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.
Dear Palmer West Students and Employees,

We’re all very pleased that we’re able to resume critical face-to-face lab instruction. Professional education is the mission of Palmer College, and at the same time, the health of Palmer West’s community is of paramount concern. We’ve been working with health authorities and other experts to put in place campus policies and procedures that will provide the safest learning environment possible.

We must all come together as a community to meet this common goal by demonstrating concern for each other and a willingness to each do our part. Failure to adhere to these measures could mean a return to distance education.

The health and safety requirements outlined below must be followed and will be enforced. Failure to adhere to the requirements will be promptly addressed and may lead to discipline, up to and including suspension or expulsion. Be aware that changes to the following information may become necessary as regulations and conditions warrant.

Sincerely,

William C. Meeker, D.C., M.P.H., Campus President
Returning to San Jose

• Students not currently residing in the Bay Area are strongly encouraged to return at least one week in advance to allow for a self-quarantine period before returning to campus.

• Everyone should observe all social distancing and protective measures required and recommended by the state of California and Santa Clara County when outside of their residences to minimize risk of exposure. https://www.sccgov.org/sites/covid19/Pages/order-health-officer-07-02-20.aspx

• Everyone is strongly encouraged to form small “social bubbles,” ideally with their housemates and families, and refrain from socializing outside their bubbles to minimize potential for exposure and expedite contact tracing if necessary.
Daily Campus Entry Requirements
Apply to Everyone
(per Santa Clara County)

- All employees and students must complete the COVID-19 screening process each day they come to campus. Palmer has developed a web form to make this process easy and efficient. “Cleared” individuals will display their clearance on their cell phones and then receive a wristband to indicate their “cleared” status for the day. Flagged individuals should contact Lonnie Contreras (408-944-6011, lonnie.contreras@palmer.edu). Those attempting to enter without completing the screening form will not be permitted to enter.

- The web form is being beta-tested and will go live on the Palmer App before 8/17/2020. Further information will be provided once the application is live.

- All students and employees must enter the building through only the North or South entrances and go through security screening 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 must stay or return home and observe labs remotely for the protection of the entire community. No one can enter the building if they have symptoms of COVID-19, a positive COVID-19 test, or close contact with someone known to have or suspected of having COVID-19. Symptoms include frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat or recent loss of taste or smell.

- Face masks* are required throughout the building and must be properly worn at all times.** All employees and students are required to supply their own masks.

- Face shields will be required in labs, in addition to face masks, when social distancing is not possible and “patient” positioning accommodates a face shield. All employees and students will be provided with one face shield. Additional face shields will be available for purchase from the bookstore.
• Everyone should maintain a safe physical distance of at least six feet from other individuals at all times. (Unless specifically allowed in face-to-face lab or clinic settings.)

• 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, a tissue or their elbow.

• Don't shake hands or engage in any unnecessary physical contact.

• In accordance with the recent order from the Santa Clara County Public Health Department, a summary of Palmer West's Social Distancing Protocol can be found online.

*Protective face masks must cover the nose, mouth and chin

**Instructors may lecture without a face mask, for voice clarity, provided they maintain six-foot social distancing
Face-to-Face Lab Instruction Information

• The campus is open only for face-to-face instruction and to facilitate distance-learning. Other functions normally associated with the campus will either be closed or very limited. Non-classroom related functions should continue to be conducted online.
  - The Palmer Café, gym, student lounge and student organization offices are closed. Classrooms will be locked when not in use.
  - Temporary library procedures for checking out and using library resources are described in this document. Library traffic should be limited to checking out or returning books, assistance, and as an overflow area if your homeroom has reached social-distancing capacity.
  - The Bookstore is open with limited capacity to ensure social distancing.
  - The Admissions and Student Services offices will be closed to walk-in traffic; however, staff will be available by phone, email and Teams.
  - Tuition and fee payments and forms can be dropped off in the drop-box in the North Lobby. Receipts will be emailed to students.

• All lab content will return to small-group in-person instruction effective August 17 except:
  - Fundamentals of Physiology
  - Radiographic Anatomy I, II
  - X-ray Physics
  - Differential Diagnosis I
  - Diagnostic Imaging I, II, III

• For the summer term only, students unable to return to campus or preferring not to engage in face-to-face lab instruction can opt to remotely observe broadcasts of lab sessions.
  - Students opting out of face-to-face instruction must notify the instructor and Associate Dean Brian Nook by email.
• Students wishing to attend in person, but not wanting to have contact with another individual, may have the option of demonstrating on “Bob” models or CPR mannequins.
  - Models will be disinfected between use.

• Certain higher-risk skills, such as evaluation of eyes, nose and throat, and supine adjustments, may be deferred or demonstrated on a mannequin rather than practiced on other students.

• Break periods between adjacent lecture–lab or lab-lecture sessions have been extended to 20 minutes effective August 17 to allow most students to get to and from campus to attend in-person vs. online instruction.
  - All students who live close to campus should return home.
  - New class schedules are available online.

• On-campus space will be available for students who need to attend online courses due to insufficient time to return home.
  - Students who are unable to transition in the allotted time should report to their assigned homeroom and use the allocated space provided in each room. Each room has a set social-distancing capacity that can’t be surpassed. If your homeroom has reached capacity, report to the library and use an available designated space. This will ensure social distancing, minimize contacts and facilitate tracing.
  - Social-distancing protocols will remain strictly enforced in these spaces.

• Labs with more than one instructor performing the same tasks will be split into sub-groups and different rooms (when available) to minimize contacts.

• When feasible, students will be consistently paired with the same partner in lab section or sub-group to minimize the number of individuals contacted.
  - Students in the same lab section(s) living in the same households will be partnered with each other for labs when feasible.
  - Students should determine who their lab partner will be for all labs based on living contact or consistency. Please inform the lab faculty who your partner will be for this quarter. Lab faculty will not require or allow students to practice on multiple partners during this time.
• Disinfectant cleanser and hand-sanitizer will be available in all labs and homerooms.
  - Tables will be cleaned between partner use by the students in both labs and homerooms.
  - Hand sanitizer should be used after contacting partners.
  - Students are strongly encouraged to wash their hands for at least 20 seconds after every lab session.
  - Students are encouraged to bring a large towel to cover the table for their use.

• Make-up hands-on skill labs will start the week of August 17 and continue in the fall term.
  - Attendance is voluntary, and many will have capacity limits. Please await further instructions about how to sign-up.
  - Protocols to ensure equitable access amongst students will be communicated.
  - Some make-up sessions will be limited to those students who missed the content during the spring or first half of the summer term.

• All midterms (lectures and labs) will be delivered online.

• 5th Q CCEP and 9th Q Radiology OSCE testing will only be available to those attending in person. Students not able or willing to attend in person must email the registrar, Eliana Nathan (eliana.nathan@palmer.edu), to request to be withdrawn from the class. Withdrawals will not be reflected on student transcripts.

• Lab courses’ final exams will be held in-person during week 10, except for those labs that remain online and for first quarter students.

• All students are expected to be present for in-person labs planned for the fall term.
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 a person within the campus community tests 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 at least 14 days, and seek professional care as appropriate.
  - Notify the Santa Clara County Health Department within four hours of learning about the case.
  - 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.
  - Comply with any case investigation and contact tracing measures by the Santa Clara County Public Health Department.
  - Exclude all close contacts of the affected individual from campus for at least 14 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.