PALMER WEST
Return-to-Campus Protocols for Students, Faculty, Staff and Guests

This document was created by Palmer College of Chiropractic’s Emergency Operations Team to guide the limited resumption of on-campus educational activities. It’s subject to change based on recommendations from local, county, state and federal public-health officials.
Welcome to summer term 2021! The summer term represents a significant return to normalcy for Palmer West. While preventive measures against COVID-19 are still required by the state and county, they allow for in-person delivery of lectures and labs.

The Santa Clara County Order loosening of public health measures “is made in light of declining cases and widespread community vaccination against COVID-19.”

Palmer College will continue to follow the mandates from the state and county in its operations. A COVID-19 Prevention Program (CPP) has been developed in compliance with Cal/OSHA’s COVID-19 Prevention Emergency Temporary Standards and California’s Mask Requirements. All employees and students are strongly recommended to review the West campus CPP document.

**Summer Term Summary**

- All lectures and labs will be delivered on-campus with in-person attendance required unless approved for remote attendance due to a qualifying event through student services. Exceptions to this statement are:
  - First quarter students choosing the online option will remain online for all courses and labs during the term.
  - **Fundamentals of Physiology, Gastro & Renal Physiology, and Endocrine & Reproductive Physiology** will be taught remotely by Ian Fernandopulle, M.S., M.D. Students may attend from their “home room” through their personal devices.
  - 13th quarter courses **Transition to Practice** and **Development of Chiropractic Practice** will remain online only.

- Course midterms and finals will be held on-campus through either ExamSoft/Examplify or Brightspace Quizzes. Faculty will communicate the platform for the examinations. Assessment processes for online students (1st quarter) and online courses will be communicated to students by the course instructors.
  - All students are required to have a compatible mobile device for examination purposes, in accordance with the Student Device Policy.

- Students will no longer be limited to a consistent partner for labs; however, students who desire to retain a consistent partner may do so when feasible but must communicate this preference to their lab instructors. Face shields are no longer required in labs and clinic.
• The **library** will resume normal operations and hours on July 12. Hours of operation can be found [here](#).

• The cafeteria will resume normal operations on July 12 with packaged grab-and-go items made on site. A self-check-out system will be implemented so guests can scan their purchase, pay with a card and go. This enhancement will shorten wait times and give the staff more time to work on customer service elements and production of food.

• Student services, admissions and the bookstore will resume normal operations.

• Student clubs may return to in-person meetings conducted in compliance with the procedures set forth in this document.

• Student lounge, gym and meditation room will reopen as soon as possible.

• Thank you for helping to ensure the health and safety of the Palmer community and the continuation of our program during challenging times.

Sincerely,

Gregory J. Snow, D.C.
Dean of Academic Affairs and Senior Campus Administrator
Please read, understand and follow the information provided below.

Mask Requirements

Palmer College of Chiropractic West continues to follow current Santa Clara County and/or state guidelines, whichever is more restrictive, around physical distancing and masking.

As such, effective immediately, the following changes to Palmer West’s COVID Prevention Plan (CPP) have been implemented.

• Everyone, regardless of vaccination status, is required to wear a mask while indoors.
• Face coverings will be cloth or woven material of at least two layers, fit snugly, have no holes or openings, and completely cover the nose and mouth.
• A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric or any mask that has an unfiltered one-way exhaust valve.

The following exceptions apply to the masking mandate:

• When a community member is alone in a private room/office.
• When a community member briefly removes the mask to take a drink of a beverage.

Food consumption/dining

• Food items shall be consumed outdoors. No dining is permitted indoors.
Daily Campus Entry Requirements
Apply to All Individuals
(per Santa Clara County)

- All employees and students must complete the COVID-19 screening process each day they come to campus. “Cleared” individuals will receive a green “cleared” status screen on their phones; flagged individuals will receive a red “not cleared” status screen. It is crucial that community members are honest in their completion of this form. Flagged individuals should contact Lonnie Contreras 408-944-6011, lonnie.contreras@palmer.edu or Michael Crump 408-944-6122, michael.crump@palmer.edu. All individuals entering campus must display their “cleared” screen to security. The use of wrist bands will be discontinued.

- All students and employees must enter the building through only the North or South entrances and display their cleared status screen there. Only Clinic staff, Clinic faculty, and patients may enter through the Clinic entrance, where their screening will take place.

- Individuals not “cleared” by the screening app should contact Michael Crump (students) or Lonnie Contreras (employees) to determine whether or not they may access the campus. Those not cleared for campus access must stay or return home and observe classes remotely for the protection of the entire community.

- Unvaccinated individuals cannot enter the building if they have symptoms of COVID-19 or have tested positive. Symptoms include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.

- Vaccinated individuals with close contact to a positive COVID-19 case may continue to access the building as long as they have no symptoms. Vaccinated individuals with exposure who are experiencing symptoms will have to follow the quarantine protocols.
Prevention Measure and PPE

- In accordance with the recent order from the Santa Clara County Public Health Department, Palmer West’s COVID-19 Prevention Program can be found online here.
- Everyone is encouraged to wash their hands frequently for 20 seconds and avoid touching their faces.
- Everyone should cover sneezes and coughs with a cloth, tissue, or their elbow.
- Everyone one is encouraged to avoid shaking hands or engage in any unnecessary physical contact.
- Disinfectant cleanser and hand-sanitizer will be available in all labs, classrooms, and throughout the building.
Additional COVID-19 Policies and Procedures

- Members of the campus community who have COVID-19 symptoms, have tested positive, or been in close contact with someone who has tested positive for COVID-19 must complete the Report Potential Exposure form, or the Report Positive Diagnosis Form, as appropriate. The Request to Return to Campus form must be completed for permission to return to campus.

- If an individual within the campus community test positive for COVID-19, the following measures will be taken by the College:
  - Immediately remove the individual from the campus and instruct them to go home, isolate for the required timeframe, and seek professional care as appropriate.
  - Immediately close the specific location within the campus occupied by the affected individual until decontamination and sanitization is complete.
  - Increase air circulation in any area used by the affected individual.
  - Identify all individuals who had close contact with the affected individual within the last 48 hours. “Close” means within six feet of the affected person for at least 15 minutes over a 24-hour period.
  - Exclude all close contacts of the affected individual from campus for at least 10 days and strongly encourage them to be tested for COVID-19.
  - Instruct all others on campus who are not identified as close contacts to carefully self-monitor for COVID-19 symptoms.

- If three or more persons within the campus community test positive for COVID-19 in a 14-day period, the College will
  - Notify the Santa Clara County Health Department within 24-hours of learning about the third case.
  - Comply with any case investigation and contact tracing measures by the Santa Clara County Public Health Department.

Thank you for helping ensure the health and safety of the Palmer community.