our health care providers, safety of our staff, safety of our faculty and students and members of our RVU community.

The primary goals for Rocky Vista University's response to the COVID-19 pandemic are the protection of human life, support patient care and clinical staff at RVU, and continue the institution's vital missions of education and research.

The University's plans will be generally aligned and consistent with local laws and ordinances and will follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Department of Public Health, and the COVID-19 Response Team. Our related decisions and policies will focus on the health, safety and wellbeing of the RVU community in accord with our guiding principles. Overall, the University is committed to ensuring the safety of our students and employees, while also being in compliance with all applicable local and federal guidelines.

***Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated appropriately as important information becomes available.***

## RETURN TO CAMPUS

### **Student Expectations & Guidelines:**

All students are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of RVU's Reintegration Expectations and Guidelines. Failure to do so may result in an honor code violation.

### **Symptom Monitoring Requirement:**

Prior to coming to campus, students should do self-temperature checks and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit. If symptoms are present through self-evaluation, please do not come to campus until the symptoms dissipate. Otherwise, approval by the COVID-19 Response Team (CRT) is required. E-mail: [Sanderson@rvu.edu](mailto:Sanderson@rvu.edu).

At this time, these [symptoms](#) include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

Students are encouraged to take precautions and not come to campus if they show any symptom related to COVID-19.

If you have any symptoms, CO students should utilize the [CO Department of Public Health & Environment](#) Symptom Checker website and UT students should contact the COVID-19 hotline at 800-456-7707 or visit the [UT Coronavirus website](#).



Cough



Shortness of Breath  
or Difficulty Breathing



Fever



Chills



Muscle Pain



New Loss of  
Taste or Smell



Sore Throat



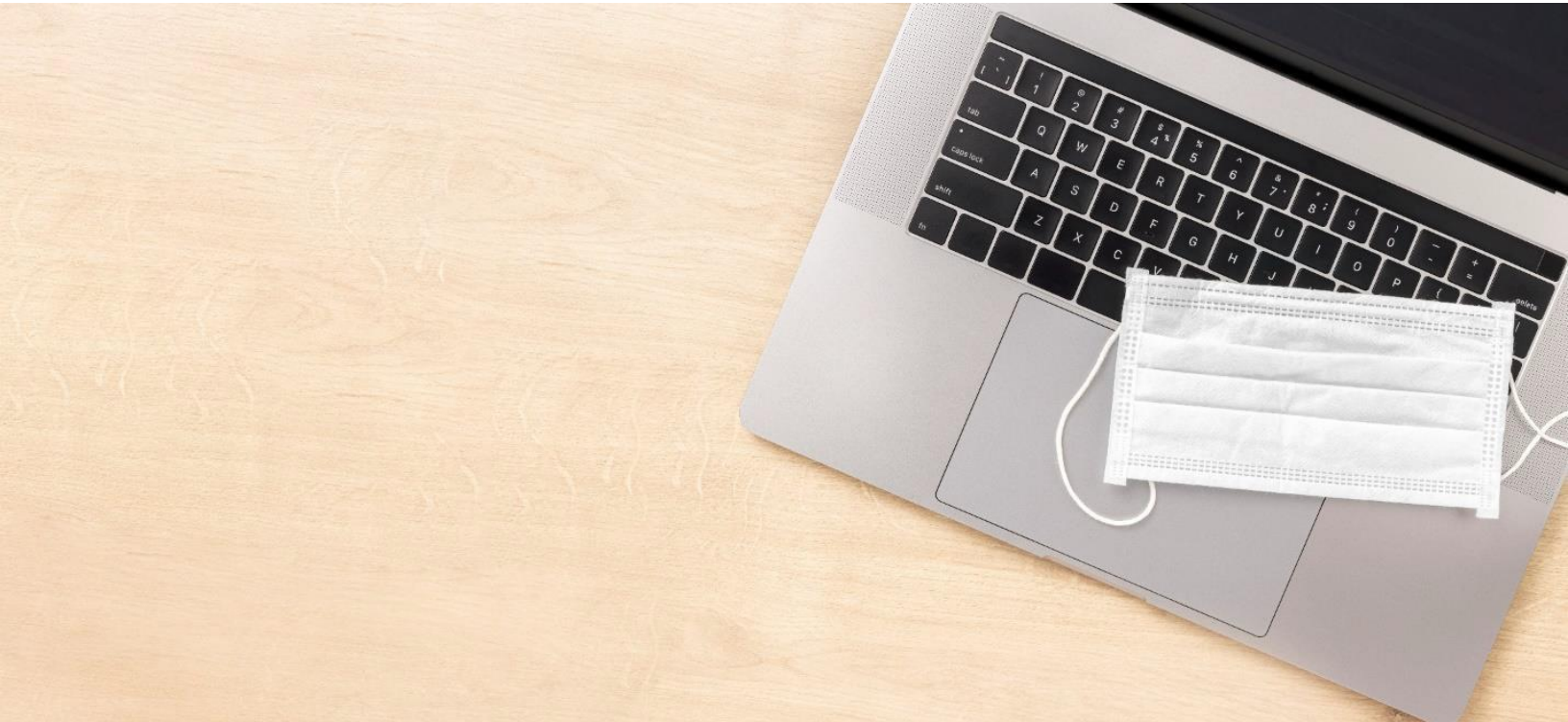
Other less common  
symptoms:  
Nausea, vomiting  
or diarrhea

According to the [CDC](#), individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Liver disease
- Being immunocompromised

Students who fall within one of the CDC High Risk Categories or are pregnant will be encouraged to continue studying remotely. Please contact Dr. Linton (UT) or Dr. Montemayor (CO) to request alternate arrangements if your attendance on campus is otherwise expected (e.g. to attend an OPP or PCM lab).

## HEALTH & SAFETY GUIDANCE







### **Personal Safety Practices:**

Face masks/Cloth Face Coverings: Until we reach the white phase, face masks or face coverings must be worn by all students when in the presence of others, in public settings, common areas, and where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to yourself and others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing or frequent handwashing.

You are expected to have your own face coverings. Disposable masks will be provided by RVU, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

See details regarding mask use and care below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, community areas where 6' social distancing cannot be consistently maintained. Should be replaced daily. (Required for entry and exit, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by CRT.	

### Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the [CDC website](#).

Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.





**Correct**



**Mask Necklace**



**Mask Goatee**



**Mask Visor**

## Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

## Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be [properly laundered](#) with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff working on-site must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups unless able to social distance by at least 6 feet
- Stay out of crowded places and avoid mass gatherings

Handwashing: [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Soap and/or hand sanitizer will be readily available throughout the campus.

## What's the proper technique for hand washing?



**Wet your hands** with clean running water (warm or cold).



**Lather your hands** with soap. Rub together 20+ seconds. Don't forget wrists, back of hands, between fingers + under nails.



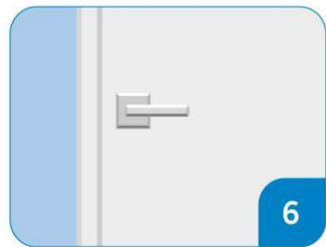
**Rinse your hands** well under running water.



**Turn off the water** with your elbow (or a clean towel).



**Dry your hands** with a clean towel or air dry them.



**Used a towel?** Use it to open the bathroom door.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment). However, disposable gloves should not be used for general purposes. To avoid cross-contamination, gloves should be worn then changed out after each task. Washing your hands often is the best practice for common everyday tasks.

**Goggles/Face Shields:** Students do not need to wear goggles or face shields as part of general activity on campus. However, they may be required for close contact situations (eg. certain labs). Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Cleaning/Disinfection:** Facilities and Housekeeping teams will clean study and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches,

door knobs, etc.).

Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings.

## Student Daily Health Check

1. **Bring and wear your personal protective equipment (PPE)** – You are expected to have your own face coverings. Disposable masks will be provided by RVU at the security desk, if needed.
2. **Self-health check** – Before you come to campus, ensure you're healthy. If you are sick, have COVID-like symptoms, have been around someone with COVID or have reason to believe you may have the virus, call or e-mail the director of preclinical education and stay home.
3. **Expect to be temperature screened** – Based on your location, temperature or symptom screening and daily health checks may be required.
4. **Social distance at least six feet at all times.** This includes while in team meetings, hallways, restrooms, cafeterias and break areas. Other PPE or barriers are required if six feet separation is not possible.
5. **Say no to large gatherings or meetings** – Use video-conferencing and minimize large gatherings. If it needs to be in person, follow face covering and six feet distancing guidelines.
6. **Minimize carpool and public transport** – If you need to utilize carpooling and public transit to and from campus, practice social distancing, wash or sanitize your hands, and consider wearing face coverings.
7. **Clean your PPE daily** – Non-disposable eye protection should be cleaned each day and if someone coughs or sneezes near you. Reusable face coverings should be washed daily.



## **Guidance for Specific Campus Scenarios:**

Travel and Transit: Students, faculty and staff who use mass transit should consider using other transportation options (e.g., walking, biking, driving or riding by car- alone or with household members only) if feasible. If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings as soon as possible and before removing your mask.

All business travel must be approved by leadership. Decisions will be made in accordance with state and local regulations and guidance.

Departments will implement policies regarding open work environments and meeting rooms to institute measures to physically separate and increase distance between students and employees, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to individuals where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple throughways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you utilize a study room, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are studying alone in a study room. Masks/face coverings should be used when inside any RVU facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms: Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators: Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Skype, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your classmates, faculty, and staff as needed by email, Skype message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Skype, Microsoft Teams, telephone, etc.).

Gatherings: Group events, gatherings, or meetings, should be held virtual when possible. If events are held, social distancing of at least 6 feet between people must take place. Limit group size to the extent possible.

All nonessential visitors, volunteers, and activities involving external groups or organizations are not allowed on campus unless approved by the CRT.

Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining (eating in designated café or areas) on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Individuals should not sit facing one another. Food should never be shared.



Laboratory Work: Specific criteria have been developed for students and faculty working in laboratory environments. Lab based courses and assessments may be permitted on campus with approved Departmental Reintegration Plan.

## **Mental and Emotional Well-being:**

RVU Counseling Services are available to RVU students free of charge. All services are confidential and records are kept separate from your student record. For additional information or to schedule appointment, please follow the Student Affairs links at RVU.edu based on your physical location. Counseling Services is designed as a short-term service; therefore, we are limited in our ability to provide care for students needing long-term or specialized care. We do have a strong referral network and are happy to connect students with the resources they need if we are unable to provide it ourselves.

## **Ideas for Taking Care of Yourself**

- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can cause undue stress, so consider taking a break from it.
- Take care of your body. Take deep breaths, stretch, or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep, and avoid alcohol and drugs.
- Make time to unwind. Try to do some other activities you enjoy.
- Call your healthcare provider if stress gets in the way of your daily activities for several days in a row.

## **ENTRY / EXIT CONTROL**

Entry to buildings will be regulated and monitored. A valid RVU badge is required for entry, and you may not hold or prop open exterior doors for any other person.

Departments, Facilities, and Security should identify usable building access points and coordinate arrival and departure times of employees to reduce congestion during typical “rush hours” of the business day. Employee arrival and departures should be scheduled in 10-15 minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

When you have been notified of on-campus activities, you will be provided with information on



when to arrive, appropriate entrance/exit locations, and time spent in the building. Visitors and guests will be limited during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as possible honor code violations.

Signage and Posters - Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

**In summary, please follow these guidelines:**

1. If you feel sick, or have COVID symptoms, report to your pre-clinical director and go home. If you have an immediate need while on campus, an isolation space will be identified on each campus for your use.
2. Face coverings are required to help prevent the spread of COVID-19.
3. Maintain a minimum six-foot distance from one another.
4. Cover your sneeze or cough with a tissue or your elbow.
5. Do not shake hands or engage in any physical contact with others.
6. Frequently wash hands for at least 20 seconds with soap and water and use hand sanitizers.

## **References**

- Adapted from Duke University's Staff Guide for Returning to the Workplace
- Images with permission from Cleveland Clinic: Return to Work Amid COVID-19 Guide
- CDC – Coronavirus COVID-19 Website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- SHRM Return to Work Guide for Employees
- CUPA-HR
- RVU COVID-19 FAQs [Website](#)
- U.S. Department of Labor (DOL)
- U.S Equal Employment Opportunity Commission (EEOC)

*Note: This guide is an adaptation from the "Employee Return to Campus Guide" created by the RVU Human Resources Office.*