AirPark Columbus College Campus

COVID-19 Guiding Principles

Campus partners:
Community Education Coalition, IUPUC, Ivy Tech Community College, Purdue Polytechnic, and WorkOne

As shared campus partners:

1. We will work together, in alignment with our respective institution guidelines, based upon facts and accurate information, to follow the best preventative practices to keep our campus community healthy.

2. We continue to be committed to providing the best academic experience in service to all students, in a safe and accessible manor.

3. We are committed to taking whatever measures are necessary to slow down the spread of COVID-19 on our shared campus. We must all do our part to ensure our individual and collective health and safety.

4. We are committed to ensuring that this situation will not impact some people more than others.

5. We pledge that we will communicate with each other often through the Campus COVID-19 Restart Task Force and communicate often with our campus community to ensure continued awareness and vigilance for safe health behaviors.

As individuals on our shared campus:

1. We will follow the shared campus health guidelines to protect ourselves and others.

2. We will self-monitor health for symptoms of COVID-19 and stay home when ill or after exposure to someone who is ill or has tested positive for COVID-19.

3. We will wear a facemask in buildings, except in private offices and when alone in a small space, and in outdoor spaces where physical distancing is difficult to maintain.

4. We will maintain appropriate social distancing, especially in classroom settings or in the presence of older members of the community.

5. We will practice robust personal hygiene, including frequent handwashing and sanitation of shared surfaces.

COVID-19 Shared Protocols for AirPark Columbus College Campus

Campus Partners: Community Education Coalition, IUPUC, Ivy Tech Community College, Purdue Polytechnic, and WorkOne

See **www.ColumbusLearningCenter.org** for updates to this document

Preventative Guidelines

Daily routines:

- Self-monitor health for symptoms of COVID-19
- All individuals on campus will wear a mask and practice robust personal hygiene
- Limit exposure to virus by minimizing the number of people in campus facilities
- Classrooms, shared spaces and traffic patterns will be modified for social distancing

Handling a symptomatic individual:

- Send symptomatic individual home as soon as possible
- While waiting for a ride, keep symptomatic individual in an isolated room and keep the door closed
- Ensure safe social distancing when symptomatic individual exits the facility

See **page 3** for more detailed guidelines.

Protocols for Handling Individuals who are Confirmed or Suspected to Have COVID-19

If an individual at the facility tests positive to COVID-19…

1. Contact health department and work with them to determine need for facility closure.
2. Identify and dismiss any students or staff who were in contact with the individual who is ill.
3. Notify campus COVID-19 points of contact
4. Identify and close any affected spaces within the building for cleaning and disinfecting.
5. Work with health department on process and timing for reopening facilities.

See **page 4** for specific details and process flow.

Determining when affected individuals may return to the facility…

1. Ensure that the affected individual has quarantined for the period of time recommended by the healthcare provider.
2. Ensure that it has been 10 or more days since the individual has experienced any symptoms **AND** that the individual has been fever free for 24 hours without using fever reducing medication **AND** has no other symptoms.

See **page 5** for specific details and process flow.

If an individual at the facility shows symptoms of COVID-19…

1. Send symptomatic individual home immediately.
2. Wait to hear from individual about a diagnosis from a health care provider:
   - If the healthcare diagnosis is **NOT** COVID-19 or diagnosis is inconclusive, follow childcare facility's standard protocol for handling sick individuals;
   - If the individual tests positive for COVID-19, follow the orange and blue protocols outlined to the left.

See **page 6** for specific details and process flow.

Personal Protective Equipment Guidelines

When interacting with individuals who are confirmed or suspected to have COVID-19, use the following PPE if available:

- Any NIOSH-approved particulate respirator; Facemasks are an acceptable alternative,
- A single pair of disposable examination gloves,
- Eye protection like goggles.

See **page 7** for more detailed CDC guidelines.

Cleaning Guidelines

When cleaning and disinfecting:

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Always wear disposable gloves and gowns for all tasks.
- Wash your hands often with soap and water for 20 secs.
- Focus on high-touch surfaces like tables, doorknobs, etc.

See **page 8** for detailed CDC cleaning guidelines.

Shared Preventative Guidelines

Promoting Preventative Behaviors

- All students, faculty, and staff must self-monitor health for symptoms of COVID-19
- We will wear a face mask in buildings, except in private offices and when alone in a small space, and in outdoor spaces where physical distancing is difficult to maintain.
- All individuals on campus will practice robust personal hygiene, including frequent handwashing and sanitation of shared surfaces like conference room tables and lab benches
- Hand sanitizer, disinfectant wipes and disinfectant sprays will be available throughout campus facilities
- Signs will be posted at entrances and through campus buildings to encourage safe health practices and social distancing
- Signage will be placed at entrances summarizing public health measures being followed on campus

Maintaining a Healthy Environment

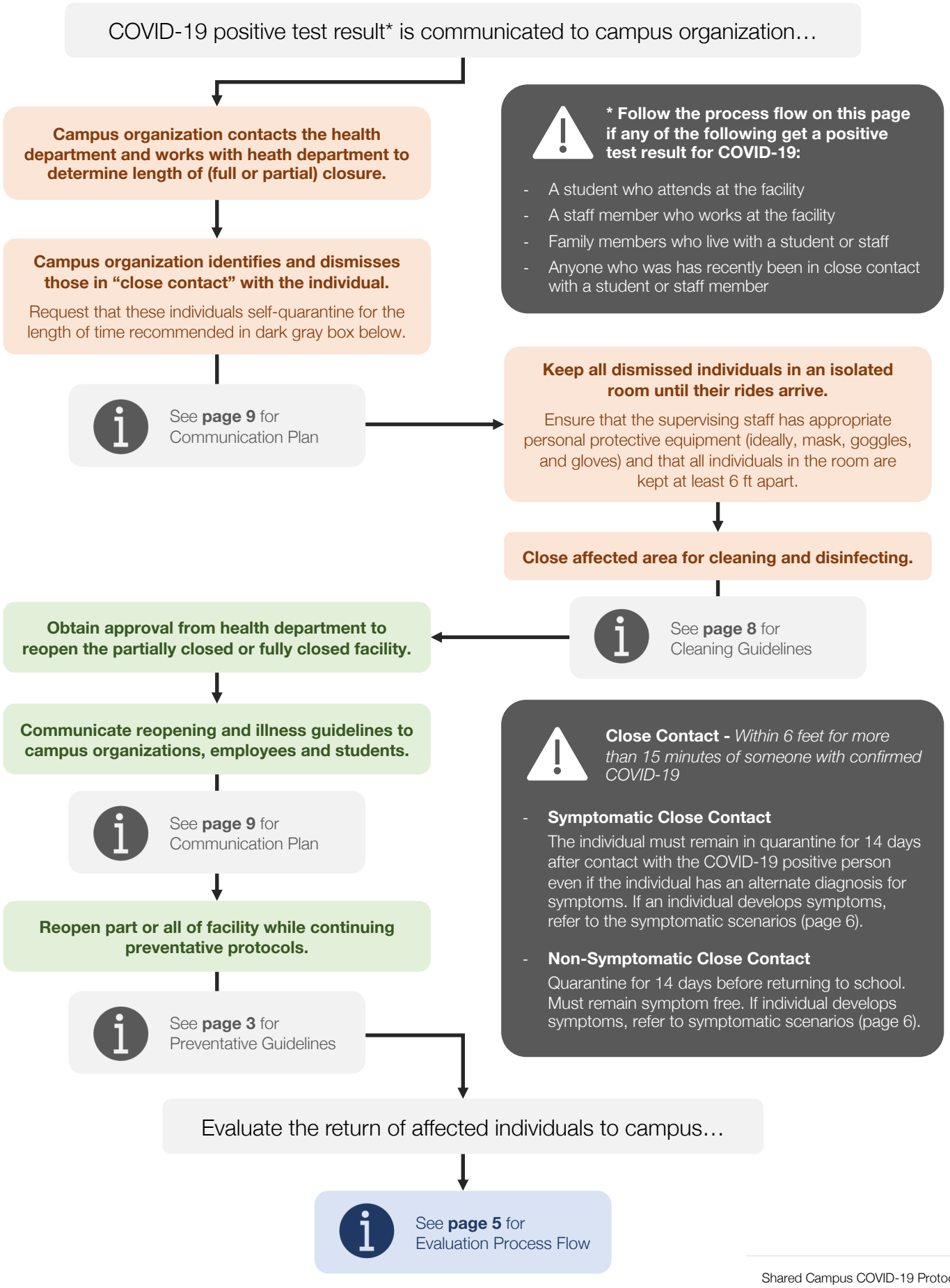
- Increase regular cleaning and disinfecting of public spaces and touch surfaces including restrooms, railings, door handles, desktop computers, cloth chairs, carpets
- Increase regular cleaning and disinfecting of touch surfaces
- Spray or wipe before and after use: classroom tables / chairs; shared desktop computers and keyboards; lab equipment, etc.
- Limit exposure to COVID-19 by minimizing the number of people in the facility
- Classrooms will be rearranged to minimize class sizes and achieve physical distancing of at least 6 feet
- All aisles and hallways will be marked as 2-way. Signage will indicate 6-ft social distancing
- Barriers will be placed at high-visited areas such as reception desks and check-in points.
- Furniture will be moved or taped off to indicate social distancing
- Modifications will be made to eliminate or reduce touching door handles
- Remove high-touch items such as magazines, common pens, etc.

Maintaining Healthy Operations

- Each campus organization will Identify a point person who will send out all communications. Set up a shared campus communication method.
- COVID-19 Campus Restart Task Force will meet regularly
- Each campus organization will provide support and protections for employees and students at high risk for severe illness COVID-19
- Encourage employees to stagger schedules to minimize campus exposure
- Encourage people to stay home when sick.
- Shared campus guidelines will be communicated to all campus employees and students, in addition to the organization's individual COVID-19 guidelines

Handling a Symptomatic Individual

- All students and employees must notify campus point of contact and close contacts when sick with COVID-19
- Send symptomatic individual home, or to an isolated room and keep the door closed.
    - Ideally, put a mask on the symptomatic individual
- Accompanying adult should wear mask, eye protection and gloves
    - A mask with a face shield is best
    - If not available, just wear a mask and eye protection


COVID-19 positive test result* is communicated to campus organization…
Campus organization contacts the health department and works with heath department to determine length of (full or partial) closure.
Campus organization identifies and dismisses those in "close contact" with the individual.
Request that these individuals self-quarantine for the length of time recommended in dark gray box below.
See page 9 for Communication Plan
* Follow the process flow on this page if any of the following get a positive test result for COVID-19:
- A student who attends at the facility
- A staff member who works at the facility
- Family members who live with a student or staff
- Anyone who was has recently been in close contact with a student or staff member
Keep all dismissed individuals in an isolated room until their rides arrive.
Ensure that the supervising staff has appropriate personal protective equipment (ideally, mask, goggles, and gloves) and that all individuals in the room are kept at least 6 ft apart.
Close affected area for cleaning and disinfecting.
See page 8 for Cleaning Guidelines
Obtain approval from health department to reopen the partially closed or fully closed facility.
Communicate reopening and illness guidelines to campus organizations, employees and students.
See page 9 for Communication Plan
Reopen part or all of facility while continuing preventative protocols.
See page 3 for Preventative Guidelines
Close Contact - Within 6 feet for more than 15 minutes of someone with confirmed COVID-19
- Symptomatic Close Contact
The individual must remain in quarantine for 14 days after contact with the COVID-19 positive person even if the individual has an alternate diagnosis for symptoms. If an individual develops symptoms, refer to the symptomatic scenarios (page 6).
- Non-Symptomatic Close Contact
Quarantine for 14 days before returning to school. Must remain symptom free. If individual develops symptoms, refer to symptomatic scenarios (page 6).
Evaluate the return of affected individuals to campus…
See page 5 for Evaluation Process Flow

Evaluate the return of affected individuals to the facility…

Who is the individual?

An individual who showed symptoms of COVID-19 but was NOT tested for the virus

Was there an alternate explanation for the individual's symptoms (strep, influenza, etc. as determined by a provider)?

yes

The individual may return after 24 hours resolution of fever AND with a note from the individual's healthcare provider.

The note from the provider may be an email or fax and must state that the individual has an alternate diagnosis and that the provider believes it is appropriate for the patient to return to the facility.

no

The individual must remain home for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine AND no other symptoms (aches, loss of taste or smell, respiratory issues, etc.).

An individual who was tested for COVID-19

What was the individual's test result?

Positive

Did the individual show symptoms of COVID-19?

yes

The individual must remain in *isolation* for at least 10 days from the first day symptoms appeared AND 24 hours fever-free without fever-reducing medicine AND no other symptoms (aches, loss of taste or smell, respiratory issues, etc.).

no

The individual must remain home in *isolation* for at least 10 days from the day test was taken.

Negative

Did the individual show symptoms of COVID-19?

no

The individual may return to the facility.

yes

An individual who quarantined due to close contact with an individual who tested positive for COVID-19*

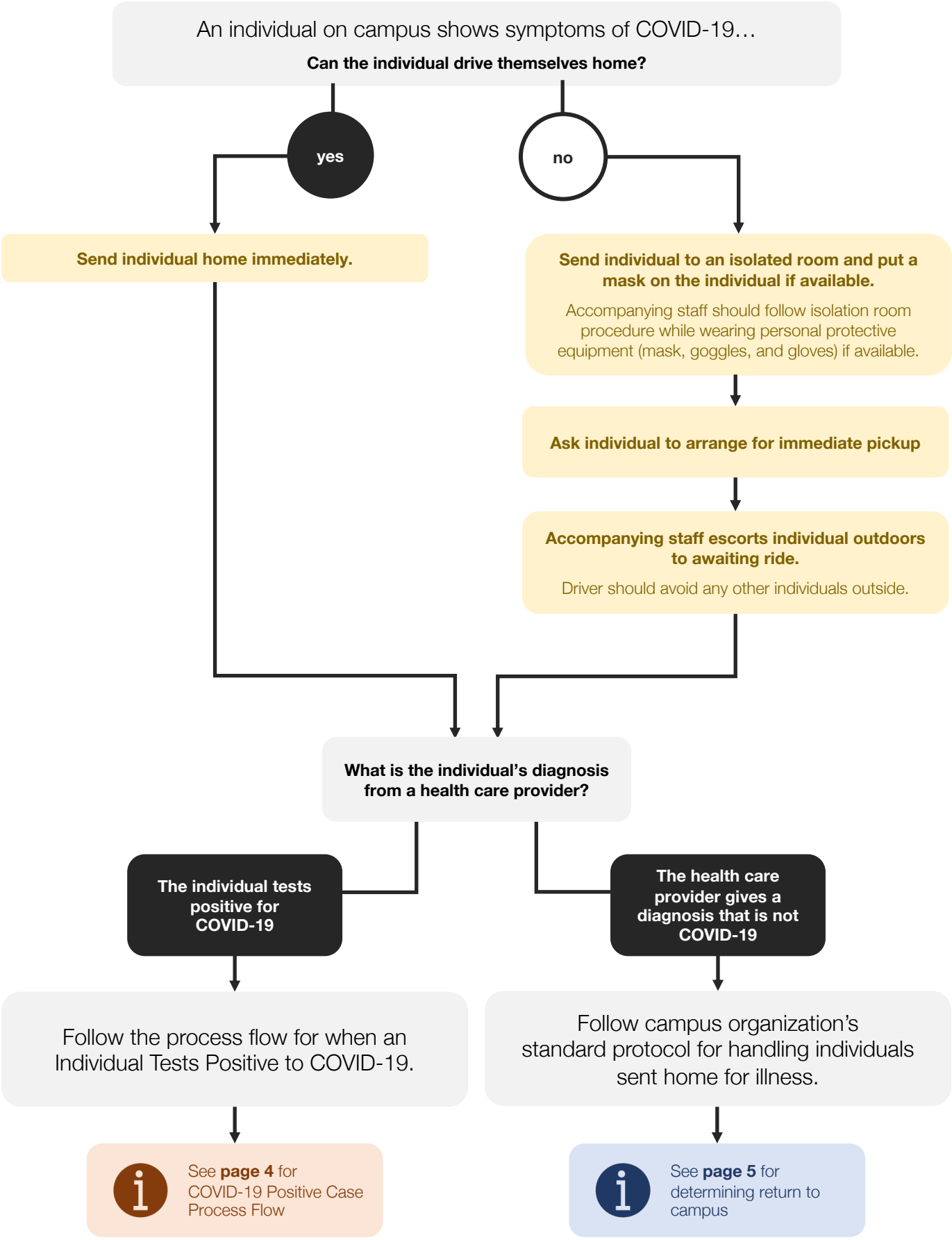
**The individual was within 6 feet for more than 15 minutes of someone with confirmed COVID-19.*

Did the individual remain symptom free for the duration of the 14-day quarantine?

no

Follow one of the two process flows above depending on whether the individual is tested for COVID-19 after showing symptoms.

yes


An individual on campus shows symptoms of COVID-19…
Can the individual drive themselves home?
yes
no
Send individual home immediately.
Send individual to an isolated room and put a mask on the individual if available.
Accompanying staff should follow isolation room procedure while wearing personal protective equipment (mask, goggles, and gloves) if available.
Ask individual to arrange for immediate pickup
Accompanying staff escorts individual outdoors to awaiting ride.
Driver should avoid any other individuals outside.
What is the individual's diagnosis from a health care provider?
The individual tests positive for COVID-19
The health care provider gives a diagnosis that is not COVID-19
Follow the process flow for when an Individual Tests Positive to COVID-19.
Follow campus organization's standard protocol for handling individuals sent home for illness.
See page 4 for COVID-19 Positive Case Process Flow
See page 5 for determining return to campus

How to Protect Yourself

See **https://www.cdc.gov/coronavirus** for more information.

How COVID-19 Spreads

- There is currently no vaccine to prevent COVID-19.
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
    - Between people who are in close contact with one another (within about 6 feet).
    - Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

How to Protect Yourself & Others from Exposure

- Wear a cloth face covering to protect others. Their face coverings may protect you.
- Maintain a distance of at least 6 feet, if possible.
- Practice proper hand hygiene. Wash your hands with soap and water for at least 20 seconds.
- Do not touch your face with unwashed hands.
- Use recommended personal protective equipment (PPE), if available, when interacting with individuals who are confirmed or suspected to have COVID-19, including:
- Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator); Facemasks are an acceptable alternative,
    - A single pair of disposable examination gloves,
    - Eye protection like goggles.

See **https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html** for more detailed information about PPE.

How to Optimize the Supply of Facemasks

See **https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy** for more information.

If facemasks are running low but more will be available soon…

Implement extended use of facemasks:

- Extended use of facemasks is the practice of wearing the same facemask for repeated close contact encounters, without removing the facemask between encounters.
- The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
- Do not to touch facemask. If you touch or adjust your facemask you must immediately perform hand hygiene.
- Isolate yourself if you need to remove the facemask.

If facemasks are running low and there is no ability to obtain more…

Implement limited re-use of facemasks:

- Limited re-use of facemasks is the practice of using the same facemask by one person for multiple encounters with different people but removing the facemask after each encounter.
- The facemask should be removed and discarded if soiled, damaged, or hard to breathe through.
- Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.

Prioritize facemasks for selected activities.

If no facemasks are available…

Use these other options as back-up alternatives:

- Use a face shield that covers the entire front (that extends to the chin or below) and sides of the face with no facemask.
- Homemade masks (e.g. bandana or scarf) may used as a last resort. However, homemade masks are not considered PPE, since their protection capability is unknown. Caution should be exercised when considering this option. Homemade masks should ideally be used in combination with a face shield that covers the entire front (that extends to the chin or below) and sides of the face.

How to Clean and Disinfect

See **www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html** for more information.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.
- **Always wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
- **Wash your hands often** with soap and water for 20 seconds.

High-touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- **Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.**
- **Use EPA-registered household disinfectant.**
  - Follow the instructions on the label to ensure safe and effective use of the product.
- **Diluted household bleach solutions may also be used if appropriate for the surface.** Check to ensure the product is not past expiration date. Unexpired household bleach is effective against coronaviruses when properly diluted.
  - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Soft Surfaces

For soft surfaces such as carpeted floor, rugs, and drapes:

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect** with an EPA-registered household disinfectant. (See CDC website for a complete list of disinfectants).

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls:

- **Consider putting a wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items:

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. **Use the warmest appropriate water setting** and dry items completely.
- Dirty laundry from an ill person can be washed with other people's items.
- **Clean and disinfect clothes hampers** according to guidance above for surfaces.

Remember, when cleaning and disinfecting a facility if someone is sick or suspected to be sick…

- **Close off areas used by the individual that is ill.**
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** (or as long as possible) before you clean or disinfect.
- **Clean and disinfect all areas used by the individual with symptoms or illness,** such as offices, bathrooms, common areas, shared electronic equipment, focusing on frequently-touched surfaces.

Communication Plan if a COVID-19 Positive Test Result is Communicated to Campus Organization

See **page 4** for COVID-19 Positive Case Process Flow.

Situation	Message	From Whom	To Whom	Timing
Fully Closing Facility	For template see **page 10**	Campus Organization Point of Contact	To be determined by facility	Same day as notice of positive case is received
Partially Closing Facility	For template see **page 11**	Campus Organization Point of Contact	To be determined by facility	Same day as notice of positive case is received
Reopening Facility	For template see **page 12**	Campus Organization Point of Contact	To be determined by facility	Prior to reopening

Print Resources Created by the CDC

See **https://www.cdc.gov/coronavirus/2019-ncov/communication/factsheets.html** for more information.

The CDC has created many info signs and flyers about COVID-19 regarding topics like symptoms and preventative measures. These resources are available on the CDC website and can be downloaded for print.

Subject Line: Important - [Facility Name] Closing

Message:

Dear [Facility Name] employees and students:

Today we made the decision to close [Facility Name] beginning [Date] due to a positive case of the coronavirus, or COVID-19, within [Facility Name]. [Facility Name] is scheduled to reopen [Date], however, we will notify you as soon as possible if this changes [or if timeline unknown - We recognize that this news will be concerning to many of you. All decisions have been made in conjunction with our [District and/or local health department]. During the closure, our program will undergo extensive cleaning, in accordance with CDC guidelines, and we will continue to monitor the COVID-19 situation in our community.

You should take everyday preventive measures to help protect yourself from the spread of COVID-19:

- Avoid close contact with people who are sick.
- Follow respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Practice frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Stay home if sick with any illness. If your symptoms worsen, contact your healthcare provider.
- Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces (e.g., doorknobs, countertops, workstations) with usual cleaning and disinfection products. Follow all instructions on the product label.

If you have any of the symptoms of COVID-19 (fever, cough, shortness of breath), please contact your medical provider for evaluation and care. Before you seek care, it is recommended to call your healthcare provider and describe your symptoms.

We apologize for the inconvenience of this unexpected closure. Our top priority is the health and safety of our students and employees. We are committed to supporting everyone through this closure and look forward to reopening once we receive more information. If you have additional questions, please direct them to [Contact Name].

Subject Line: Important - [Facility Name] Partially Closing

Message:

Dear [Facility Name] employees and students:

Today we made the decision to partially close [Facility Name] beginning [Date] due to a positive case of the coronavirus, or COVID-19, within [Facility Name]. This partial closure applies to you due to the close proximity and sharing of high touch facilities with the positive case individual. [Facility Name] is scheduled to reopen the closed area on [Date], however, we will notify you as soon as possible if this changes [or if timeline unknown - We recognize that this news will be concerning to many of you. All decisions have been made in conjunction with our [District and/or local health department].

During the partial closure, our program will undergo extensive cleaning, in accordance with CDC guidelines. We also ask that you follow the CDC guidelines and self-quarantine for the CDC recommended period of [14 days]. After the CDC recommended self-quarantine period, you may return to the facility if you have shown no symptoms of illness **and** have been fever free for [24 hours] without fever reducing medication **and** have no other symptoms. We will continue to monitor the COVID-19 situation in our community and update you as necessary.

You should take everyday preventive measures to help protect yourself from the spread of COVID-19:

- Avoid close contact with people who are sick.
- Follow respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Practice frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Stay home if sick with any illness. If your symptoms worsen, contact your healthcare provider.
- Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces (e.g., doorknobs, countertops, workstations) with usual cleaning and disinfection products. Follow all instructions on the product label.

If you have any of the symptoms of COVID-19 (fever, cough, shortness of breath), please contact your medical provider for evaluation and care. Before you seek care, it is recommended to call your healthcare provider and describe your symptoms.

We apologize for the inconvenience of this unexpected closure. Our top priority is the health and safety of our students and employees. We are committed to supporting everyone through this closure and look forward to reopening once we receive more information. If you have additional questions, please direct them to [Contact Name].

Subject Line: Important - [Facility Name] Reopening

Message:

Dear [Facility Name] employees and students:

Today we received word from the health department that it is now safe to open [Facility Name] beginning [Date]. During this closure, our program underwent extensive cleaning in accordance with CDC guidelines, and all other requirements for reopening have been met.

[Insert details of opening dates and times here].

We would like to remind you that it is still important to take everyday preventive measures to help protect yourself from the spread of COVID-19:

- Avoid close contact with people who are sick.
- Follow respiratory etiquette (e.g., covering coughs and sneezes with a tissue or sleeve).
- Practice frequent, proper handwashing with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- Stay home if sick with any illness. If your symptoms worsen, contact your healthcare provider.
- Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces (e.g., doorknobs, countertops, workstations) with usual cleaning and disinfection products. Follow all instructions on the product label.

If you have any of the symptoms of COVID-19 (fever, cough, shortness of breath), please contact your medical provider for evaluation and care. Before you seek care, it is recommended to call your healthcare provider and describe your symptoms.

If you have additional questions, please direct them to [Contact Name].