

University of Louisiana Monroe
College of Pharmacy
COVID-19 Playbook
AY 2020-2021

Index

Plan	Page
COVID-19 Return-to-Work Plan	3
Phase III Planning Document – Target July 13, 2020	10
Scheduling and Curriculum	12
Catastrophic Curricular Plan	14
Social Distancing	15
Dress Code	15
Meetings and Events Planning	15
Plan of Action for COP COVID-19 Positive Cases	16
Facilities Plan COVID-19	17
COVID-19 Guidelines for Pharmacy Practice Experiences	20
COVID-19 Algorithm for Pharmacy Practice Experiences	22
ULM CoP Response to COVID-19: Plan for faculty and students commuting from practice sites to College buildings:	23
OSPA COVID-19 Contact Tracing Form	24
OSPA COVID-19 Email Notification Template	27
<u>OSPA & OEE Office Guidelines</u>	29
COVID-19 Social Distancing and “Opting-out” of facial covering use:	30

University of Louisiana Monroe College of Pharmacy

Return to campus plan

Adapted from the Louisiana Tech University Back to Work Plan

Effective 05/26/2020

The University of Louisiana Monroe College of Pharmacy has instituted a three-phased plan to transition faculty and staff back to campus safely and deliberately. The health and safety of our Pharmily remains our top priority. We are also focused on continuing our academic mission and preparing for the Fall semester. The plan will be updated as we progress and as circumstances change.

Core concepts

1. Maintain the health and safety of our students, faculty, and staff
2. Deliver on the College's academic mission
3. Maintain open, accurate and regular communications with faculty, staff, and students
4. Continue to telework as much as possible
5. Provide flexibility for employees who are high-risk or live with high-risk family members
6. Emphasize social distancing, handwashing, increased sanitation, staying home when sick, and use of cloth face coverings
7. Be compassionate and flexible with faculty and staff.
8. Monitor guidance and campus conditions and adjust plans and policies as needed.

Phases

Changes in phases will be determined by guidance and data from the Centers for Disease Control and from state, local, and university leadership.

Phase 1

Select employees will begin returning to campus. Those who will be returning to campus will be notified by their direct supervisor. Priorities include positions that are needed for the College to reopen, or those jobs that cannot be effectively completed from home. Teleworking will remain mandatory for personnel who are non-essential for on-campus operations except as otherwise directed by supervisors. Those who are considered high-risk to COVID19 or who live with high-risk family members will still be given the opportunity to work from home where possible. This

phase will begin on May 26, 2020. Consistent with Governor John Bel Edwards' announcement on May 11, 2020, Phase 1 will not end before June 5, 2020.

Phase 2

Additional employees will be transitioned back to campus. Social distancing and hygiene will be a priority. Target date is June 15, 2020. Additional communication will be provided prior to beginning Phase 2.

Phase 3

Campus operations to resume under new guidelines. Teleworking, scheduling and other measures will remain in place in order to maintain social distancing and flexibility. Target date is July 1, 2020. Additional communication will be provided prior to beginning Phase 3.

Strategies

1. Increase staffing incrementally to gradually resume campus operations.
2. **Hygiene and sanitation.** Scale hygiene practices into cultural norms.
3. Continue and expand innovative work practices focusing on progression of campus to full operations.
4. Monitor health to ensure the well-being of our campus community.

Phase 1

Select employees will begin returning to campus. Those who will be returning to campus will be notified by their direct supervisor. Priorities include positions that are needed for essential on-campus operations or those jobs that cannot be effectively completed from home. Teleworking will remain mandatory for personnel non-essential to on-campus operations except as otherwise directed by supervisors. Those who are considered high-risk to COVID19 or who live with a high-risk family member will still be given the opportunity to work from home where possible. This phase will begin on May 26, 2020. Consistent with Governor Jon Bel Edwards' announcement on May 11, 2020, Phase 1 will not end before June 5, 2020.

The following units have approval for limited staffing on campus in Phase 1.

1. Administration
2. Administrative support
3. Admissions
4. Business Offices
5. Information Technology

6. Library services
7. Medicaid group
8. Student Affairs
9. Select research operations
10. Vivarium

All other units should continue teleworking unless written approval has been granted from the unit's division leader. All requests must be approved by the Dean prior to implementing.

Staffing

The Phase 1 priority is to return staff whose roles are essential to safety and preparing campus for the Fall Quarter as well as those who cannot effectively perform their roles from home and are critical to ongoing operations. Those who are high-risk or who live with a high-risk family member should remain off campus. Supervisors need to be flexible to accommodate.

1. Who returns to work?
 - Administration - Glenn Anderson, Gina Craft, Oscar Garza, Shawn Manor,
 - Administrative support – Tina Curry, Glynis Davis, Debra Newman, Valerie Robinson, Carolyn Russell, Ruthie Sampson, Latricia Simmons
 - Business - Brittany Colman, Faye Ainsworth,
 - Information Technology – Marcia Wells, Creede Dawkins
 - Medicaid – Larry Humble, Marilou Correro
 - Physical Plant – Mike Moncrief, Steven Martin
 - Essential research operations – Karen Briski, Khalid El Sayed, Seetherama Jois, Jean Christopher Chamcheu, Georgios Matthaiolampakis, Nek Barabutis
 - Vivarium – Coty Lee, Earl Neemar

Hygiene and Sanitation

1. **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces. Non-university visitors are prohibited from College of Pharmacy buildings during Phase I.
2. **Handwashing.** Wash hands often.
3. **Face coverings.** Wear in public and when social distancing is not possible – masks are encouraged when not in your own office space. The university will provide up to two cloth face coverings. Visitors will be required to wear a mask (available at building entry)

way) while in one of the College's buildings at all times. Disposable masks will be available at the front entrance of the Bienville, NOLA, and Shreveport buildings.

4. **Cleaning.** Increase cleaning and disinfection of frequently touched surfaces. Employees will be asked to assist with cleaning and disinfecting frequently touched surfaces in their area.
5. **Common areas.** Keep common areas closed.

Innovation

1. Telework remains mandatory for personnel who are non-essential to on-campus operations.
2. Supervisors are to consider modifying work schedules to limit the number of people in workspaces.
3. **Workspaces.** Explore changes in layout of office space to achieve social distancing.
4. Continue to identify and digitize paper processes, where possible.
5. Use of Zoom or teleconference to conduct ALL meetings.
6. Teams should plan for summer school with a combination of online and some limited face-to-face classes.

Monitoring

1. It is the responsibility of the employee to ensure that they do not have a fever prior to coming to work each day. Normal temperature should not exceed 100.4 degrees.
2. As requested, employees will confirm with their supervisor that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
3. If an employee shows symptoms, has COVID-19, or has been in close contact with anyone with COVID-19, the employee will need to self-isolate off campus.

Campus resources for Phase 1

To support the strategies and tactics in Phase 1, the College will:

1. Provide up to two cloth face coverings for each employee
2. Enhance sanitation efforts across the College
3. Provide additional cleaning supplies for public spaces

4. Provide hand sanitizer stations in lobbies of buildings currently in use
5. Environmental Health and Safety will provide campus signage and suggest workplace solutions to support enhanced hygiene and social distancing efforts.
6. Work with supervisors to adjust schedules, shifts and reporting requirements to help ensure flexibility and social distancing

Phase 2

Additional employees will be transitioned back to campus to increase the functionality of campus operations. Social distancing and hygiene will be a priority. Target date is June 15, 2020. Additional communication will be provided prior to beginning Phase 2.

Staffing

The Phase 2 priority is to return the necessary staff to campus to gradually increase the capacity of each department. Staffing should be sufficient to support summer school operations and planning for fall classes and operations. High-risk employees or employees who live with a high-risk family member should remain off campus. Supervisors need to be flexible to accommodate.

1. Who returns to work?
 - Administration – Kevin Baer, Mike Cockerham, Jeff Evans, Paul Sylvester, Mary Rhea
 - All Program Directors and Associate Directors
 - All OSPA staff
 - All BTPS faculty
 - All SOCS faculty currently precepting APPEs
 - All Medicaid

Hygiene and Sanitation

1. **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces. Non-university visitors are welcome at College of Pharmacy buildings during Phase II. Mask use per general Phase II guidelines is required for all visitors.
2. **Handwashing.** Wash hands often.
3. **Face coverings.** Wear in public and when social distancing is not possible. The university will provide cloth face coverings.
4. **Cleaning.** Increase cleaning and disinfection of frequently touched surfaces. Employees will be asked to assist with cleaning and disinfecting frequently touched surfaces in their area.

5. **Common areas.** Keep common areas closed.

Innovation

1. Telework is still encouraged for personnel non-essential to on-campus operations.
2. Supervisors are to consider modifying work schedules to limit the number of people in workspaces.
3. **Workspaces.** Explore changes in layout of office space to achieve social distancing.
4. Continue to identify and digitize paper processes, where possible.
5. Continue use of Zoom or teleconference to conduct meetings. In-person gatherings allowed within applicable guideline attendance limits.
6. Teams should plan for Fall classes and operations assuming the best guidance for the likely range of COVID-19 spread scenarios.

Monitoring

1. It is the responsibility of the employee to ensure that they do not have a fever prior to coming to work each day. Normal temperature should not exceed 100.4 degrees. Certain departments may need to implement on-site temperature checks.
2. As requested, employees will confirm with their supervisor that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
3. If an employee shows symptoms, has COVID-19, or has been in close contact with anyone with COVID-19, the employee will need to self-isolate off campus.

Campus resources for Phase 2

All measures put into place in Phase 1 will continue with additional steps taken as needed.

Phase 3

Campus operations to resume under new guidelines. Teleworking, scheduling and other measures will remain in place in order to maintain social distancing and flexibility. Target date is July 1, 2020. Additional communication will be provided prior to beginning Phase 3.

Staffing

The Phase 3 priority is to return remaining staff to campus, continuing to be flexible to encourage social distancing. Staffing should be sufficient to support summer closure

operations and the preparation for fall classes and operations. High-risk employees or employees who live with a high-risk family member may return to campus. Supervisors need to be flexible to accommodate.

1. Who returns to work?
 - All employees return to campus

Hygiene and Sanitation

1. **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
2. **Handwashing.** Wash hands often.
3. **Face coverings.** Wear in public and when social distancing is not possible.
4. **Cleaning.** Increase cleaning and disinfection of frequently touched surfaces. Employees will be asked to assist with cleaning and disinfecting frequently touched surfaces in their area.
5. **Common areas.** Common areas may be opened.

Innovation

1. Telework should continue for some employees.
2. Supervisors are to consider modifying work schedules as needed.
3. **Workspaces.** Evaluate office space to determine if additional measures are needed.
4. Continue to identify and digitize paper processes, where possible.
5. Continue use of Zoom and/or teleconference to conduct meetings. In-person gatherings allowed within applicable guideline attendance limits.
6. Final implementation plans for Fall Semester should be executed.

Monitoring

1. It is the responsibility of the employee to ensure that they do not have a fever prior to coming to work each day. Normal temperature should not exceed 100.4 degrees. Any department conducting on-site employee temperature checks should evaluate if on-site temperature checks remain necessary.
2. As requested, employees will confirm with their supervisor that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
3. If an employee shows symptoms, has COVID-19, or has been in close contact with anyone with COVID-19, the employee will need to self-isolate off campus.

Campus resources for Phase 3

All measures put into place in Phase 1 and Phase 2 will continue with additional steps taken as needed.

University of Louisiana Monroe Phase III Planning Document – Target July 13, 2020

Staffing

The Phase 3 priority is to return remaining staff to campus, continuing to be flexible to encourage social distancing. Staffing should be sufficient to support summer closure operations and the preparation for fall classes and operations. High-risk employees or employees who live with a high-risk family member may return to campus. Supervisors need to be flexible to accommodate.

1. Who returns to work?
 - a. Family Members
 - i. Employees:
 1. All faculty and staff are invited to return-to-office. High-risk employees, or employees who live with a high-risk family member, may continue to work from home with approval from their direct supervisor and the Dean.
 2. NOLA campus building WILL NOT reopen at this time.
 - ii. Students:
 1. Students will have access to the College of Pharmacy buildings Monday through Thursday from 7:30 am to 5 pm and Friday from 7:30 am to 11:30am.
 - a. Students should enter, exit and move throughout the building by use of assigned entrance door and stairwell. Please pay attention to posted signs for traffic flow path.
 - b. Students needing access outside of these hours must contact OSPA or regional campus administration to obtain prior approval and schedule date and time for on campus activities.
 2. Students needing to visit OSPA or OEE should email Mrs. Latricia at simmons@ulm.edu. Please see OSPA and OEE Office Guidelines, link is posted on the OSPA webpage under **Reference and Resources**.
 3. Student printing services will be available, please see procedure.
 4. NOLA campus building WILL NOT reopen at this time.
 5. Visitors:
 - iii. Normal business deliveries may resume. Visitors will follow the College's hygiene and sanitation requirements while in COP buildings.

- iv. Non-business guest activities will continue to be restricted. Contact OSPA for further guidance when necessary.

2. Hygiene and Sanitation

- a. **Face coverings.** Always required to be worn in public spaces (hallways, restrooms, common areas, elevators, etc) and classrooms, and on campus properties where social distancing is not possible. Face coverings may be removed when in personal office spaces.
- b. **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- c. **Cleaning.** Service Master and the College have collaborated to develop a plan to increase sanitation practices throughout the building. This plan will increase cleaning and disinfection of frequently touched surfaces. All Pharmily members will be asked to assist with cleaning and disinfecting frequently touched surfaces in their area (classroom and office spaces).
- d. **Common areas.** Seating within the student lounge will remain closed. Vending machines, refrigerators, and microwaves will be available for use. Seating in classrooms will be restricted in number to allow for social distancing.

3. Monitoring

- a. As a pilot of new equipment, temperature checks **will be** required for all P1 students, graduate students, faculty who normally enter through the West entry, and staff members (except Medicaid) upon entry to the Bienville building. P2, P3, and Pharmily members stationed at regional campuses WILL NOT be required to perform temperature checks upon entry to any of the College's buildings where they reside at this time. Temperature checks upon building entry may be implemented for all campuses and Pharmily members if societal conditions warrant at a later date. Normal temperature should not exceed 100.4 degrees. All Pharmily members are urged to check their temperature prior to coming to a College building.
- b. As requested, Pharmily members will confirm that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
- c. If a Pharmily member shows symptoms (temperature exceeding 100.4 degrees, difficulty breathing, cough, or loss of taste/smell), has COVID-19, or has been in close contact (within 6 feet of an infected, or possibly infected, person for at least 15 minutes) with anyone testing positive with COVID-19, the Pharmily member will need to **immediately inform OSPA (P1, P2, P3, faculty, staff, and graduate students) or OEE (P4) and self-isolate off campus.**

4. Innovation

- a. Telework should continue for some employees. Must be approved by both your immediate supervisor and the Dean.
- b. Supervisors are to consider modifying work schedules as needed.
- c. **Workspaces.** Evaluate office space to determine if additional measures are needed.
- d. Continue to identify and digitize paper processes, where possible.

- e. Continue use of Zoom and/or teleconference to conduct meetings. In-person gatherings allowed within applicable guideline attendance limits.
- f. Final implementation plans for Fall Semester should be executed.

College of Pharmacy Schedule and Curricular Plan

1. Fall Semester for all students within the College will begin August 17th (as per the academic calendar).
2. Fall Semester will conclude:
 - a. Undergraduate programs: Per university master schedule; and
 - b. PharmD and PhDs programs: November 25, 2020.
3. The computer lab will be open for printing purposes. A schedule will be available the first day of classes.
4. Classes occurring within the Bienville building will meet in two classrooms with all students maintaining social distancing and no more than 50 students attending class in any one room. For example, all PharmD classes will be scheduled as follows:
 - a. P1 courses – rooms 202 and 210;
 - b. P2 courses - rooms 340 and 350;
 - c. P3 courses – rooms 170 and 110; and
 - d. Please note: a traffic flow plan will be released prior to the start of classes in order for students to move in and out the building safely
5. All CoP courses will include links for class meetings to be viewed via synchronous live streaming video (Zoom). The purpose of this is to allow classroom attendance by those students who are unable to attend class due to reasons beyond their control. Faculty should schedule classroom delivery and activities as they believe best allows mastery of course content. Effort should be made by faculty to allow student engagement in classroom activities (active learning, cases, etc) through distance whenever possible and assign supplemental activities to Zoom viewing students when unable.
6. All CoP courses will make available links for each recorded lecture/classroom session so that students may review content delivered previously. Links should be made available to students within 48 hours of class session delivery.
7. Preferred method of examination is face-to-face and resources will be provided to course teams for effective proctoring. Individual course teams and faculty members do have the autonomy to use assessment methods that they believe best examines course content. These methods may include innovative means of assessment include online testing.
8. For the PharmD program:
 - a. Classes will conclude 11/25/2020;
 - b. To assure our courses meet Board of Regents requirements for class scheduling and attendance, all courses will include asynchronous class sessions within their course schedules. Each course team will determine which class sessions will need to be held asynchronously and include those sessions throughout the class

schedule. The number of asynchronous course sessions to include within a course should be determined by reviewing the number of sessions that would have been held after the Thanksgiving break. Course coordinators will submit plans to Dr. Cockerham for the abbreviated semester. Contact Dr. Cockerham with any questions. In general, the approximate number of asynchronous class sessions will be:

- i. 5 SCH course – 5, 50-minute sessions;
 - ii. 4 SCH course – 3-4, 50-minute sessions;
 - iii. 3 SCH Course – 2-3, 50-minute sessions;
 - iv. 2 SCH Course – 1-2, 50-minute sessions;
 - v. 1 SCH Course – 0-1, 50-minute session;
- c. All electives will be delivered as hybrid courses where lectures are delivered synchronously or asynchronously.
- d. Asynchronous Class Sessions
1. Asynchronous – In asynchronous learning, lessons and lectures are given via pre-recorded videos. Students watch the videos in their own time consuming as much or as little of the content as they can. Students may re-watch or review video content as needed.
 1. The instructor and student are not "together" during the learning process; the students may not all be at the same "learning step" at the same time
 2. Expectations for Asynchronous Format
 1. Short video content
 1. Faculty will record new video content for each asynchronous learning event;
 1. 15-20 minute videos max to leverage student attention span
 2. Objective focused videos – ie, some may be shorter, some may cover 2 or more objectives, others a single objective
 2. Posted 3 working days prior to expected completion date
 3. Other forms of learning may substitute for video lectures:
 1. Cases
 2. Reflection
 3. Presentations
 4. Assignments – ie, drug information response, poster development, etc.

Catastrophic Event Curricular Plan

In the event COVID-19 new case rate increases, and the State of Louisiana reinstates school closures:

1. CoP will move to Phase II of the COVID-19 Return-to-Work Plan (page 3 above)
2. No students on campus
3. We MUST be prepared to immediately move to:
 - a. Asynchronous andragogy as described for asynchronous course content (See Schedule and Curricular Plan)
 1. Short video content
 1. New video content only
 2. 15-20 minute videos max
 3. Leverage attention span
 4. Objective focused videos – ie, some may be shorter, some may cover 2 or more objectives, others a single objective
 5. Posted 3 working days prior to expected completion date
 2. Open recitation/office hours
 1. Zoom meetings at regular course meeting times and dates
 2. No new content presented; faculty available for questions
 3. Attendance not required by student body
 4. Microsoft Teams – faculty are encouraged to use Microsoft Teams for electives and non-classroom collaborations, such as committees. As faculty and students become more familiar with this platform we may be able to incorporate into our required classes for the Spring 2021 semester.
 5. Optional Software
 - a. Nearpod: merges formative assessment and dynamic media for collaborative learning experiences.
 - b. Edpuzzle: allows the creation of interactive video lessons.
 - c. For instructions on piloting these platforms, please contact Marcia Wells (mwells@ulm.edu).

Social Distancing Plan

1. Social distancing and precautions to minimize spread of disease will be required of all faculty, staff, and students.
 - a. Social distancing (no less than 6 feet between individuals) will be enforced;
 - b. **Face coverings (masks or face shields) are to be worn appropriately at all times** while in classrooms, meeting rooms, common areas of the building, and on all University property where social distancing is not feasible;
 - c. Appropriate use of masks and face shields includes both the mouth and nose covered at all times;
 - d. Disposable masks will be available at all entrances to College of Pharmacy buildings; and
 - e. All faculty, staff, and P1-P3 students will be issued washable face coverings;
 - f. All faculty, staff, and students will complete and return a compliance agreement (available online or acquired from your instructor on the first day of class). This compliance agreement can be emailed to simmons@ulm.edu or curry@ulm.edu or placed in collection boxes found in each classroom.

Dress Code

1. College dress code will be relaxed as follows. Scrubs that are solid-colored, ULM branded (COP preferred) or nonbranded are ALLOWED at all times (note: you MUST follow your practice site's requirements for dress if scrubs are not allowed).

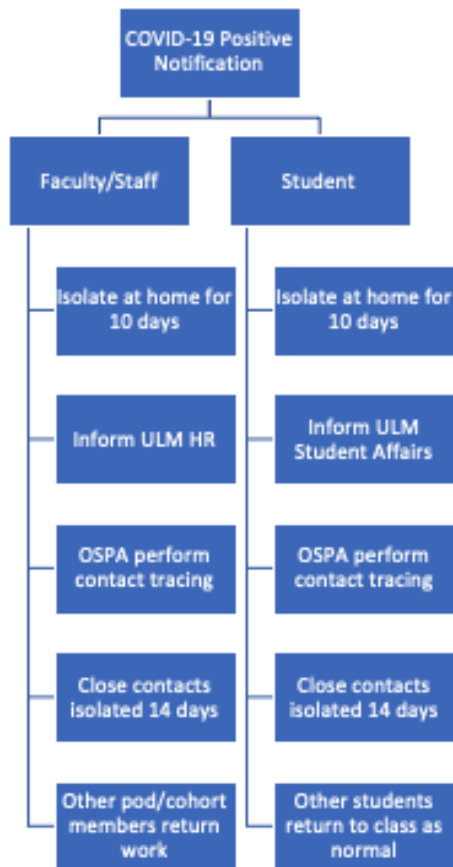
Meetings and Events Planning

1. No events will occur within the Bienville building unless they are small group (<12 persons) and have received prior approval to meet by the College's Office of Student and Professional Affairs.
2. All College faculty and staff meetings will be held via Zoom unless they are small group (<12), the room scheduled is large enough to allow social distancing, and the group receives approval from their college supervisor or the dean.
3. All College-level student organizations will meet via Zoom (no face-to-face meetings, no students will meet while in the Bienville building).

Plan of Action for COP COVID-19 Positive Cases

ULM COP Pharmily members are required to inform OSPA upon receipt of a COVID-19 positive test result. Once the College of Pharmacy becomes aware that a student, staff, faculty member, or visitor has tested positive for COVID-19, the College will:

1. Isolate the individual by either sending them home or directing them to an isolated room in the College until care/transportation home can be provided. Individuals testing positive for COVID-19 must isolate at home for 10 days post initial symptoms;
2. Isolate the Pharmily member's cohort/pod until contact tracing can be completed;
3. Undertake initial contact tracing to identify individuals in the College having been in close contact with the COVID-19 positive individual (initial contact tracing will be performed by OSPA staff, see <http://ldh.la.gov/index.cfm/page/3957>). If a student tests COVID-19 positive, OSPA staff will communicate findings to ULM Student Affairs and the regional campus dean;
4. Isolate all individuals with close contact for 14 days; and
5. Direct individuals who did NOT have close contact, close contacts who complete 14 days in isolation, or individuals testing positive for COVID-19 who have completed 10 days of isolation post initial symptoms, to return to the normal work/school activities.



Facilities Plan COVID-19

Student Related Issues:

Building access:

- Limited to business hours (M-R 7:30 A to 5:00 P; F 7:30 A to 11:30 A) for the time being.

Building entry:

- Enter through your designated entrance.
- Maintain proper spacing as you enter – *this means no holding the door for the next person!*
- Masks must be worn at all times. Disposable masks will be available for emergencies, but please make remembering your mask part of your daily routine.

Restricted areas:

- Cafeteria:
 - Access to vending machines/microwaves only
 - Wipes available for individual use
 - Students are encouraged to sit outside on blankets or using camp chairs (proper spacing required!)
 - Students may eat in assigned classrooms
- Computer lab:
 - Wipes available;
 - Follow markings for computer & printer use
 - Web-based printing is encouraged
 - We will allow 20 students at a time
- Study rooms/student lounges/study carrells
 - Closed until further notice

P1s

- Entry/stairwell: Front lobby/across from elevators
- Parking lot: Either (may not park in the front of the building)
- Classrooms: 202/210
- Bathroom: Northwest hallway (across from classrooms)

P2s:

- Entry/stairwell:
- Parking lot: North
- Classrooms: 340/350
- Bathroom: Northwest hallway (same end of building as classroom)

P3s:

- Entry/stairwell: South
- Parking lot: South
- Classrooms: 110/170
- Bathroom: Southeast hallway (across from cafeteria)

Grad students

- Entry: Any doors
- Elevators
- Classrooms
 - PHAR 5058, 11:00-12:30, Tuesday and Thursday in B110
 - PHAR 5052, 12:00-12:50, Wednesday in B202
- Bathroom: 2nd & 3rd floor on South end of building (closest to Wal-Mart)

Traffic flow: The general flow of traffic will be clockwise. Signs will be posted throughout the building.

Service Master Plan (Bienville building)

Common high-touch areas (stair-wells, hallways) will be cleaned & disinfected a minimum of 4 times per day. This will entail the following:

- handrails
- door handles
- elevator buttons & doors
- light switches
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

Classrooms: Cleaned at the end of each day and between cohorts of students. Specific classrooms include 340/350, 202/210, 110/170, pharmacy care lab, seats, backs & chair arms

- desktops
- door handles
- podiums

Note: Lecturers will be expected to clean the podium before/after each lecture.

Cafeteria access will be limited to the use of vending machines/microwaves and will be cleaned 4 times per day. This will entail the following:

- coffee machines & pots,
- counter tops
- microwaves,
- toaster ovens,
- paper towel dispensers

- refrigerator handles & doors
- sink faucets and handles
- vending machines

Computer lab: Cleaned between cohorts of students. (Schedule of cohorts to be attached)

- seats, backs & chair arms
- desktops
- printers
- door handles

Faculty offices: Faculty are responsible for cleaning/disinfecting their own offices. Disinfectants (Virex) will be made available on each floor. Faculty are encouraged to place trash receptacles outside their door to minimize potential contamination within their office.

Restrooms are to be cleaned and disinfected a minimum of 4x's a day (2x's during am hours, 1x during pm hours, & the end of shift).

- Clean and disinfect counter tops, sinks, toilets, urinals, and flush valves
- Sweep/mop floors
- Clean partitions, stalls, walls, and doors
- Empty trash
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

ONCE STUDENTS RETURN TO CAMPUS:

We will have a 2nd shift for deep cleaning

We will implement Kaivac cleaning of the bathrooms

ULM College of Pharmacy
COVID-19 Guidelines For Pharmacy Practice Experiences

Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials. This includes Hepatitis B virus, Human Immunodeficiency Virus, Coronavirus (COVID-19), and other blood and airborne pathogens. The COVID-19 pandemic has made it necessary to know how to protect yourself against infection related to this virus. The Center for Disease Control (CDC) has provided information on how the virus spreads and preventive measures that should be taken. This information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> and students should follow these recommendations at all times.

Students are responsible for learning institutional guidelines for proper prevention of communicable disease prevention/transmission/work-place re-entry in each institution and for complying with those regulations. If you have suspected or confirmed COVID-19, or any other transmittable disease, during your practice experience, you must:

1. Inform your preceptor and the Office of Experiential Education (OEE) immediately in writing of your suspected or confirmed case.
2. Follow the current CDC’s symptom-based strategy for healthcare providers OR follow the practice site’s specific guidelines if the site’s guidelines are more stringent than CDC.
3. Keep the OEE apprised in writing of testing and results, if required.
4. Obtain approval from both the OEE and your preceptor prior to returning to the practice site.

After returning to work, a facemask should be worn at all times while in the practice site. Students should also self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen. Your health and safety are our priority, so if at any time you feel that your health or safety is compromised at your practice site please let the Office of Experiential Education know immediately.

.....

Symptoms of COVID-19

Individuals with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you are experiencing any of the following symptoms you may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Return to Pharmacy Practice Experience for Students with Confirmed or Suspected COVID-19

1. If a student is symptomatic with suspected (developed symptoms but not tested) or confirmed COVID-19, follow CDC's symptom-based strategy and exclude from work until:

- ***Symptom-based strategy:***

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in symptoms (e.g., cough, shortness of breath); AND
- At least 10 days have passed since symptoms first appeared.

If student had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

2. If a student is asymptomatic but has laboratory confirmed COVID-19, follow CDC's time-based strategy and exclude from work until:

- ***Time-based strategy:***

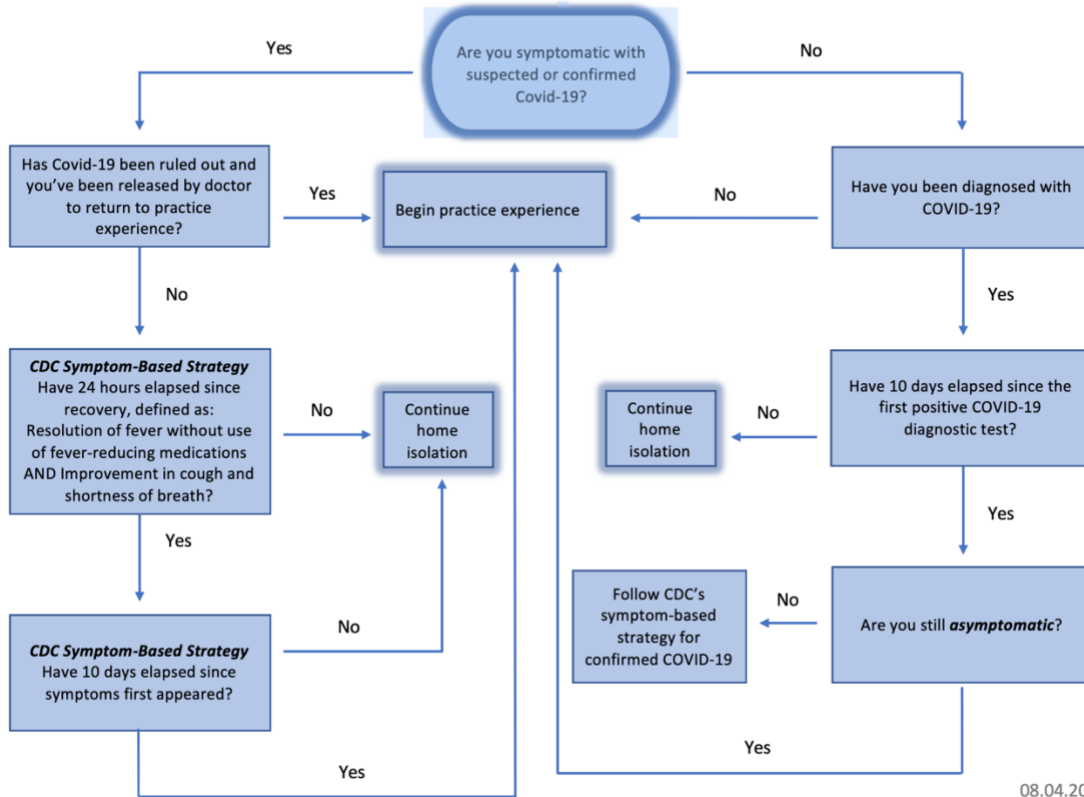
- At least 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming student has not subsequently developed symptoms since their positive test. If symptoms have developed, follow the symptom-based or test-based strategy for confirmed COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html

Once criteria above are met student should contact the Office of Experiential Education at 318-342-3271 and speak with Dr. Connie Smith (APPE students) or Dr. Roxie Stewart (IPPE students) who will determine clearance for return to practice experience. OEE will communicate clearance for return to practice experiences to regional deans.

ULM COLLEGE OF PHARMACY
 COVID-19 ALGORITHM FOR PHARMACY PRACTICE EXPERIENCES

↓



08.04.20

ULM CoP Response to COVID-19: Plan for faculty and students commuting from practice sites to College buildings:

Clinical faculty are to limit their movement between any of the campuses and their practice sites. It is the hope that the campuses will be as safe as possible and that will mean that access to them will be limited. Below is the guidance for both the faculty and students on rotation with the faculty. Office of Student Affairs and the Dean's Office will communicate to other students that need access to the campuses for any reason.

Student Access:

- Students being requested to be in the buildings should be kept to as minimal as possible.
- Zoom or other teleconferencing assets should be used to communicate with the students about patients, presentations, or discussions as much as possible unless they can be completed in a manner meeting the social distancing guidelines.

Faculty Access:

- Faculty should follow all guidance from the College regarding mask usage, cleaning of offices, and minimizing the use of common areas.
- Faculty will need to ensure any students that they have on rotation are complying with all guidance provided by the College.

** Faculty and rotation students may wear scrubs as appropriate to be considered professional. Additionally, athletic shoes may be worn.*

This guidance will be re-reviewed prior to the start of each rotation until it is no longer needed. Each campus may set different dates for certain aspects of this guidance.**

***The Regional Deans and/or Dr. Brady will communicate any changes to Faculty and Student access to buildings, as necessary, for each campus.*

**College of Pharmacy
University of Louisiana Monroe**

COVID-19 Contact Tracing Form for Pharmacy

Date:

Name:

Call:

- Hi, this is [caller's first name] calling on behalf of the College of Pharmacy. I am calling to speak with [first name] regarding their recent illness. May I please speak with [first name]?
- [First name], since you have tested positive for COVID-19, this call is an attempt to help identify all ULM College of Pharmacy students, faculty and staff who were in close contact with you. Based on CDC guidance, for COVID-19, a close contact is defined as someone who was within 6 feet of you for at least of 15 minutes.
- We need to identify your close contacts during the time period that starts 2 days before your symptoms began **or** if you didn't have symptoms, 2 days before your positive test specimen was collected. This period ends on the day you began isolation.
- All information obtained during this conversation will be kept confidential. Your name, personal data and health information will NOT be shared with anyone you identify as a close contact. We will notify those individuals, but they will only be told they have been in close contact with someone who has tested positive for COVID-19.
- Please understand that I am required by ULM to report any positive cases to the Office of Student Life and Leadership. Your name and CWID will be reported to that office. The Office of Student Life and Leadership is also committed to keeping your information confidential.
- *During our conversation, I am going to ask you about any College of Pharmacy classes and gatherings you may have attended in person from 2 days prior to symptom onset or if you've had no symptoms, from 2 days before the day you were tested.*
- *Please think about any classes, parties, religious services, sporting events or other social events during this time period. We are looking for any instances where you would have been in close contact with other College of Pharmacy individuals. Remember, close contact is defined as being within 6 feet of another person for at least 15 minutes.*

Questions:

- *Have you experienced COVID-19 symptoms?*
 - *If YES, what date did your symptoms start? Answer: _____*
 - *If NO, what was the date of your COVID-19 test? Answer: _____*

Then for our conversation, the time period we will consider is from:

_____ until _____.
(2 days prior to date from above) (date isolation began)

- *What class year are you?*
 - *Answer: _____*
- *What classroom do you report to for face-to-face learning?*
 - *Answer: _____*
- *If you are sitting in your seat, facing the speaker, what side of the classroom do you sit on? Right or Left?*
 - *Answer: _____*
- *When was the last time you attended classes face-to-face?*
 - *Answer: _____*
- *During the time period we are considering, please think back and tell me any classes or gatherings you attended where College of Pharmacy students, faculty or staff were in attendance, too. Please name those gatherings and the dates they took place.*
 - *Answer: Use Worksheet on next page*
- *Now, I am going to name the gatherings or classes you just told me about. For each, I will need you to provide the names of College of Pharmacy students, faculty and staff you were in close contact with, defined as being within 6 feet for at least 15 minutes. We will reach out to each of the individuals you identify and tell them of the need to quarantine for the next 14 days. Once again, we will be reaching out to them, keeping your name anonymous.*
 - *Answer: Use Worksheet on next page*

Contact Tracing Worksheet for _____
(student name)

Class/Gathering	Date	Close Contacts Identified

- As I mentioned earlier, I will only notify the College of Pharmacy students, faculty and staff that you identified as close contacts. For the health of others, please consider notifying any other close contacts you may have had.
- *I appreciate your willingness to participate in the College of Pharmacy contact tracing process. I will be following-up with an email to you which will provide information regarding your return to the College of Pharmacy.*
- *You are an important member of the Pharmily. So, if during this time you need us, please do not hesitate to call or email.*
- *Thanks again, good-bye.*

**College of Pharmacy
University of Louisiana Monroe**

COVID-19 Contact Tracing Email Notifications for Pharmily

Email notice of close contact to COVID-19 case:

You have been in close contact with someone who has tested positive for COVID-19. The College of Pharmacy asks that you self-isolate for 14 days. Your return-to-building date is MM/DD/YY.

During this time, please monitor your health: watch for fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, or other symptoms of COVID-19. Visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for a more detailed list of symptoms.

It is important that if you begin to experience symptoms of COVID-19 or if you test positive for COVID-19, then you contact the Office of Student and Professional Affairs immediately at 318-342-3800.

If you have any questions or need assistance, please do not hesitate to contact me.

Email confirmation of participation in contact tracing:

Thank you for participating in the College of Pharmacy’s contact tracing call today. I would like to assure you, that all personal and health information obtained during our conversation will be kept confidential and will not be shared with any individual you identified as a close contact. I

will notify those individuals, but I will only inform them that they have been in close contact with someone who has tested positive for COVID-19. I will not share your name with them.

Please understand that I am required by ULM to report any positive cases to the Office of Student Life and Leadership. Your name and CWID will be reported to that office. The Office of Student Life and Leadership is also committed to keeping your personal and health information confidential.

I will only notify those College of Pharmacy students, faculty and staff you identified as close contacts. You will need to notify all others with whom you have been in close contact.

You may return to the College of Pharmacy building after a 10-day isolation period. Your earliest return-to-building date is MM/DD/YY. However, if you were/are symptomatic, then you must delay your return to the building until all 3 of the following conditions are met:

- 1) You have quarantined for 10 days since symptoms first appeared; and
- 2) You have been fever free for 24 hours without using fever-reducing medications; and
- 3) Your symptoms have improved.

If you have any questions or need assistance, please do not hesitate to contact me at 318-342-3800.

OSPA & OEE Office Guidelines

Face coverings must be on before you enter the OSPA and the OEE, and must be kept on at all times while you are waiting. You may ask the person you are seeing if they are ok with you removing it in their office. Please **sanitize your hands** before entering and upon leaving the office (sanitizer will be located close to entrances and exits)

1. Students will be allowed to come to the OSPA and the OEE by **APPOINTMENT ONLY!**
 - a. Please email Mrs. Latricia to schedule an appointment
 - i. Mrs. Latricia will send you a confirmation email. DO NOT VISIT until you have received the confirmation email
 - ii. In the email you send, please state
 1. Your name
 2. Who you want to see
 3. What time you want to see them
 4. Date you want to see them
2. If you are visiting Ms. Mary, Dr. Sampognaro or Mrs. Latricia, you may enter through the front door (signage will be visible)
3. If you are visiting: Dr. Smith, Dr. Stewart, Ms. White, Ms. Katie or Ms. Carolyn, you must enter through the side door down the hall (signage will be visible)
4. There can be a maximum of 3 students in the OSPA waiting area. There can be a maximum of 2 student in the OEE. (**Look for the blue X to indicate where to sit**)
5. **In the event of an emergency you may come directly to OSPA** (emergencies such as: someone passing out/fainting, having a seizure, an asthma attack, etc.) just make sure to have on your mask.

What-if Scenarios

1. What If I have an appointment with someone in OSPA and someone in OEE?
 - a. You will exit the side door in the OSPA and walk to the entrance for the OEE down the hall.
2. What if I want to do a walk-in (got a few minutes in between class)?
 - a. At this time, you may only visit OSPA and OEE by appointment. You may use your cell to send Mrs. Latricia a quick email for a quick drop in. Make sure to include who you want to see and use the term “drop in”
3. What if I show up for my appointment and the maximum # of students are already in the waiting area?
 - a. A sign will be placed on the door to indicate if OSPA or OEE is at maximum capacity. You will have to wait out in the lobby until we are no longer at capacity.
4. What if I simply need to drop off vital docs, do I still need to make an appointment?

- a. We encourage you to take pictures of your documents and email them to Mrs. Latricia, that way you can also ask her any questions you may have.
- b. Dropping off vital docs will be handled the same as “drop in” appointments are. You will still have to email Mrs. Latricia to inform her. Make sure you are clear it is a drop in for vital docs, or an excuse, etc.

Take away

- Anything that you need, please communicate via email to Mrs. Latricia at simmons@ulm.edu .You may also call at 318-342-3800.
- **We will get through this!**

Stay calm, wear your mask, read signs, wash your hands and smile!



COVID-19 Social Distancing and “Opting-out” of facial covering use:

1. Face coverings (masks, gaiter, or shields) are required to be used by all individuals entering a ULM building or on ULM properties when social distancing cannot be implemented;
2. Pharmily members with medical conditions and unable to wear masks may optionally use face shields as a substitute;
3. Pharmily members may petition the CoP Dean for exemption to class attendance when all facial covering options cannot be used due to medical reasons;
4. Pharmily members entering College buildings without facial coverings will be asked to use disposable PPE provided at the entrance to each building;
5. Pharmily members choosing to NOT COMPLY with required face covering usage will be asked to vacate CoP buildings.