

BON SECOURS MEMORIAL COLLEGE OF NURSING  
FALL 2020 REOPENING PLAN

SUBMITTED TO  
THE STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA (SCHEV)  
JULY 1, 2020

## **I. REOPENING OF THE CAMPUS**

### **Establishment of a COVID-19 coordinator/campus team**

In March 2020, Bon Secours Memorial College of Nursing (BSMCON) established its COVID-19 Response Leadership Team consisting of the following individuals:

Dr. Melanie Green, Vice President and Provost  
Dr. Benjamin Djeukeng, Dean of Administration  
Ms. Amy Pozza, Dean of Finance  
Dr. Barbara Sorbello, Dean of Academic Affairs  
Dr. Chris-Tenna Perkins, Associate Dean of Academic Affairs  
Ms. Leslie Winston, Dean of Student Services  
Ms. Carrie Newcomb, Associate Dean of Student Services  
Ms. Holly Pugh, Dean of Clinical Simulation and Learning Center  
Mr. Jason Smith, Director of Information Technology  
Dr. Amy Feurer, Pre-Licensure BSN Program Chair  
Ms. Elia Imler, Marketing Manager

Drs. Green and Djeukeng serve as Co-Coordinators of this team. The team has met regularly since its inception. Its purpose is to ensure coordination of the College's response to the impact of COVID-19 on college operations. The work of this team is guided by these goals:

1. Ensure the health, safety, and well-being of our campus and surrounding community.
2. Deliver quality education while supporting our students.
3. Communicate effectively.

### **Contact information and procedures for reaching the local health department**

BSMCON is in Henrico County and is owned by Memorial Regional Medical Center (MRMC), a hospital within the Bon Secours Mercy Health System (BSMH). MRMC is in Hanover County. Considering the above information and based on BSMCON's proximity to the Richmond city limits, students who need medical attention may contact one of the following local departments of health:

Hanover County Health Department  
12312 Washington Hwy  
Ashland, VA 23005-7646  
Phone: (804) 365-4313  
Email: [tom.franck@vdh.virginia.gov](mailto:tom.franck@vdh.virginia.gov)  
Website: [www.vdh.virginia.gov/chickahominy/hanover/](http://www.vdh.virginia.gov/chickahominy/hanover/)

Henrico Health District  
8600 Dixon Powers Dr  
Henrico, VA 23228-2735  
Phone: (804) 501-4651  
Email: [Danny.Avula@vdh.virginia.gov](mailto:Danny.Avula@vdh.virginia.gov)  
Website: <http://www.co.henrico.va.us/health>

Richmond City Health Department  
400 E Cary St  
Richmond, VA 23219-3816  
Phone: (804) 205-3500  
Email: [carolyn.bethea@vdh.virginia.gov](mailto:carolyn.bethea@vdh.virginia.gov)  
Website: <http://www.rchd.com/>

Students who have medical emergencies should call 911.

### **Students' initial return to campus**

BSMCON is a commuter school with two campus sites. The main campus is located at 8550 Magellan Parkway, and a separate educational center is located at 8900 Shrader Road, both in Henrico County. The fall 2020 semester will resume on August 17. Prior to that date, a limited number of students will return to campus to complete Cardiopulmonary Resuscitation (CPR) training and other enrollment activities. Details are provided below for both pre-semester activities and start of semester activities.

#### **Students Returning to Campus Prior to the Start of the Fall 2020 Semester**

Approximately 40 Pre-Licensure BSN sophomore students will schedule appointments to complete hands on skills check offs to complete their CPR certification during the month of July. CPR certification is a requirement for all nursing students. The following screening procedures will be followed to ensure safety and infection prevention:

- Students will schedule individual appointments for a skills check off at the Shrader Road site.
- Students must complete the CastleBranch screening questions for exposure and international travel, and the handwashing module with accompanying attestations 48 hours prior to their CPR appointment. This provides enough time to ensure this screening is completed and the student is clear to come to their appointment. If the student has had international travel, has been exposed to COVID-19, or does not complete these requirements, their appointment will be cancelled.
- Appointments will be scheduled to allow time for sanitizing any areas of the room and manikins that have been touched before the next appointment begins.
- Only the student and CPR accreditation faculty member will be present at the appointment.
- Students and faculty will wear masks and maintain a distance of six feet. Masks must be worn, and cloth masks are permitted.
- Students and faculty will be screened as outlined in the Screening Procedures section below.

In early August, newly admitted BSMCON students (sophomores) will come to the main campus on Magellan Parkway in groups of no more than ten (10) to meet with Student Services representatives to finalize enrollment requirements including picking up their uniform and student ID.

#### **Students Returning to Campus for Fall Semester (beginning August 17, 2020)**

Students return to campus at the beginning of the academic year starting August 17, 2020. BSMCON is reducing the number of persons on campus through:

- Conversion of face to face courses to online courses;

- Transition of the work of the majority of employees to be conducted remotely;
- Closure of common areas, such as the student lounge;
- Curtailing printing services for students on campus; and
- Limiting visitors to campus.

In anticipation of the continued impact of the COVID-19 pandemic on educational delivery, BSMCON is making the following additional modifications for the fall 2020 semester for the Pre-Licensure BSN program:

- a. Conversion of face to face didactic courses to online delivery format with asynchronous and synchronous components. Exams will be administered in a remote proctored environment.
- b. Lab courses with simulations will be conducted at the Clinical Simulation and Learning Center (CSLC) facilities at the Magellan main campus and Shrader Road site. No more than ten (10) students will be scheduled per lab or simulation session.
- c. Test reviews will be conducted on site on selected days for small groups of students (maximum of 20 students per review session in a classroom configured to maintain appropriate distancing).
- d. Use of virtual simulations if clinical practicum hours are limited by clinical agencies due to a surge in the COVID-19 virus. Effective July 1, 2020, Bon Secours Mercy Health (BSMH) will allow clinical students to return to its facilities.

#### Screening Procedures

The Magellan and Shrader sites each will have one designated entranceway for all persons to enter the campus. A receptionist will be on site and all entrants (faculty, staff, students and visitors) will adhere to the following:

1. Self-monitor for temperature equal to or greater than 100°F and COVID-19 symptoms prior to arrival on campus. Anyone who exhibits any of these symptoms should stay home. Students will inform a faculty member of their symptoms and that they will not be coming to campus. Associates (faculty and staff) will report to their supervisor of their symptoms and that they will not be coming to campus.
2. Prominently placed at the entrance to each site, a poster of COVID-19 symptoms is posted that illustrates the screening attestation all persons must make prior to being allowed to enter the building. In order to proceed to the temperature screening station, a person attests they have no knowingly had unprotected exposure to anyone positive for COVID-19 within the past 14 days, and do not have the following signs or symptoms:
  - One of the following: temperature equal to or greater than 100°F, cough, new onset of shortness of breath, new onset of difficulty breathing; and/or
  - Two or more of the following: muscle aches, headache, sore throat, new onset loss of smell or taste, new onset of diarrhea, chills.

Any person answering “yes” to these screening questions will be directed to return home. If a person attests to no exposure or symptoms, s/he will proceed to the temperature screening station.

3. Temperatures are taken with an infrared thermometer. Anyone with a temperature of 100°F or higher will be sent home and not allowed entrance to the campus. If the temperature is less than 100°F, the person proceeds to the hand hygiene station to sanitize their hands.

4. A mask is required. Cloth masks are permitted. If a person does not have a mask, a disposable mask will be provided.
5. The screener at the front desk will maintain a log of all entrants to the building. Notation will be made if a person was directed to return home.

In addition to the onsite screening procedures, prior to the start of the fall 2020 semester, all students will complete a series of screening questions related to exposure to COVID-19 and travel and sign an attestation via the CastleBranch web-based system. The Academic Operations Coordinator will monitor student completion of the attestations and will notify Nursing Program leadership of any students who have had exposures or international travel that would require 14 days of quarantine.

### **Education/training of students regarding COVID-19**

Communication will be sent to all students on July 6, 2020 informing them of their role in the following infection prevention and transmission mitigation procedures:

- Students will self-monitor for fever and symptoms of illness. If they have a fever of 100°F or greater or have symptoms of illness, they are not to come to campus that day and for the next day. The student should contact their faculty member each day that they will not be coming to campus. If the student still has symptoms or fever on the third day, the student will be required to have a clearance from their health care provider and be asymptomatic and afebrile in order to return. The health care provider will determine whether a COVID-19 test is indicated. If it is indicated, the student is unable to return to campus until they have a negative COVID-19 test.
- Campus screening procedures which include CastleBranch attestation for exposure to COVID-19 and travel to be completed prior to the start of the semester, and onsite daily temperature screenings and exposure attestations at the entrance to campus.
- Infection prevention and transmission prevention precautions, such as six feet distancing, wearing of masks in common areas and when within six feet of others, frequent hand hygiene, sanitizing work spaces with disinfectant wipes prior to and after use.
- Students will be required to complete a hand hygiene educational module through CastleBranch and complete the attestation prior to the start of the semester.

### **Physical Distancing**

In response to the COVID-19 pandemic, the use of BSMCON facilities has been modified to provide a safe teaching and learning environment that is in alignment with CDC and VDH guidelines, governmental orders, and BSMH directives as listed below.

#### **Strategies to allow physical distancing**

Maximum occupancy for each room/area within BSMCON facilities is posted and associates have been instructed to use each room at no greater than 33% of its normal maximum capacity. Strategies used to adhere to physical distancing guidelines include staggering class, lab, and break schedules; rearranging seating in classrooms to allow for six-foot physical distancing; and providing floor markings.

### Social distancing considerations outside the classroom

Classroom and lab schedules are made to allow staggering of people entering/exiting the buildings as well as taking breaks, thus preventing congestion in common areas. The student lounge and study rooms are closed until further notice. Safety and prevention flyers with social distancing guidelines are posted throughout the facilities.

### Occupancy restriction and use of communal space staggering

Occupancy of all classrooms, laboratories, and meeting rooms is restricted to 33% of maximum capacity. Class, lab, and break schedules have been staggered to facilitate adherence to the six-foot physical distancing guideline. BSMCON is a commuter institution and does not have residence or dining halls.

### Limitations on size of gatherings

The 33% occupancy restriction described above is designed to limit the size of gatherings within BSMCON facilities. Schedules for student labs and simulations are designed to keep cohorts small (10-20 students per cohort) and staggered. Requests for the use of BSMCON facilities by outside groups is on hold until further notice.

### Strategies for food/dining services

As a commuter institution, BSMCON does not provide onsite dining services. Furthermore, student schedules have been designed in a way that students will not be on campus over lunch or dinner hours.

## **Hygiene practices and cleaning/disinfecting protocols**

BSMCON is following hygiene practices and cleaning/disinfecting guidelines as recommended by the CDC and listed below.

### Cleaning and disinfecting protocols

Provision of janitorial services have been increased to include additional attention to 1) high touch areas such as doorknobs, light switches, and tables using appropriate disinfectant solutions; 2) restrooms; and 3) thorough cleaning/disinfection of classrooms and labs between sessions. Canisters of disinfectant wipes have been placed in each classroom and lab to allow occupants to further disinfect as they desire before use of their assigned rooms. Cleaning/disinfecting logs have been placed in each room to indicate the last time the room was cleaned and disinfected. All onsite work scheduling is coordinated with the Building Coordinator to facilitate adherence with these safety precautions.

The ice/water machine in the associate lounge has been replaced with a touchless unit. Two of the water fountains in the Magellan building have been replaced with automatic bottle fillers. Room doors are propped open to eliminate the need to touch door handles to access them.

### Provision of hand sanitizers/handwashing stations

Hand sanitizing stations with touchless dispensers and disinfecting wipes are available in each classroom and throughout BSMCON facilities. There are restrooms provided throughout the buildings that allow building patrons to appropriately wash their hands whenever necessary. Restrooms are cleaned and disinfected on a schedule and as needed by janitorial services.

### Minimizing of shared objects

Scheduling of onsite instruction has been created to eliminate the need for use of the student lounge and study rooms by students. Students are required to provide for at home printing capabilities. If onsite printing is desired, pay for copy printers are available and will be cleaned according to CDC compliant protocols. All high touch items such as magazines and pens have been removed from common areas. When working in the CSLC and using manikins and other objects, cleaning protocols are established to ensure thorough cleaning/disinfecting of these objects between student groups.

### **Housing**

BSMCON is a commuter campus. This section does not apply.

### **Consideration of vulnerable individuals**

BSMCON adheres to CDC guidance by prioritizing the safety and wellbeing of its most vulnerable associates and students. Based on current information from the CDC, older adults (65 years and older) and people of any age who have serious underlying medical conditions are considered more vulnerable to COVID-19. Hence, it is BSMCON's policy to encourage associates who fall in this category to continue working remotely and avoid crowds of more than 10 people.

The BSMH Associate Care Management team is an additional resource that provides confidential assistance and education to associates and family members who are at risk for complications due to COVID-19, especially for those over 60 years of age and have a chronic condition, such as heart disease, diabetes, or lung disease.

### Associates:

#### Policy options to support those at higher risk

In order to avoid creating a "workplace hotspot" that would put every associate at risk, including those at higher risk, Bon Secours Mercy Health (BSMH) has extended remote work through September 30 and possibly through the end of the year. Associates who are unable to perform the essential functions of their job remotely will be assigned other duties for which remote work is possible. Those who cannot be assigned any duties will be furloughed and be eligible to receive financial assistance from the hardship funds.

#### Flexible sick leave policies/practices

BSMH has implemented flexible sick leave policies to accommodate associates who may have been exposed to or have tested positive for COVID-19. Exposure to COVID-19 would not require a leave of absence, unless the associate is sick. Should the associate be sick as a result of exposure to COVID-19, sick bank hours would not be applied while the employee is being treated. However, medical documentation will be required to validate time off work due to COVID-19 and clearance to return to work.

### Return to work policies after COVID-19 illness

Following a COVID-19 illness, BSMH associates will be required to receive a negative COVID-19 test result as well as improvement in symptoms before they can be allowed to return to work. Furthermore, they will need documentation from their primary care provider validating that they are ready to return to work.

### Students:

#### Policy options to support those at higher risk

Prior to the beginning of the fall 2020 semester, a communication will be sent to students informing them that they have the right to decide to not participate in live educational activities or clinical practicum without academic penalty. Students who choose this option would take a Standard Period of Non-Enrollment (SPN), a leave of absence from applicable courses, and will be placed on a list to take these courses in a future semester in accordance with a revised curriculum plan. Students who have clinical practicum will not be placed on units that care for COVID-19 patients. They will also not be caring for any patients in isolation.

#### Flexible sick leave policies/practices

Students will need to stay home if sick or if they need to self-isolate if they have had international travel or exposure to someone with COVID-19. Students will be able to complete online course work while self-isolating; however, they may not come to campus and participate in lab, simulation or practicum experiences. Faculty will work with students individually to determine whether these experiences can be made up at a later time. If the circumstances are such that these experiences cannot be completed at a later time, the student will be afforded the opportunity to a leave of absence from these courses.

### Return to class policies after COVID-19 illness

Students who have COVID-19 illness will be allowed to return to campus under the following conditions.

The student must:

- Be asymptomatic
- Have A COVID-19 test that indicates that the student is negative for COVID-19
- Have a clearance from the student's health care practitioner that they are fit to return to campus

### **International student considerations**

#### Students Who Have Traveled Internationally

International travel is defined to include travel outside of the US (including Canada, Mexico, and US Territories) and recreational cruises to any destination. Students who have traveled internationally are required to:

- Self-quarantine for 14 days after return to the US and before being permitted to return to campus.
- Be asymptomatic of COVID-19 symptoms as stated in this document.



### International Global Outreach Experiences

All BSMCON Global Outreach experiences for Summer 2020 and Fall 2020 have been cancelled. The College has tentative plans to hold its study abroad Paris experience in Spring 2021 during Spring Break. At this time, the U.S. State Department has declared a Global Level 4 Health Advisory - Do Not Travel. BSMCON will continue to assess the guidelines for international travel through the U.S. State Department and the CDC to base a final decision about the Spring 2021 study abroad experience no later than December 2020.

### **Partnership and communication/information with local community, health systems, and other stakeholders**

Bon Secours Memorial College of Nursing is owned and operated by Memorial Regional Medical Center (MRMC), a hospital operated by Bon Secours Richmond (BSR), and an entity within the Bon Secours Mercy Health System (BSMH). Within that framework, BSMCON is in regular communication and information sharing with its parent entity, MRMC, and BSR to ensure that college needs as related to clinical experiences are addressed. BSMCON has a Community Advisory Board that meets once per fall and spring semesters. At those meetings and in between as needed, BSMCON shares information regarding College operations with these stakeholders and seeks their input and questions.

### **Face coverings**

#### Teaching and reinforcing use of face coverings

A standard operating procedure (SOP) document providing guidelines for use of face masks has been developed and disseminated to the entire campus community. It includes a Safety and Prevention flyer that is posted throughout the campus buildings. This flyer illustrates the wearing of masks as being mandatory within the building, especially where the recommended six-foot social distancing guideline cannot be maintained. Failure to wear a face mask may result in disciplinary action for students and associates. As with other safety precautions related to COVID-19, the campus community is expected to hold one another accountable for adherence.

#### Faculty face coverings

Like all building patrons, faculty are required to follow the established face covering guidelines. They may remove their masks when alone in their offices or when teaching from at least seven feet from their students.

#### Student face coverings

Students are required to adhere to the established above face covering guidelines within BSMCON facilities.

#### Face covering guidance for public facing areas and in office spaces

Masks are required in every area of college building with these exceptions:

- Associate alone in a private office
- Teaching in a classroom if distance maintained from students is at least seven feet.

## **Student Health Services**

The College does not operate a health center on campus; therefore, the items to be addressed in this section do not apply with the exception of mental health services. Students are encouraged to obtain health insurance to cover medical care they may require throughout the course of their enrollment at the College. As noted previously in this plan, contact information for local health departments is provided to students on the College website.

In order to maintain consistency in supporting students when they are both on campus and when they are not physically present, mental health services are available to all students through a telemental health system provided through Life Experts, Student Assistance Program, a third-party vendor. This telemental health offering allows students to receive mental health services remotely, in addition to in-person, for counseling needs. The services are accessible 24/7 and will continue to provide support to students through the pandemic and transition afterward. Students with heightened anxiety, depression and stress have full access to meet with their success advisor to supplement support. Advisors are able to refer students as needed for additional, escalated support. In addition, Life Experts, Student Assistance Program, provides support resources such as checklists, webinars, and workshops for students via their website, along with academic support tools and resources. Students also have access to electronic academic success resources through the Office of Student Success. Telemental health with high advisor interaction will continue to support students as they navigate the current challenges they face due to the pandemic and other life stressors.

## **Large Events**

The only large events regularly planned at the College are commencement, honor society induction, and white coat ceremony. The College will only hold these ceremonies on ground if directives from the Governor's Office indicate that it is safe and permissible to do so.

## **Communications strategy**

### **Background Statement**

The COVID-19 pandemic has changed our everyday lives. As the College prepares for the reopening of the fall 2020 semester that looks different in environment, learning, safety and health for key stakeholders, a strategic communications plan is required to guide actions and behaviors in a unified manner that aligns with our mission and goals.

### **Mission Statement**

The mission of Bon Secours Memorial College of Nursing is to foster holistic lifelong learning through innovative career education designed to cultivate servant leaders who are passionate about bringing people and communities to health and wholeness.

We are guided by our mission regardless of challenges we face in the wake of COVID-19.

Organizational Goals

- Ensure the health, safety and well-being of our campus and surrounding community
- Deliver quality education while supporting students
- Communicate effectively

Communication Objectives

1. Promote a campus environment that encourages key stakeholders to share in the responsibility of public health and safety.  
 Communications that support this objective:  
 Facilities: building entrances/parking/hours/emergency numbers/use of facilities  
 COVID-19 Safety: Cloth masks/hand sanitizer/handwashing/social distancing/health screening/shared spaces
2. Inform and educate students regarding delivery of education in a hybrid (blended) format.  
 Communications that support this objective:  
 Delivery of education – overview  
 Delivery of education – details (Beyond the Lecture, clinical compliance, uniforms, etc.)
3. Build a culture that is supportive, inclusive, and respectful of all students, faculty, and staff.  
 Communications that support this objective:  
 Statement on racial injustice  
 New student communications  
 FERPA  
 Student information in CampusNexus  
 Financial aid packaging

Audiences

<b>Internal stakeholders</b>	<b>External stakeholders</b>
Current students	Prospective students/parents
Current staff/faculty/leadership	Alumni
BSR Board of Directors/Community Advisory Board	Accrediting and regulatory agencies
BSMH associates	Prospective faculty/staff
BSMH clinical partners	Donors
Housekeeping/janitorial services	Visitors, vendors

### Key Messages

- Health and safety are our top priority
- Decisions are guided by consulting health experts and state agencies
- We deliver quality nursing education that is innovative, inclusive and supportive
- We value communication that is open, honest and timely

### Dismissal/Shutdown

While a decision for campus dismissal or shutdown will be made by the Administrative Cabinet of BSMCON, it will be based on public health conditions at the time and/or the Governor's executive order. Once the dismissal/shutdown decision is made, the following events will occur:

1. Text/ email/call alerts: Utilizing BSMCON's Student Information System (Campus Nexus) and/or associate emergency notification system (Everbridge), the Dean of Administration will activate for the College. Notifications to students via Campus Nexus will be sent as text AND email alerts.
2. The Associate Dean of Student Services will work with the Marketing Manager to ensure local TV media are notified as appropriate and all social media sites and the College website are updated to reflect the decision.
3. Main number(s): The Associate Dean of Student Services will ensure that the College receptionist updates the main phone number message.
4. The Vice President/Provost will send out an email to College associates with closure information.
5. The Dean of Administration will confirm with the Building Coordinator if any non-College events are scheduled and will notify the designated individuals for such events in the event of closure of the main campus.

### Questions, Feedback, Contact

- A central email ([response@bsmcon.edu](mailto:response@bsmcon.edu)) was established at the onset of the COVID-19 crisis. The College continues to utilize this email address to respond to questions and comments, as well as answer all inquiries that come through the main reception line: 804-627-5300.
- FAQs continue to be developed as part of the communication work plan that address academic programming, safety and health, and other questions to support the BSMCON campus community. They are accessible from and archived on the College's website.
- As noted above, the College will share important, timely information using these social media channels: [facebook.com/bsmcon](https://www.facebook.com/bsmcon), [twitter.com/bsmcon](https://twitter.com/bsmcon), [Instagram.com/bsmcon](https://www.instagram.com/bsmcon).
- Bon Secours Mercy Health, the College's parent organization, has a central office that handles media inquiries. When required, Dr. Melanie Green, Vice President and Provost, is the College's spokesperson.

### **Orientation and education/training, including anti-stigma training**

Education and training related to COVID-19 infection prevention and transmission mitigation is presented earlier in this report. The following hyperlinks on the COVID-19 section of the BSMCON website are additionally provided:

- Centers for Disease Control (CDC) website for information on Coronavirus (COVID-19) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- World Health Organization (WHO) site on the Coronavirus disease (COVID-19) outbreak [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1).

Students will be provided with anti-stigma education related to the stigma that may be cast on those who have received a diagnosis of COVID-19. Students will be directed to the COVID-19 section of the BSMCON website to watch the WHO video: ***What Can You Do to Fight Stigma Associated with CoVID-19?*** <https://youtu.be/vinh0lIG1p0>. The accompanying poster from the WHO titled Social Stigma Associated With COVID-19 will also be posted as a reference on the BSMCON COVID-19 website.

Students will be informed about this information on the COVID-19 section of the College website in the communication that will be sent to them in July. Students will be asked to review this information prior to the beginning of the semester.

## II. MONITORING HEALTH CONDITIONS TO DETECT INFECTION

### Health monitoring approaches

#### Screening Procedures

The Magellan and Shrader sites each will have one designated entranceway for all persons to enter the campus. A receptionist will be on site and all entrants (faculty, staff, students and visitors) will adhere to the following:

1. Self-monitor for temperature equal to or greater than 100°F and COVID-19 symptoms prior to arrival on campus. Anyone who exhibits any of these symptoms should stay home. Students will inform a faculty member of their symptoms and that they will not be coming to campus. Associates (faculty and staff) will report to their supervisor of their symptoms and that they will not be coming to campus.
2. Prominently placed at the entrance to each site, a poster of COVID-19 symptoms is posted that illustrates the screening attestation all persons must make prior to being allowed to enter the building. In order to proceed to the temperature screening station, a person attests they have no knowingly had unprotected exposure to anyone positive for COVID-19 within the past 14 days, and do not have the following signs or symptoms:
  - One of the following: temperature equal to or greater than 100°F, cough, new onset of shortness of breath, new onset of difficulty breathing; and/or
  - Two or more of the following: muscle aches, headache, sore throat, new onset loss of smell or taste, new onset of diarrhea, chills.

Any person answering “yes” to these screening questions will be directed to return home. If a person attests to no exposure or symptoms, s/he will proceed to the temperature screening station.

3. Temperatures are taken with an infrared thermometer. Anyone with a temperature of 100°F or higher will be sent home and not allowed entrance to the campus. If the temperature is less than 100°F, the person proceeds to the hand hygiene station to sanitize their hands.

4. A mask is required. Cloth masks are permitted. If a person does not have a mask, a disposable mask will be provided.
5. The screener at the front desk will maintain a log of all entrants to the building. Notation will be made if a person was directed to return home.

### College staff and faculty

College associates who have a temperature of 100°F or greater or the symptoms outlined above are to stay home, notify their supervisor, stay home, and call the Associate Health Nurse Access Line. The Associate Health Nurse will refer the associate to their personal health care provider or occupational health provider. Testing for COVID-19 is ordered by the health care provider or occupational health provider. If the associate tests positive for COVID-19, the health care provider is mandated to inform the Virginia Department of Health. Any surveillance or contact tracing would be conducted by the Virginia Department of Health. Associates are not permitted to return to campus until they have a negative COVID-19 test and they are asymptomatic.

### Students

Students who have a temperature of 100°F or greater and/or the symptoms outlined above are to stay home, notify their faculty member, and are not to come to campus that day and the next day. Students should contact their faculty member each day that they will not be coming to campus. If the student still has symptoms or fever on the third day, the student will be required to have a clearance from their health care provider and be asymptomatic and afebrile in order to return. The health care provider will determine whether a COVID-19 test is indicated. If it is indicated, the student is unable to return to campus until they have a negative COVID-19 test.

Faculty will report student absences due to illness to the Academic Operations Coordinator who will track and trend the numbers of students who are ill in order to monitor the health of the campus population.

### **Campus level syndromic surveillance**

The College expects all faculty, staff, students, and visitors to self-monitor for COVID-19 symptoms as outlined above. The College does not operate student health services on site and does not maintain electronic health records of any kind. The process for reporting symptomatology and/or illness is explained in the section above this one.

Syndromic surveillance will be accomplished utilizing:

- CastleBranch student data which includes attestations related to travel and exposure.
- Numbers of students, faculty and staff who self-report fever and symptoms, and as a result are not able to come to campus as outlined in the section above.
- Numbers of students, faculty, and staff who are found upon screening at the entrance to campus to have fever or symptoms as outlined in section above.
- Review of numbers of students, faculty and staff who are ill on a weekly basis by campus leadership to determine any trends.

- Consultation with BSMH Associate Wellness Department for assistance if there is a trend with associate illnesses.
- Consultation with BSMH Infection Prevention Practitioner for assistance if there is a trend with student or associate illness on campus, to assist with prevention and mitigation strategies.

### **Testing strategy**

#### **Testing Strategies for Associates (faculty and staff)**

Associates who are experiencing symptoms as outlined in this plan are to stay home and call the Associate Health Nurse Access Line, in addition to calling their supervisor. The Associate Health Nursing will refer the associate to their personal health care provider or occupational health provider. Testing for COVID-19 is ordered by the health care provider or occupational health provider. If the associate tests positive for COVID-19, the health care provider is mandated to inform the Virginia Department of Health. Any surveillance or contact tracing would be conducted by the Virginia Department of Health. Associates are not permitted to return to campus until they have a negative COVID-19 test and they are asymptomatic.

#### **Testing Strategies for Students**

Students who are experiencing symptoms outlined in this plan are to stay home and notify their faculty member each day they are out. The faculty member will notify the Academic Operations Coordinator of these absences so that they can be tracked.

For severe or persistent symptoms or a temperature over 100°F for three days, the student is referred to their health care provider. Testing for COVID-19 may be ordered by the health care provider. If the student tests positive for COVID-19, the health care provider is mandated to inform the Virginia Department of Health. Any surveillance or contact tracing would be conducted by the Virginia Department of health. Students are not permitted to return to campus until they have a negative COVID-19 test, have clearance from their health care provider, and are asymptomatic and afebrile.

### **III. CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED**

#### **Partnership with VDH for contact tracing**

The Virginia Department of Health (VDH) works closely with Bon Secours Mercy Health system and its health care providers. The responsibility for reporting positive COVID-19 cases to the VDH rests with the health care providers. VDH assumes the responsibility for follow up for contact tracing for both college associates and students.

#### **Quarantining and isolating**

BSMCON is a commuter school without residences for students. Self-quarantining applies only to associates and students who have COVID-19 exposure, positive COVID-19 testing, or have travelled

internationally which includes 14-day quarantine and a negative COVID-19 test and no symptoms in order to return to campus. Self-quarantining and isolating expectations have been previously explained in this document.

## **Campus outbreak management**

### **Practices to Prevent Campus Outbreaks**

The following practices will be employed to prevent transmission of disease:

- Limiting on site lab and simulation classes to no greater than 10 students with adequate social distancing
- Limiting on site test review sessions to no greater than 20 students with adequate social distancing
- Keeping the same cohorts of students together in morning and afternoon groups
- Staggering the start time for labs and simulations on campus
- Social distancing, wearing masks, frequent hand hygiene, and sanitizing of surfaces
- Self-screening and onsite screening to prevent anyone who is ill from entering the campus
- Closing common areas, such as the student lounge and study rooms
- Limiting hours and scheduling appointments to the Library for onsite use and live access to the librarian. Students and faculty can be assisted by the librarian virtually during the time the physical library is closed.

### **Practices to Prevent Infection for Students Who Have Clinical Practicum**

The following precautions will contribute to the prevention of transmission of disease on campus:

- Students will not be assigned to patients with COVID-19 or suspected of having COVID-19, or to patients who are in isolation in the clinical setting. Students will not be allowed on high risk units such as those caring for COVID-19 positive patients.
- Hospital issued procedure masks will be provided to students upon entry since cloth masks are not appropriate in the clinical setting. The hospitals will issue personal protective equipment for student use in the clinical setting.
- Students will follow infection prevention measures as outlined in the health system's policies and procedures.

## **Partnership with local health systems**

As explained previously, symptomatic associates and students will be referred to their health care practitioners for care and follow-up.



#### **IV. SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE**

##### **Plans regarding the criteria and process for campus dismissals or shutdowns**

A decision for campus dismissal or shutdown will be made by the Administrative Cabinet of BSMCON and will be based on public health conditions at the time and/or the Governor's executive order. Once the dismissal/shutdown decision is made, the following events will occur:

1. Text/ email/call alerts: Utilizing BSMCON's Student Information System (Campus Nexus) and/or associate emergency notification system (Everbridge), the Dean of Administration will activate for the College. Notifications to students via Campus Nexus will be sent as text AND email alerts.
2. The Associate Dean of Student Services will work with the Marketing Manager to ensure local TV media are notified as appropriate and all social media sites and the College website are updated to reflect the decision.
3. Main number(s): The Associate Dean of Student Services will ensure that the College receptionist updates the main phone number message.
4. The Vice President/Provost will send out an email to College associates with closure information.
5. The Dean of Administration will confirm with the Building Coordinator if any non-College events are scheduled and will notify the designated individuals for such events in the event of closure of the main campus.

If circumstances call for transitioning to a fully online delivery of education due to a surge in COVID-19 cases, students, faculty and staff will be informed of this change using methods described above. BSMCON has already planned for this contingency with recorded lectures, simulations and optimal use of the learning management system (LMS) to continue the delivery of education.

If public health circumstances progress to the point where BSMCON needs to close, the following actions and communications will be implemented:

- Notification to State Council of Higher Education for Virginia
- Notification to the Accreditation Bureau for Health Education Schools (ABHES) college accrediting agency
- Notification to the Virginia Board of Nursing
- Notification to the Commission on Collegiate Nursing Education (CCNE) nursing program accrediting agency
- Campus wide notifications that include students, faculty and staff with instructions that include expectations for periodic updates on the progress for reopening.

##### **Nature of reduced campus activity**

Due to the limited onsite schedule of students for the fall semester, the College will close the physical campus in the event of severe conditions/public health direction or guidance. Instruction will continue

via online format as appropriate and will be communicated to students via official College email accounts

**Considerations regarding student health and safety on campus versus returning home**

BSMCON is a commuter campus. This section does not apply.

**Communications plan for dismissals/shutdowns**

This information is provided in section I of this report.