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.
Happy New Year! We hope your break was safe, restful and restorative, and welcome you back to begin the Winter quarter.

The COVID-19 pandemic continues to surge and California has become a hot-spot in the United States, particularly due to the case load in Southern California. Northern California has also been hard hit, with ICU bed capacity now below 10% in Santa Clara County. Since the beginning of the pandemic, Santa Clara County has been one of the strictest in the nation in issuing proactive public health orders to reduce the spread of COVID-19. Currently there is a Mandatory Directive on Travel ([https://www.sccgov.org/sites/covid19/Pages/travel-directive.aspx](https://www.sccgov.org/sites/covid19/Pages/travel-directive.aspx)) that requires a 10-day quarantine for anyone who has traveled more than 150 miles from the county. Given the current case load, it seems unlikely this directive will be rescinded any time soon.

Due to the Travel Directive and the likelihood that a significant proportion of our community has, or will have, traveled in close proximity to the start of the quarter, **we will conduct the first two weeks of all courses online, including lab courses.** Our clinic remain open to the public and interns may continue to participate in patient care once they are cleared to do so via the COVID-19 Daily Screening App.

In-person lab instruction will resume starting January 25, 2021. **Students unable to attend in-person courses starting January 25th due to being on travel quarantine will receive an unexcused absence for all missed courses.** Misrepresentation of travel history through the Daily Screening App is considered a violation of the Student Code of Ethics and may result in ethical misconduct charges and discipline.

It is equally essential that all community members strictly adhere to the Stay-at-Home order [https://www.sccgov.org/sites/covid19/Pages/order-health-officer-10-05-20.aspx](https://www.sccgov.org/sites/covid19/Pages/order-health-officer-10-05-20.aspx) during the quarantine period and beyond to minimize the risk of contracting and spreading the disease on campus. Our community has done an excellent job in this regard since our return to in-person lab instruction in mid-August, with fewer than 10 cases of COVID-19 in our students, staff and faculty. We have zero cases of spread of the disease from on-campus contact.

It is incumbent upon all of us to take seriously the known mechanisms for reducing the risk of spread of the disease: wear masks, socially distance, avoid gatherings and wash your hands frequently. We must protect our health and others so we can safely resume in-person instruction and allow our students to progress in their educational journey to becoming Doctors of Chiropractic.

While there is light at the end of the tunnel, it will be several months or more before we can resume “normal” operations. Your diligent efforts to stay safe as we forge ahead are greatly appreciated.

Sincerely,

William C. Meeker, D.C., M.P.H., Campus President
General Protocols

- 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. This is particularly important during this current surge of cases.

- Traveling more than 150 miles from Santa Clara County is not allowed while the Mandatory Directive on Travel remains in place. Local travel for non-essential activities is also not allowed while the Stay-at-Home order remains in place. It is in the best interest of everyone to avoid gatherings outside your social bubbles.
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. “Cleared” individuals will receive a wristband to indicate their “cleared” status for the day. 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). Those attempting to enter without completing the screening form will not be permitted to enter.

• 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. 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 building grounds, regardless of social bubbles. Masks must at all times be properly worn (snugly fit, covering chin and mouth, and of sufficient density to not allow you to blow out a candle through the mask). All employees and students are required to supply their own masks. View tips about face coverings here.

• 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 have been 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 settings or the Clinic.)
• 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.

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

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 studying, checking out and using library resources are described in this document.

- Bookstore remains accessible with limitations on the number of individuals allowed within at any given time.

- 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 January 25th except:

- Fundamentals of Physiology
- Radiographic Anatomy I, II
- X-ray Physics
- Differential Diagnosis I
- Diagnostic Imaging I, II, III

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 continue to be extended to 20 minutes for the winter term 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.

- 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 (if 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 social contact or consistency. Please inform the lab faculty of your desired partner for the 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 lab 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 before and after every lab session.

  - Students are encouraged to bring a large towel to cover the table for their use.
• Course content that is delivered online (lecture or lab) will be assessed online while Santa Clara County is in Purple or Red Tiers. ([https://covid19.ca.gov/safer-economy/](https://covid19.ca.gov/safer-economy/)) Once we have returned to an Orange tier, assessments will be held in-person, on-campus, with a 2-week notice being provided.

• Course content delivered in-person will be assessed in person.

• OSCE examinations (5th Q CCEP, 9th Q Radiology CCEP and 11th Q Clinic Skills Review OSCE) will be held on campus.

• View Technical Tips for Online Learning [here](https://covid19.ca.gov/safer-economy/).

• View tips for attending a virtual classroom session [here](https://covid19.ca.gov/safer-economy/).
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.