

## Associate Communication – Mid-Summer Update - July 16, 2020

Dear Colleagues,

We hope you are enjoying your summer and taking some well-deserved time off to be with your family and friends. This continues to be a unique time in our country and around the world, and we are grateful for your continued support and patience as we prepare for the upcoming fall semester given these continuing circumstances. In this communication, we hope to provide some answers to your questions as we look ahead to the next several weeks, including fall Convocation scheduled from 8:30 a.m. to 11:00 a.m. on August 3, 2020. This will be our first campus-wide event (via Zoom) since the stay-at-home order, and an opportunity to unite in our shared mission. We look forward to seeing you all next month!

### Recently Asked Questions:

#### **Q: How will we reopen the campus in the COVID-19 environment?**

*A: As we prepared for our fall semester in a manner that would allow our nursing students to progress in their education while being cognizant and considerate of the current health crisis, colleges and universities in the Commonwealth of Virginia were directed to submit a reopening plan to the State Council of Higher Education for Virginia (SCHEV). In compliance with this requirement, the College of Nursing submitted our reopening plan on July 1, 2020. This plan details the following: students return to campus, screening procedures, education on COVID-19, physical distancing, hygiene and disinfecting, vulnerable individuals, international students, containment and spread, and other pertinent information with regards to COVID-19 and college operations. This plan is currently under review with SCHEV, and can be accessed [here](#), on the College website.*

#### **Q: How will instruction be delivered this fall?**

*A: The College recently sent a communication to the Pre-Licensure BSN students with details regarding the delivery of education that we have planned for the fall 2020 semester. What we have outlined is a hybrid model – using both online and in-person instruction. Courses that were previously taught in a classroom will now be provided online in a new model called Beyond the Lecture. Simulations and clinical labs will be taught in person at the College, with proper safety and health protocol in place. Clinical practicum hours will be held in the health system. The full communication is archived on the College website and can be accessed [here](#).*

#### **Q: Will associates be returning to work on-site? \*UPDATE\***

*A: Our parent company, Bon Secours Mercy Health, announced on July 20, 2020 that they have extended remote work through the end of the year. This is an update from the previous date of September 30. This includes all College associates who are currently working remotely. If your position requires you to come to campus for a specific reason, you will be provided direction by your supervisor. If you need to come to campus for any other reason, you will need approval from your supervisor or Dean before doing so.*

#### **Q: Is there a process for requesting approval to come on-site?**

*A: Yes. There is a new SOP (Standard Operating Procedure) that outlines this process. Essentially, the steps are:*

1. *Associates who are not scheduled to be on-site for simulations, recording, or test reviews must request approval from their area Dean through submission of the On-site Request Form, which can be obtained by your supervisor or Dean. (We expect to have the On-site Request Form online soon; an update will be sent when it's available.)*
2. *Upon the Dean's approval, s/he will forward the completed and signed request to the Dean of Administration for final approval.*
3. *The Dean of Administration's approval will be based on the expected headcount in the building on the requested day. Total headcount for the building on the requested day must be no more than 33% of the total associate headcount (30). The Dean of Administration's decision will be communicated to the associate's Dean who will then notify the associate.*
4. *Upon approval, the associate's name will be communicated to the Building Coordinator for appropriate cleaning/disinfecting planning.*

***\*\* If you must come to campus, please keep your visit as brief as possible. Limiting our contact and practicing social distancing will minimize any potential spread of the virus, keeping us safer and allowing College operations to remain open. If you have questions, please reach out to your supervisor for the quickest response.***

**Q: Are we allowed to take IT equipment to use at home?**

**A:** *Yes, associates may take their computers, keyboard/mouse, docking station and monitors home. Please notify Sunjung Lee (email is fine) if you plan to bring any equipment home. Associates are responsible for returning it in like condition. As mentioned above, contact your supervisor or Dean if you need to visit the campus to retrieve any items.*

**Q: What are the health and safety guidelines for associates who must access the building?**

**A:** *The Magellan and Shrader Rd. sites each will have one designated entranceway for **all persons** to enter the campus. A receptionist will be on site and all entrants (associates, 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. Associates will report to their supervisor 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 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. BSMH associate COVID-19 protocol can be found [here](#).*

*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.*

**Q: Where should I direct students with questions related to COVID-19 or for questions I’m unable to answer?**

*A: The College website has the most up-to-date information regarding our response to COVID-19. Associates can also refer students to send an email to [response@bsmcon.edu](mailto:response@bsmcon.edu), which is monitored Monday - Friday, or call the main reception desk at (804) 627-5300 during normal business hours with inquiries.*

**Q: I have heard that the Clinical Simulation Center at Shrader Road will be moving to a new location. When will that happen?**

*A: Our lease expires in May 2021. Currently, we are looking into potential sites, including a space in Windsor; however, this is very preliminary. We will keep the campus community updated once we have more concrete information to share.*

**Q: When will our College operations return to a pre-COVID-19 environment?**

*A: We are all eager to return to a more “normal” environment; however, COVID-19 is still with us and there is no proven treatment or vaccine available. Until then, we continue to seek guidance from local, state and national public health agencies, as well as Bon Secours Mercy Health. Together, we will make decisions that put the health and safety of our College community first, while providing you with regular updates as conditions change.*

In closing, I want to thank you for your continued grace these past several months. We’ve learned a great deal about flexibility, compromise and growth, even in the most stressful of times. On behalf of

the College leadership team, we wish you a safe and relaxing summer and look forward to a successful fall semester!

Sincerely,

**Melanie H. Green, PhD, RN**

Vice President and Provost

Bon Secours Memorial College of Nursing