

COVID-19 Confirmed Case Campus Plan

Last updated September 21, 2020

This document has been reviewed by the Kent County Health Department.

Patient Privacy and COVID-19 (HIPAA AND FERPA)

It is Aquinas College's responsibility, per [guidance](#) from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), and Department of Education, to maintain the privacy of individuals who have tested positive for COVID-19 and others who may be part of a contact tracing investigation.

The support and care that Aquinas College provides to affected individuals includes respecting their privacy and refraining from disclosing identifying information, except for relevant communication related to COVID-19 health or safety emergency circumstances.

In certain instances, in conjunction with state Executive Order 2020-165 and the July 29, 2020, Emergency Order from the Michigan Department of Health and Human Services, the College may communicate some information with health departments, Metro Health and internal departments that provide support to students and employees.

Definitions

Source: Michigan Department of Health and Human Services and Kent County Health Department unless otherwise stated

Close Contact

A person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes (cumulative time) with or without a mask.

Examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).

Coronavirus

Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.

Contact Tracing

A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease.

Isolation

The practice of separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation (usually for 10 days) must stay home until it's safe for them to be around others. In the home, anyone sick or infected must separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Outbreak

Generally defined as two or more cases with a link by place and time indicating a shared exposure outside of a household.

Quarantine

The practice of keeping someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 14 days), separate themselves from others, monitor their health, and follow directions from their state or local health department.

Case Classifications

Confirmed Case

Confirmed cases include individuals with a positive diagnostic test for COVID-19.

Probable Case

Probable cases include individuals with COVID-19 symptoms and an epidemiologic link to confirmed COVID-19, but no diagnostic test.

Recovered Case

A recovered case is a person with a confirmed COVID-19 diagnosis who is alive 30 days post-onset (or referral date if onset is not available).

Campus Status Categories

Based on the "COVID-19 Planning Guide and Self-Assessment for Higher Education" published by the Center for Health Security at the Johns Hopkins University Bloomberg School of Public Health, the Council for Higher Education Accreditation and Tuscan Strategy Consulting, as well as the MI Safe Start Plan and CDC.

Low Risk

Identified cases are rare or stable on campus and community spread is controlled.

Moderate Risk

Growth to a moderate number of cases, most from a known source.

High Risk

Accelerating growth to many cases, including community spread with some undetected cases.

Very High Risk

Widespread uncontrolled growth with many undetected cases, in which there is an increasing number of new cases every day.

Faculty, staff or students may present with four scenarios relative to COVID-19:

1. An individual may record COVID-related symptoms through the daily COVID-19 symptom self-screen or report these symptoms to HR or the DCHW and will require Isolation.
2. An individual may report exposure to a person that has tested positive for COVID-19 through the daily symptom self-screen or report exposure to Human Resources or the Director of Counseling, Health and Wellness Services (DCHW). The individual who reports exposure will be required to quarantine.
3. An individual may test positive for COVID-19.
4. Also, a student may contact a faculty or staff member directly with COVID-related symptoms, an exposure, or a positive test without engaging in any reporting process.

If you are a faculty or staff member that becomes aware of a student that has COVID-related symptoms, has been exposed to someone who tested positive for COVID-19, or tested positive for COVID-19, please follow the [Faculty Protocols for Students Reporting COVID-19](#) and do the following:

Notify both Sharon Smith, Director of Counseling, Health and Wellness Services, at smithsha@aquinas.edu and Elizabeth Flores, Registrar, at floreeli@aquinas.edu so that all appropriate notification, contact tracing and health procedures can begin.

If you are a faculty or staff member who has COVID-related symptoms, has been exposed to someone who tested positive for COVID-19, or tested positive for COVID-19, please follow protocols in the [Employee COVID-19 Response Plan](#).

Confirmed Positive COVID-19 Case Protocol

1. When the Director of Counseling Health and Wellness (DCHW) or Director of Human Resources (DHR) learns of a confirmed positive COVID-19 case for a student or employee
 - a. the DCHW will reach out to the student directly and follow the [protocol for questions](#) to ask the student regarding their whereabouts on campus.
 - b. the DHR will reach out to the employee and follow the [protocol for questions](#) to ask the employee regarding their whereabouts on campus.
2. Upon learning of a confirmed positive case, DCHW will notify the Kent County Health Department (KCHD) with information regarding the case. Simultaneously, the DCHW will notify via email the Strategic Leadership Team (SLT) of the College and, if needed, Campus Safety, the Registrar, the Dean of Students, Residence Life and Human Resources.
3. KCHD and/or the individual's hometown health department will work together to decide if the case should be transferred to the KCHD and then assign an Investigator who will communicate with the DCHW to determine the steps to begin contact tracing.
 - a. For a student, the DCHW will be asked to provide the class schedule of the patient and class seating assignments (it is recommended that students sit in the same seat and that there is a copy of the seating assignments available).
 - i. The Investigator will determine with the DCHW who needs to quarantine. The DCHW will communicate with the Associate Vice President of Student Affairs and Athletics (AVPSAA). The AVPSAA will communicate to the appropriate Vice President so the information is shared in order to carry out the [Quarantine/Isolation Plan](#).
 - ii. If it is determined that a student is not a close contact they will not be notified.
 - b. For an employee, the patient will be referred to HR and the DHR will contact KCHD. The employee will be referred to the [Employee COVID-19 Response Plan](#).
4. The KCHD, in consultation with the SLT, will decide if a temporary suspension of a class, closure of spaces or closure of facilities is required. College representatives will carry out the [Class Move to Virtual Plan](#) and the [Closure of Spaces/Facilities Plan](#).
5. The AVPSAA, in consultation with KCHD, will discuss necessary information with the Associate Vice President of Marketing and Communication (AVPCM) and the SLT in order to execute the [COVID-19 Campus Reporting Plan](#).
6. The Chief Financial Officer (CFO) will communicate to Housekeeping and Physical Plant specific information that pertains to the spaces used by the patient, and will carry out the [COVID-19 Cleaning and Disinfection Plan](#).

7. If classes or activities, spaces or facilities have been suspended, the SLT will determine, in consultation with KCHD, if the suspension of class or activity, building or facility needs to be extended.
8. The SLT, in consultation with KCHD and any State or Federal Executive Orders, will determine if and when to stop, scale back or modify other support services on campus or if campus should move fully to virtual learning and students, staff and faculty should not be on campus.

APPENDIX

Summary of COVID-19 Procedure

Counseling, Health and Wellness Services

The following is a summary of the COVID-19 procedure for Counseling, Health and Wellness services.

1. Student is contacted by phone and assigned an internal case number.
2. Student will be asked the following questions:
 - All
 - Who is your alternate contact?
 - Who is your emergency contact?
 - Do you want a family member to be notified? If so, who?
 - When were you last on campus?
 - What is your student ID?
 - When was the last time you were on campus?
 - What on campus buildings or classrooms were you in?
 - What is your campus address while attending school?
 - What is your permanent address?
 - What date were you exposed?
 - Were you within 6 feet of the patient for at least 15 minutes--all at once or cumulatively?
 - Have you been tested for COVID-19?
 - Have you been asked by a health department to quarantine because you were exposed?
 - When did you start the quarantine? What is the 14 day mark?
 - If you have been exposed to COVID-19, please quarantine and watch for symptoms.
 - Exposed
 - If you have not been tested, do you need resources for where testing is available?
 - Positive Test
 - What buildings and rooms were you in on campus?
 - Other
 - Who is your healthcare provider?
 - Who is your insurance carrier?
3. Send a follow up email to the student.
4. Provide information to the KCHD.
5. Notify the VP to start appropriate campus communication

COVID-19 Questions for Affected Employees

Human Resources

1. When were you a) exposed b) start experiencing symptoms or c) tested positive as with symptoms or as an asymptomatic?
2. When were you last on campus?
3. If exposed:
 - How were you exposed (come within 6 feet for 15 minutes; other close contact)?
 - Have you been tested?
 - If tested, did you receive the results or when will you get results?
 - Are you self-quarantining? When did you start self-quarantining?
 - Have you spoken to a healthcare provider or health department that told you that you were in close contact and need to quarantine? If yes, what was their advice?
- If positive:
 - When were you tested?
 - Have you spoken to a healthcare provider? If yes, what was their advice?
 - Are you isolating? When did you start isolation?
4. If on campus after exposure or after experiencing symptoms/having a positive test:
 - What buildings were you in?
 - What rooms were you in?
 - Were you wearing a mask and did you practice social distancing all the time you were on campus?
 - Who did you have physical contact with during the exposure, symptomatic or asymptomatic positive test period?
 - Were you near anyone (within 6 feet) for 15 minutes—all at once or over the course of the day?
 - Did you share any equipment, tools or utensils with anyone during that time frame?
5. Discussion around when they are safe to come back to campus (CDC/healthcare provider/return to work doctor's note, as applicable).
6. Provide information to KCHD.
7. Notify the VP to start appropriate campus communication.

Faculty Protocols for Students Reporting Covid-19 Symptoms, Exposure, or Positive Test

Office of the Provost

Please be aware that a student may present two scenarios relative to COVID-19. While there are established reporting processes, principally the screening process, it is possible that presentations may be reported directly to faculty or staff members. These are the likely scenarios:

1. *A student may record symptoms, a positive test, or exposure through the daily symptom screen:* In this casem, DCHW will be notified and will engage the appropriate procedures, including tracing, space hygiene, quarantine, or isolation, as required (please see “College Confirmed Case Protocol);
2. *A student may report symptoms, a positive test, or exposure to a member of the staff or faculty:* If you become aware of a student’s exposure, symptoms, or positive test please notify both Sharon Smith, Director of Counseling, Health and Wellness Services at smithsha@aquinas.edu and Elizabeth Flores, Registrar, at floreeli@aquinas.edu so we may engage the appropriate procedures, including tracing, space hygiene, quarantine or isolation, as required.

In the event of a positive test and known exposure:

1. The Registrar’s Office will notify the instructor(s) and all students in all classes attended by the affected person over the previous 48 hours;
2. All in-person meetings of classes in the affected classroom(s) will be suspended for up to several days while the affected classrooms are cleaned and prepared for return to in-person learning
3. Instructors should continue with remote instruction during the period of in-person meeting suspension until notification of return to learn is approved by the SLT in consultation with the KCHD .

(COVID-19) Exposure Prevention, Preparedness and Response Plan

Human Resources

Effective: Immediately

Date: 04/21/2020

Revision Dates: 5/12/2020; 5/27/2020; 6/12/2020; 7/3/2020; 7/22/2020; 7/29/2020; 7/30/2020; 8/7/2020

1. Introduction

Aquinas College takes the health and safety of our employees and students very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, it is important that all employers have in place a COVID-19 Exposure Prevention, Preparedness and Response Plan. This Plan is based on information available from the CDC and OSHA at the time of its development and is subject to change based on further information provided by the CDC, OSHA, and other public officials. Aquinas College may also amend this Plan based on operational needs.

Aquinas College will continue to be in compliance with the Occupational Safety and Health Act, which requires employers to comply with the safety and health standards and regulations as set forth by OSHA or by a state with an OSHA-approved state plan. In addition, in compliance with the Act’s General Duty Clause, Section 5(a)(1), Aquinas College will continue to provide employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

While there are no specific standards covering SARS-CoV-2, which causes COVID-19 exposures, Aquinas College OSHA’s Personal Protective Equipment (PPE) and other safety policies and procedures remain in effect.

2. Transmission of COVID-19

COVID-19 is mostly spread through person-to-person contact (within about 6 feet). Small suspended droplets from coughing and sneezing can enter the mouth and lungs of those nearby. It is also possible that infection can occur by touching a surface or object that has been contaminated by the virus then touching your own eyes, mouth or nose.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms or from people who have the virus but are asymptomatic, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures (which are constantly changing as the situations change) to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

3. Symptoms of COVID-19

Symptoms can cause illnesses ranging from mild to severe. In some cases, COVID-19 can result in death. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have no symptoms at all.

4. Action Steps to Stay Informed and then to Disseminate and Instruct

To address the ongoing impact of COVID-19, Aquinas College is committed to:

- Monitoring CDC, OSHA and state and local public health department websites for information on the status of coronavirus.
 - CDC (Center for Disease Control & Prevention): <http://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - WHO (World Health Organization): <https://www.who.int/>
 - State of Michigan: <https://www.michigan.gov/Coronavirus>
 - Local: Kent County Health Department: <https://www.accesskent.com/Health/coronavirus.htm>
 - OSHA (Occupational Safety & Health Administration): <https://www.osha.gov//SLTC/covid-19/> and OSHA Alert: <https://www.osha.gov/Publications/>
 - NIOSH (National Institute for Occupational Safety & Health): <https://www.cdc.gov/niosh/index.htm>
- Proactively educating our employees on what is known about the virus, including its transmission, as well as its prevention.
- Establishing a written communicable illness policy and response plan that covers communicable diseases readily transmitted in the workplace.
- Implementing measures to recognize and address potential COVID-19 risks in the workplace to help prevent the spread of illness.
- Continuing to evaluate, develop, implement and communicate about workplace flexibilities and controls.
- Implementing Workplace Controls:
 - Engineering Controls (such as physical barriers)
 - Administrative Controls (such as face masks, informing workforce about the symptoms, establishing restrictions for access to the worksite and face-to-face contact)
 - Safe Work Practices (such as safe and proper work procedures)
 - Personal Protective Equipment (PPE)

5. WORKPLACE PROTOCOLS TO REDUCE SPREADING THE VIRUS

The following employee protocols have been established to reduce the risk of exposure to COVID-19 for workers deemed business-essential job functions and for whom working fully from

home is not possible. In addition, all employees entering campus will be required to pass a daily symptom screen and temperature check.

- Stay home when you are sick
 - Restrict outside activities, except for obtaining medical treatment. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, taxis/Uber/Lyft.
 - Check with your healthcare provider regarding your symptoms. Many are offering telemedicine at this time.
 - If you believe you have COVID-19 symptoms or if you believe you have had close contact with someone with COVID-19, call your healthcare provider to let them know you might have or might have been exposed to COVID-19. This will enable them to provide detailed instructions.
- Avoid people who are sick and always maintain a social distance of not less than least 6 feet when interacting with others.
- Avoid touching eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue; then throw the tissue in the trash (use elbow if no tissue is available). Immediately wash hands.
- Clean frequently touched objects and surfaces with EPA-Approved disinfectants.
- Avoid using other workers' phones, desks, offices, or other work tools and equipment.
- Wear a facemask when you have to interact with other people to help prevent the spread of the disease to others.
- Wash your hands often with soap and water for at least 20 seconds.
 - If soap and water is not readily available, use an alcohol-based hand sanitizer with greater than 60% alcohol (ethanol) or at least 70% isopropyl alcohol.
 - Wash especially after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
 - Always wash hands with soap and water if hands are visibly dirty.
- Do not meet in person unless absolutely necessary; use the telephone, Zoom, Google Meets, etc.
- Do not go into any other buildings or offices unless absolutely necessary.
- Do not fly domestically or internationally.
- Do not visit areas where the incidence of COVID-19 puts you at risk.
- Immediately report any safety and health concerns.

6. Protecting Yourself and Your Co-Workers

Major symptoms of COVID-19 include: fever (temperature of 100.4oF), atypical cough and/or atypical shortness of breath.

If you develop any of the symptoms associated with COVID-19 or other acute respiratory illness or test positive for COVID-19:

Notify your supervisor and stay home. Discuss your care and treatment with your healthcare provider.

Per CDC guidelines as of August 7, 2020, regarding COVID-19:

- Those who tested positive but never developed symptoms can end isolation after 10 days.
- Those who tested positive and have moderate to mild symptoms can end isolation after 10 days if at least 24 hours have passed without a fever and other symptoms have improved.
- Those who tested positive and have severe illness may need to continue isolation for a full 20 days.
- Those who were in close contact with a positive COVID-19 case but were never tested and have no symptoms should continue to quarantine for the full 14 days after their last exposure to the positive case. .

Per CDC Guidance: For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. A person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes with or without a mask.

Other examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).]

In addition, anyone with a suspected or confirmed case of COVID-19 *must be released from any quarantine or isolation by the local public health department* in accordance with Executive Order 2020-114. Note that in accordance with this Order, Aquinas College is required to immediately report any confirmed case of COVID-19 to the health department.

The CDC noted that under the new rules, "it is possible that a person known to be infected [through testing] could leave isolation earlier than a person who is quarantined because of the possibility they are infected."

If you develop COVID-19 symptoms while on campus:

To protect the safety of our employees, should an employee exhibit any signs and/or symptoms of COVID-19 while on campus, the potentially infectious employee will be required to immediately leave the worksite to mitigate the risk of infecting others in the workplace. If it is not possible for the employee to immediately leave campus, the employee will move to an area where they can be isolated, preferably outside if possible, until they are able to leave the premises.

The employee will be asked to identify anyone with whom they had close contact at work starting 48 hours before their symptoms started or before they had a positive test. (See definition of *close contact* above.) Each of those individuals will be contacted and advised

(without using the name of the employee unless permission is granted) that they will need to self-quarantine at home for 14 days due to their close contact with an infected individual.

The Kent County Department of Health must be notified of any confirmed COVID-19 cases.

6. Classifying Worker Exposure to COVID-19

The four exposure risk classifications levels identified by the OSHA are:

1. Lower Risk (Caution)
2. Medium
3. High
4. Very High

The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with COVID-19, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with COVID-19.

Lower risk category includes: those that do not require frequent and/or close contact with people who may be, or suspected of being, infected with COVID-19, nor frequent close contact with the general public. At Aquinas College, the employees in this category would include those who work in administrative offices and generally do not need to interact with students or the general public in a face-to-face manner and who can conduct the majority of their interpersonal interactions telephonically. These departments include Business Office, CFO, HR, Conferencing, Grounds & Housekeeping, Marketing & Communication.

Medium exposure risk category includes: those that require frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. This category would include those who may have frequent contact with travelers who may return from international locations as well as contact with the general public. While distance learning is being done, the departments that fall into this category include Campus Safety, Dean of Students, and Residence Life employees.

When students return to campus and regular operations resume, the departments at Aquinas College in this category potentially include Admissions, Advancement, the Academic departments, Academic Advising, the Advantage Center, Athletics, Campus Ministry, Campus Safety, Career Services, CDIE, Center for Sustainability, Copy Center and Mailroom, CORE, Counseling Services, Dean of Students, Financial Aid, ITS, Library, Maintenance, OLLI, President's Office, Provost, Residence Life, Student Accounts, Student Leadership and Engagement.

High exposure risk category includes: healthcare delivery or support staff, medical transport, and mortuary workers. There are no positions of this sort at Aquinas College.

Very high exposure risk category includes: healthcare workers, healthcare or laboratory personnel and morgue workers. There are no positions of this sort at Aquinas College.

7. What to Do to Protect Workers Based on the Assigned Risk Classification Level

The recommended procedures to protect workers in the four exposure risk categories are as follows:

1. Lower Risk – Wear facemasks when in situations where they may encounter other employees or students (e.g., in restrooms, going to and from their office). Frequently wash hands and disinfect workplace (see Section 5 above). Conduct meetings virtually. Do business with telephone and email. Limit visitors to office.
2. Medium Risk – Install physical barriers, where feasible; wear face masks and require visitors to wear facemasks when in close proximity with others; maintain social distancing; inform employees of symptoms of COVID-19 including posting signs about such; limit access to work site and common areas; restrict access to only certain workplace areas; minimize face- to-face contact; frequently wash hands and disinfect workplace; utilize combination of gloves, gown, face mask and face shield based on work task.
3. High exposure risk – No specific procedures identified as there are no positions of this sort at Aquinas College.
4. Very high exposure risk - No specific procedures identified as there are no positions of this sort at Aquinas College.

8. Workers Traveling Abroad or Working Internationally

See www.aquinas.edu for the current travel restrictions adopted by Aquinas College. Business travel is suspended unless approved by President Quinn.

Workers travelling or working abroad should consult the “Business Travelers” section of OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:

CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers

U.S. Department of State (DOS) travel advisories:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>

The DOS cannot provide Americans traveling abroad with medications or supplies, even in the event of a COVID-19 outbreak. As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that the governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries.

More information on COVID-19 planning and traveling abroad can be found at www.cdc.gov/travel

Aquinas College recommends employees check out CDC's Traveler's Health Notices (see link above) for updated information and recommendations prior to travel and after return from the destination.

Employees must notify their supervisors and Human Resources if 1) they plan to travel outside the United States, 2) they have recently traveled outside the United States or 3) they plan to travel to another state where COVID-19 cases have spiked, per the CDC. .

Employees who travel domestically may be required to self-quarantine for fourteen days following return from a trip if deemed an appropriate safety precaution before returning to campus. Please contact Human Resources.

Any employee traveling internationally will be required to self-quarantine for fourteen days following return from a trip.

9. Campus Visitors

Employees are not allowed to have personal visitors on campus at this time. Personal food deliveries are allowed as long as the delivery person is met outside and not allowed in any campus building.

Visitors with a legitimate business need to be on campus must be approved by the College President or the appropriate AVP or VP, who will register the visitor with Campus Safety as their guest. Visitors must report to Campus Safety upon arrival to complete a health screen and be cleared to enter campus.

The symptom screen will include the questions regarding major COVID-19 symptoms along with a temperature check.

Any visitor who answers the screening questions with a "yes" and/or has a temperature of 100.4F degrees or higher will not be permitted to enter campus. Once cleared to enter campus:

- A face mask will be provided if the visitor does not have one.
- A handout on social distancing will be provided and reviewed with the visitor.

10. Contractors and Vendors

Contractors and vendors who provide services on campus must provide appropriate assurances that their parent company:

1) has a COVID-19 Response Plan;

2) their employees have been trained in the basic health and safety precautions of a) social distancing, b) hand washing, and c) wearing a face mask;

3) their employees have been provided with a face mask to wear when indoors and when social distancing is not possible outdoors; and

4) their employees are screened for COVID-19 symptoms each day before entering College property.

This assurance must be in the form of a written document that acts as an Addendum to any contractual agreement on file with Aquinas College. Any manager who engages or has engaged a contractor or vendor to provide services on Aquinas's campus must request this document before any third party employee enters campus. The Addendum must then be forwarded to Steve Lunger, Controller, who will retain the document in the contractor/vendor file in the business office. An electronic document is also acceptable.

Campus deliveries from vendors must be properly coordinated so there is minimal contact with employees or students.

11. Events Attendees on Campus

In accordance with Executive Order 2020-160, Aquinas College will allow social gatherings or events organized among persons not part of the same household to be held indoors on campus as long as the gathering or event does not exceed 10 people and the persons in attendance who are not part of the same household maintain six feet of difference between each other at all times. Such gatherings or events may be held outdoors on campus provided the event or gathering does not exceed 100 people and persons not part of the same household maintain six feet of distance from each other at all times.

12. Responsibility of Managers and Supervisors

All managers and supervisors must be familiar with this Plan and be ready to answer questions from employees. Managers and supervisors must hold themselves and their employees accountable for following these safety rules so that the risk of spreading COVID-19 is lessened. If a confirmed case of COVID-19 is reported to a supervisor or manager, they must IMMEDIATELY notify Human Resources.

13. Responsibility of Employees

Aquinas College is asking every one of our employees to help with our prevention efforts to minimize the spread of COVID-19 on our campus. All employees must comply with the various social distancing, cleaning, handwashing and other measures outlined in this Plan to protect themselves and their co-workers as much as possible. This includes notifying their supervisor and staying home when experiencing symptoms or when they know they have been in close contact with someone who has tested positive for COVID-19. Employees who test positive for COVID-19 must IMMEDIATELY report their diagnosis to either their manager or Human Resources.

14. References

OSHA 29 CFR 1910/1926
OSHA Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus
Guidance on Preparing Workplace for COVID-19 (OSHA 3390-03 2020)
OSHA Prevent Worker Exposure to Coronavirus (COVID-19)
OSHA Worker Exposure Risk to COVID-19
COVID-19 Workplace Checklist
BHS Insurance Agency - Risk Management Department
Governor's Executive Orders for State of Michigan

15. Information

Aquinas College's Plan is based on information in the websites mentioned above. Changes in the Plan can or will occur as new information from these nationally known resources are made available.

If there are any questions regarding any information in the Plan or in the information provided from these sites, please contact Human Resources and we will do our best to assist with your situation.

Quarantine and Isolation Plan

Office of Residence Life

The quarantine/isolation plan may be initiated for any of the following reasons:

1. Student self-identifies they have tested positive for COVID-19
2. The Kent County Health Department or person's hometown Health Department indicates/states that a student must quarantine and/or isolate
3. If a student fails the Healthy Roster self-screen (dependent upon what the "fail" was based on physician, Metro Health, or the Health Department)

In any of these instances, the student's name will be provided to the DCHW, who will initiate contact with the student and inform the student of next steps.

Depending upon the circumstances, the DCHW will tell the student to consult their own physician, the on-campus Health Center, or Metro Health. If a COVID-19 test is requested, the student will isolate until the results come back from the lab and are confirmed by the KCHD. If the test is positive, the student will complete the 10 day isolation protocol per the CDC. If the test is negative, the student will complete the 14 days in quarantine they will resume to live and learn as normal. If the test is positive, the student will be isolated per CDC guidelines.

In the process of contact tracing, the health department may require students to quarantine or isolate. If applicable, the student will return to their permanent home residence. If that is not an option, Residence Life will coordinate a space on campus for the student to quarantine or isolate.

DCHW will enter the student's name, contact information, housing assignment (if applicable) and other relevant information into the Student Health Concern spreadsheet for tracking and follow-up purposes.

DCHW will notify/contact various campus offices (e.g., Senior Leadership, Residence Life, Registrar, Campus Safety, etc.) as applicable, regarding affected students. DCHW will document which offices they contacted. These offices, in turn, will also document actions they took.

DCHW will notify the Kent County Health Department, as needed, regarding affected students. DCHW will document accordingly.

Definitions:

1. Quarantine: Keeps someone who was in close contact with someone who has COVID-19 away from others. Close contact means
 - a. Stay home 14 days after your last contact

- b. Check your temperature twice a day and watch for symptoms of COVID-19
 - c. If possible, stay away from people who are at higher-risk for getting very sick from COVID-19
2. Isolation: Keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.
- a. If you are sick and think or know you have COVID-19:
 - i. Stay home until after:
 - 1. At least 10 days since symptoms first appear and
 - 2. At least 24 hours with no fever without fever-reducing medication and
 - 3. Symptoms have improved and
 - 4. You have been cleared by a physician and enter into the return to learn and live protocol
 - b. If you tested positive for COVID-19 but do not have symptoms:
 - i. Stay home until after 10 days have passed since the collection date of your specimen for the positive test
 - ii. You have been cleared by a physician and entered into the return to learn and live protocol

General Guidelines for Quarantine and Isolation:

Upon a positive test or need for quarantine, students will be encouraged to go to their permanent place of residence. If this cannot be achieved the following guidelines will be used to provide quarantine and isolation space on campus.

- 1. Students who have tested positive may be moved to other rooms on campus to help prevent the spread of COVID-19.
- 2. Students that are not COVID-19 positive, but have been exposed and are symptomatic may be moved to another space if needed to reduce the risk of COVID-19.
- 3. Students who have tested positive may isolate with other students who have tested positive for COVID-19.

Quarantine/Isolation Space Location:

- 1. Twenty-two (22) spaces have been designated for students who need to quarantine and/or isolate themselves. Each quarantine and/or isolation space will be furnished with bedding, a refrigerator, a microwave, trash can, and cleaning supplies. A fan is available upon request. Each quarantine and/or isolation space has access to a single bathroom.
- 2. Designated quarantine/isolation spaces are located in Dominican Hall and 1st West Regina Hall.
 - a. Dominican Hall - Rooms: 102, 103, 104, 105, 106, 107, 202, 203, 204, 205, 206, 207.

- b. 1st West Regina - Rooms: 133, 135, 138, 140, 141, 143, 144, 145, 149, 153.

Plan for Moving Affected Students:

1. Decisions about moving students that need to be quarantined or isolated will be determined on a case-by-case situation by Residence Life Director, Dean of Students, DCHW and the AVPSA.
2. Students who need to move into a quarantine and/or isolation space will be provided with a “packing list” of items they may want to bring with them. Items include: Two weeks of clothing, any prescription and/or over the counter medications, thermometer, face coverings, toiletries, towels, phone/phone charger, laptop, etc.
3. Residence Life will update the Student Health Concern spreadsheet to reflect where the affected student was moved to (if applicable).

Affected Student Check-In Plan:

1. Several offices will be checking in with students who are quarantined and/or are in isolation. These offices include:
 - a. Residence Life - daily check-in
 - b. CHWS - as necessary
 - c. Athletics - if the quarantined/isolated student is an athlete, the coach will check in with the student as necessary
2. All contacts with students will be documented in the Student Health Concern spreadsheet.
3. If, in the course of reaching out to the student, the student's health appears to be declining, symptoms getting severe, etc., contact DCHW and make them aware. The DCHW will follow up accordingly.

Meal Delivery for Affected Students:

1. Students will order meals via a Google form, which will be provided by Residence Life.
2. Students will be able to order a variety of breakfast, lunch and dinner choices. This includes beverages, vegan, vegetarian and allergy-friendly options.
3. Key Dining Services staff and Residence Life staff will receive email notification when an order is submitted.
4. Meals will be prepared and packaged by Dining staff as specified in order.

5. Meals will be picked up by Residence Life professional staff and delivered to various living areas on campus.
 - a. Pick-up times Monday through Friday will be 8:30 a.m. (breakfast), 12:30 p. m. (lunch) and 5:30 p.m. (dinner). On Saturday and Sunday, pick-up times will be 12:30 p.m. (brunch) and 5:30 p.m. (dinner).
 - b. Because there is not an early breakfast option on Saturday and Sunday, students will have the option of ordering a light breakfast option for the following day when they order dinner on Friday and Saturday evenings.

Trash Removal for Affected Students:

1. Each quarantine and/or isolation space is furnished with a trash can and bags/liners.
2. If any quarantined and/or isolated student has trash that needs to be disposed of, they will bag up the trash, and place the trash bag outside of the room.
3. Residence Life staff will bring any bagged trash to the incinerator/trash room located on each floor. Housekeeping staff will be responsible for removing any trash located in these rooms.
4. If any quarantine and/or isolated student needs more trash bags/liners, they will contact Residence Life.

Laundry Services for Affected Students:

Students are not to use the public laundry areas of campus. Students can launder any smaller items in their sink in their room and hang dry. If that isn't possible, students will be asked to keep dirty laundry in trash bags in their rooms until it can be safely laundered. Do not shake laundry. If a student has a larger amount of laundry that cannot be done by hand, students can contact the Area Coordinator for arrangements to have a service launder the items at a facility off campus.

Sheldon Cleaners

1147 Michigan Street NE

Need to purchase a laundry bag for \$5

Cost to wash the bag of clothing:

- To wash 2 laundry bags of clothing, approximately \$25
- To wash 4 laundry bags of clothing, approximately \$45
- Will not wash underwear

No pick-up/delivery service – drop-off service only

There is a 2-3 day turnaround time.

Mail Services for Affected Students:

If a student expects mail/packages, the student should contact Residence Life at reslife@aquinas.edu, and arrangements will be made for the package to be delivered to the student (outside of the door).

Transportation for Affected Students:

College staff should not transport any quarantined and/or isolated students for any reason.

If a student has been instructed by medical personnel to get a COVID-19 test, or if the student of their own accord wants to get a COVID-19 test, but does not have transportation, the student can contact the following:

Reliable Medical Transport
Phone: 616-635-2981
Press #1 (on keypad) to be connected to scheduling services
Cost: \$25.00 plus \$2.50 per mile (round trip)

Cleaning of Quarantine/Isolation Rooms After Use:

The Director of Residence Life will contact the Director of Housekeeping Services when a quarantine/isolation room has been vacated and needs to be cleaned. When the vacated room has been cleaned/sanitized and is ready for use, the Director of Housekeeping Services will inform the Director of Residence Life.

Communication to Quarantine/Isolation Students:

1. Global students who need to quarantine for two weeks will receive a communication from Residence Life outlining information related to quarantining for international travelers. Copy of the communication is below.
2. Students who need to quarantine and/or isolate will receive a communication outlining what quarantine and/or isolation entails (e.g., no visitors to room, student restricted to room, etc.)

Global Student Communication:

The CDC has issued guidance that individuals who have traveled internationally and are entering the United States should quarantine at home for 14 days upon arrival. For more information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>

Aquinas College requires that all global students returning to the United States from a different country must quarantine for 14 days upon arrival. Students may quarantine on or off campus, however the entire quarantine period must be completed at one location.

During the 14-Day Traveler Quarantine

You will not be able to leave your quarantine space during the 14-day traveler quarantine. In the event of a fire alarm or other emergency that requires you to leave your space, please put on a face covering and exit calmly and cautiously, removing yourself from close proximity to others. Once outside, please contact Campus Safety (616-632-2462) to inform them that you have been participating in traveler quarantine and needed to exit the building.

- Visitors or guests are not permitted. No one may enter the room.
- Students will be provided with a student health kit upon arrival. The kit includes the following items in a waterproof bag:
 - One face covering
 - A digital thermometer
 - 30 wipes
 - 8 oz. hand sanitizer
- At the request of the student, the following items will be provided in the quarantine room:
 - Linens
 - Microwave
 - Mini Refrigerator
 - Fan
 - Waste basket
 - Toilet paper
 - 10 bottles of water; more available at request
- Students should complete the daily self-screen of their temperature and any COVID-related symptoms. If student becomes ill, they should contact the Campus Safety Office immediately at 616-632-2642.

On Campus Meals and Food Delivery

A campus administrator will deliver food to you for breakfast, lunch and dinner on Monday through Friday and lunch and dinner on Saturday and Sunday. Food will be left on the floor outside your room door and a friendly knock on your door will signal the food is there. A refrigerator and microwave will be provided at your request.

You are able to order food from off-campus food delivery services, but will need to arrange for the food to be picked up outside the building and brought to your room in the same way that food will be delivered to your room. The delivery person will not be permitted in the building. You are not permitted out of your room to meet the delivery person. This means that you would need a friend who is another AQ student to volunteer to receive the food outside and drop it off in the hallway outside your door.

Support Available During Traveler Quarantine

- The Counseling, Health, and Wellness Center will be contacting you by email with information regarding taking care of your well-being during the quarantine

period. The Counseling Health and Wellness Center is also available for appointments. Email CHWS@aquinas.edu to set up an appointment.

- The Residence Life Office is available to provide ongoing support while you are in traveler quarantine. Email reslife@aquinas.edu with your need. We may be able to bring you items you find you need during the quarantine period.
- College Chaplains, Father Stan or Father Bob, can be available to talk with you virtually. Please email rjg004@aquinas.edu to get in touch with the chaplains on campus. You can also contact Terry Marshall, Assistant Director of Campus Ministry, for virtual pastoral services at marshthe@aquinas.edu.
- Should academic support be needed, the CORE Office will be available to provide virtual support.

Emergency Assistance

- Students should call 911 for any life-threatening emergencies; when calling, please inform the dispatcher that you are in traveler quarantine on the Aquinas campus. Then contact the Aquinas College Campus Safety Office at (616) 632-2462 to inform them that you have called 911.
- Counseling, Health, and Wellness has a 24/7 on-call team available for support. Students can contact Campus Safety at (616) 632-2462 to get in contact with the on-call team.
- The College Chaplains are also available 24/7 by calling Campus Safety at (616) 632-2462.
- In the event of a fire alarm or other emergency that requires you to leave your space, please put on a face covering and exit calmly and cautiously, removing yourself from close proximity to others. Once outside, please contact Campus Safety at (616) 632-2462 to inform them that you have been participating in traveler quarantine and needed to exit the building.
- If you should experience a facilities related emergency, please contact Campus Safety at (616) 632-2462 and provide the information.

Class Move to Virtual Plan

Office of the Provost

If a student, instructor, or classroom guest tests positive for COVID-19 the following procedures will be observed:

1. In coordination with the Kent County Health Department, the Director of Counseling, Health, and Wellness will notify the Registrar's Office of the positive test as per AQ "Confirmed COVID-19 Case Guidelines";
2. The Registrar's Office will notify the instructor(s) and all students in all classes attended by the affected person over the previous 48 hours;
3. All in-person meetings of classes in the affected classroom(s) over the previous 48 hours will be suspended for several calendar days while the affected classrooms are cleaned and prepared for return to in-person learning; and
4. Instructors should continue with remote instruction during the period of in-person meeting suspension.

Closure of Space and/or Facilities Plan

Office of the CFO

In conjunction with the KCHD, the SLT will decide if a space or facility needs to be closed and for a determined length in time.

If it is decided that the space or facility needs to be closed or reopen the following protocol will be followed:

1. The SLT VP will notify the area leaders of the closed/reopen space or facility.
2. The leaders of the closed/reopen space or facility will notify the people that occupy the space to inform them of the closure.
3. The cleaning and disinfection plan will be enacted.
4. The campus communication plan will be enacted.
5. In conjunction with the KCHD, the SLT will decide if a space or facility needs to remain closed. If so, we repeat steps 1-4. If the space or facility can reopen we follow steps 1 and 2.

COVID-19 Campus Reporting Plan

Marketing and Communication

Last updated: September 1, 2020

The Associate Vice President for Marketing and Communication (AVPMC), Associate Vice President for Student Affairs and Athletics (AVPSAA) and the Director of Campus Safety (DSC) will determine when, how and what to communicate to the campus community regarding positive COVID-19 cases among Aquinas-affiliated individuals.

Patient Privacy

All campus communication will maintain the privacy of individuals who have tested positive for COVID-19 and others who may be part of a contact tracing investigation.

The support and care that Aquinas College provides to affected individuals includes respecting their privacy and refraining from disclosing identifying information to the public.

Clery Act

In compliance with the Clery Act, Aquinas College will provide students and employees with information about COVID-19 and necessary health and safety precautions, as well as encourage them to obtain information from local health care providers, state health authorities and the CDC's COVID-19 website.

- Aquinas will maintain a banner at the top of the aquinas.edu homepage and sub-pages that links to the College's [coronavirus website](#) and [plan for fall 2020](#).
- The coronavirus web page includes the following information:
 - Statement about the global pandemic
 - Links to Kent County Health Department (KCHD), Michigan Department of Health and Human Services (MDHHS), and Centers for Disease Control and Prevention (CDC) and more
 - Other helpful COVID-19 information related to Aquinas College, including a Campus COVID-19 Reporting "dashboard"
- The link to the coronavirus web page and COVID-19 dashboard are posted on Acorn (intranet) in the COVID-19 Employee Toolkit.
- AQ C.A.R.E.S. Messages (timely warnings)
 - The AVPMC and DCS sent an initial AQ C.A.R.E.S. timely warning to campus with general coronavirus info, a link to the coronavirus webpage and a link to the COVID-19 dashboard.

Confirmed Positive Case Protocol

- The AVPMC will update the COVID-19 Dashboard daily based on information from various sources. The dashboard will include the following:

- **On-Campus Cases** is the cumulative number of positive diagnostic tests or probable cases for COVID-19 confirmed by the health department since August 1, 2020. This includes residential students, commuter students, student-workers, faculty and staff that have begun the 2020-21 academic year.
 - **Active Cases** is the current number of individuals isolating on or off campus.
 - **Total Persons Quarantining/Isolating on Campus** is the number of individuals who are currently in quarantine/isolation spaces on campus under the guidance of the health department or CDC recommendations (e.g., travel quarantine).
- When there is a confirmed positive case, the AVPMC will also include Case Report information in the COVID-19 Dashboard. If known, the following information will be included:
 - Date that the College was informed of a positive or probable case.
 - Whether the individual is a student, faculty member or staff member.
 - Whether the individual is isolating and whether on or off campus.
 - Whether spaces have been cleaned and disinfected.
- The College may issue periodic campus updates on the total number of positive cases as deemed appropriate.
- A timely warning will not be issued unless there is a cluster/outbreak, accelerated community spread or directive from the local health department. The information will be included on the COVID-19 dashboard and on Acorn/Moose. The timely warning may include any of the following information:
 - Timely warning statement
 - When the College received notification
 - Whether the health department has been engaged and has begun contact tracing
 - Whether affected individuals and their contacts have been advised to quarantine/isolate and have been given additional guidance
 - Whether affected spaces have been cleaned and disinfected
 - Health and safety reminders
 - Links to resources
 - Other information as determined by the health department
 - Campus status category (i.e., low risk, moderate risk, high risk, very high risk) and corresponding actions/considerations for the campus community.
 - **Low Risk:** Identified cases are rare or stable on campus and community spread is controlled.
 - **Moderate Risk:** Growth to a moderate number of cases, most from a known source.
 - **High Risk:** Accelerating growth to many cases, including community spread with some undetected cases.
 - **Very High Risk:** Widespread uncontrolled growth with many undetected cases, in which there is an increasing number of new cases every day.

COVID-19 Cleaning and Disinfection Plan

Office of the CFO

The Aquinas College Housekeeping Department will follow Centers for Disease Control and Prevention (CDC) guidelines for cleaning and disinfecting our campus facilities.

Currently, we use one product to clean 95% of general cleaning needs on campus, H2Orange2 Concentrate 117. This product provides superior technology for general cleaning, and is a degreaser, deodorizer, sanitizer, and virucide (a chemical agent that deactivates or destroys viruses). Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Cleaning reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects. Therefore, we disinfect with an EPA-registered disinfectant after cleaning, which is Husky 824 Quick Care Disinfectant. Disinfectants are quat cleaners. Quaternary ammonium chloride (quat) is an active ingredient in disinfectants, and therefore effective against germs, bacteria, and viruses. This disinfectant has a 5 minute contact time (it takes 5 minutes to dry).

In response to Covid-19, the housekeeping department realizes that more frequent cleaning and disinfection may be required based on level of use. We are intentionally cleaning and disinfecting high touch surfaces more frequently, such as; doorknobs, handles, light switches, tables, desks, countertops, keyboards, phones, handrails, toilets, sinks, and faucets.

Cleaning offices

The housekeeping department will use disinfectant wipes to disinfect touch points in offices when emptying trash and vacuuming, usually two or three times per week.

A container of disinfectant wipes will be made available to each department to clean touch points in your office. Please consider wiping down your phone, computer keyboard, door handle, light switch, and desktop at least daily. The wipes are disposable and should be disposed of in the trash. Do NOT flush them down the toilet.

Cleaning public spaces and restrooms

The housekeeping department will focus on disinfecting public spaces and restrooms, with increased frequency. Restrooms will be disinfected daily, M-F. Classroom surfaces will be cleaned each morning including disinfecting of table tops each week day. We will also use disinfecting sprayers in classrooms to be more thorough. We will supply each classroom with a container of wipes that may be used between classes by faculty and students. Again, the wipes are disposable and should be disposed of in the trash. Do NOT flush them down the toilet.

Other public spaces and high touch points such as elevator buttons, stairwells, meeting rooms and break rooms will be disinfected daily. A container of disinfectant wipes will be made available in each meeting room and breakroom to clean touch points after use of that space by the individual.

Disinfecting wipes, hand sanitizers, and facemasks

We have the ability to make our own disinfectant wipes. Small containers will be distributed throughout campus. Please fill out a maintenance request form to request more wipes and hand sanitizer, maint.requests@aquinas.edu.

Hand sanitizing dispensers are installed at, or near the entrances to most buildings on campus. Purell is the brand name, and it has 70% ethyl alcohol.

Protocol following confirmed case

Facilities will consider the size of the room, the ventilation system including the flowrate when determining the period of time to close off rooms or areas used by ill persons before disinfection.

Upon notification that an area needs to be cleaned, facilities may close off access to that area for at least 24 hours. Open outside doors and windows and use ventilating fans to increase air circulation in the area. After at least 24 hours, housekeeping will clean and then disinfect all common areas, public bathrooms, classrooms, etc. visited by the ill persons, focusing especially on frequently touched surfaces. Housekeepers will wear disposable gloves and gowns. The disposable gloves and gowns will be discarded after use. Hands will be washed immediately after removing the disposable gloves. For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

For residential students, we will provide personal cleaning supplies for an ill person's room and bathroom. These supplies include tissues, paper towels, cleaners and EPA-registered disinfectants. The ill person is expected to clean the bathroom after each use by an ill person.