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.
Spring has arrived, and with it a sense of renewal and optimism for a reclamation of “normal.” Santa Clara County has entered the “Orange” tier as cases and hospitalizations have dropped dramatically since the new year. While optimism is warranted in California, we are also mindful that many states in the U.S. are currently moving in the wrong direction again. Consequently, it’s important that we all continue to adhere to the risk mitigation strategies of mask wearing, social distancing and regular handwashing to protect our Palmer and local communities, continue the trends of fewer cases and allow the gradual resumption of past normal activities. We are to be congratulated as a community for our efforts to date and the very safe campus environment that has resulted from it – thank you!

As a result of being in the Orange tier, the following changes will be implemented for the spring term:

- Midterm and final lecture examinations will be conducted in-person on campus and proctored by faculty and/or staff, except for 1st quarter exams.
- Some classes may be assigned two rooms for their exams to comply with state and county capacity restrictions.
- All exams will be electronic, primarily through BrightSpace Quizzes platform. Some early adopter faculty may implement ExamSoft testing and should indicate that in the course syllabus.
- Students taking courses in 10th quarter and below for the spring term are expected to have a device compatible with ExamSoft/Examplify platforms, per the college’s Student Device Policy.
- Lab content and examinations will continue as they have been, in-person and on-campus, except for 1st quarter.
- The library will resume limited capacity (35 max) independent study access with hours extended to 7:00 p.m., Monday through Thursday.

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

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.
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: Mask Tips.

• 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. 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.
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 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 exams will be in-person, on-campus, and proctored. Lab instruction will be in-person except for the following courses which will continue online:

  - 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 spring 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.
  
  - Student schedules for spring term are available online through the SharePoint site.
• 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.

• While in Orange or Yellow tier, major assessments (midterms and finals) will be held in-person, on-campus, with a 2-week notice being provided. Should Santa Clara County return to Purple or Red tiers, course content being delivered online (lecture or lab) will be assessed online.
• Lab 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.

• View tips for attending a virtual classroom sessions here.
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.

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