

PALMER MAIN CAMPUS: See [Nov. 6 update](#)

PALMER WEST CAMPUS: See [Oct. 1 update](#)

PALMER FLORIDA CAMPUS: This is the most up-to-date document



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.



PALMER
College of Chiropractic

The Trusted Leader in Chiropractic Education®

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Next week we'll welcome students, faculty and staff back to campus for the first time since moving much of our operations online. We look forward to seeing you and thank you for your patience and flexibility in recent months.

We recognize the protocols that are in place for the summer term are different than what you're used to. These health and safety protocols are not based on a political or philosophical position, but are a public health response following state and federal guidelines and mandates. Given the current state of the world, we're focused on providing students with the learning resources they need while doing all we can to ensure we're able to safely continue on-campus learning.

Decisions regarding curriculum and campus protocols included input from a great number of people. College administration considered input and feedback from students, faculty, and staff on issues such as curriculum, safety precautions and student support so we could address the varying needs and concerns of the entire student body. As a result, we've modified the delivery of our curriculum.

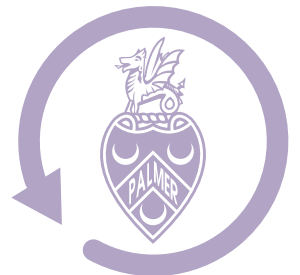
With this input in mind, we'd like to share with you what you can expect when you return to campus.

We appreciate your flexibility as we move ahead during this uncertain time. We look forward to welcoming you back to campus.

Sincerely,



Dennis Marchiori, D.C., Ph. D.
Chancellor and CEO



Safety Protocols

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/expulsion.

- Prior to returning to campus, all students and employees will complete a one-time COVID-19 Self-Assessment form to ascertain current health status. Individuals must then continue to conduct daily self-monitoring before coming to campus. All employees and students must be free of ANY symptoms related to COVID-19 to be on campus. Individuals who test positive for COVID-19 must stay off campus for 14 days, even if they're asymptomatic.

STUDENTS:

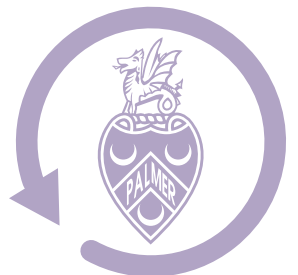
Complete the following [Self-Assessment Acknowledgement Form](#)

EMPLOYEES:

Visit Paycom to complete the Self-Assessment Acknowledgement Form

- Please watch the [Safety & Security PowerPoint presentation](#) for more details about safety protocols for returning to campus.
- Protective face coverings are **always required in classrooms, clinics and in campus common areas such as the Library, Skywalk, hallways, etc. where six-foot social distancing cannot be maintained.** Face coverings must cover the nose, mouth and chin. Instructors may lecture without a facemask, for voice clarity, provided they maintain six-foot social distancing.
- Enhanced disinfection will be done nightly using EPA-approved disinfectant. Common and high-touch areas will be cleaned frequently during the day.
- Hand sanitizers and disinfectant solutions will be available in classrooms and around campus.
- All employees and students are encouraged to wash their hands frequently for 20 seconds and avoid touching their faces.
- Visitors will be expected to check-in at the Welcome Center, answer health-screening questions and have their temperature taken.
- All people entering the Palmer Clinics will be screened by clinic personnel through a series of health questions and will have their temperature taken upon entry. Anyone entering the Palmer Clinics will also be required to wear a mask at all times.

**SAFETY
PROTOCOLS**



COVID-19 Reporting Information

If you've been exposed to or have tested positive for COVID-19, follow the steps below. The student attendance policy is still in effect but we'll work with students as they report.

EXPOSURE

Potential exposure is defined as household contact, or notification that you were in close contact with someone who has tested positive for COVID-19.

If you have been exposed to COVID-19, please do the following:

1. Complete the [Report Potential Exposure Form](#)
 - A representative from the College will contact you with additional information and instructions.
2. **STUDENTS:** Report your absence as soon as possible to the Campus Registrar, who will notify faculty of your absence from registered courses.
3. **EMPLOYEES:** Report your absence as soon as possible to Human Resources.
4. If Palmer College is notified of a positive case, we'll take the appropriate action to sanitize the affected areas. We'll also directly notify members of the campus community who were known to be in close contact with the individual.

REGISTRAR'S OFFICE CONTACT INFORMATION

Palmer Main

563-884-5654

registrar.ia@palmer.edu

Palmer Florida

386-763-2785

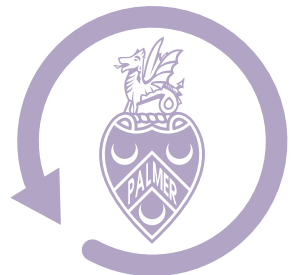
registrar.fl@palmer.edu

Palmer West

408-944-6065

registrar.ca@palmer.edu

COVID-19
REPORTING INFORMATION



POSITIVE DIAGNOSIS

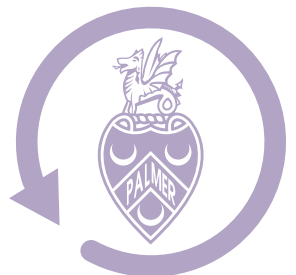
If you have tested positive for COVID-19:

1. Complete the [Report Positive Diagnosis Form](#)
 - A representative from the College will contact you with additional information and instructions.
 - Prior to returning to campus, employees and students must have completed the quarantine period, be fully recovered and complete the [Request to Return to Campus Form](#).
2. **STUDENTS:** Report your absence as soon as possible to the Campus Registrar, who will notify faculty of your absence from registered courses.
3. **EMPLOYEES:** Report your absence as soon as possible to Human Resources.

SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Symptoms may appear 2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

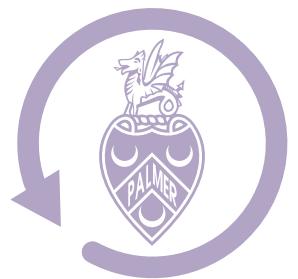
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Academics

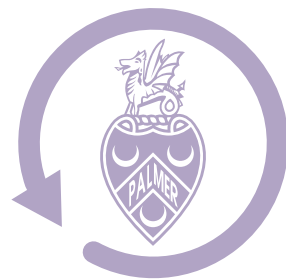
PALMER MAIN

- The summer academic term will begin July 14, 2020.
- Palmer College will resume hands-on/lab instruction and follow a hybrid model of course delivery.
 - For courses that contain lecture and lab/hands-on instruction, lectures will remain online, and hands-on instruction will occur in the classroom or lab.
 - Lecture-only courses will remain online. The College will continue to monitor social distancing guidelines and return to delivering lectures in-person once restrictions permit larger group gatherings.
- Written and practical examinations will be administered on campus in a proctored environment complying with social-distancing guidelines.
- A schedule of optional, make-up sessions to practice and receive personal feedback on hands-on skill development will be available to interested students. These sessions will be offered during the curricular day, evenings and on select weekends for your convenience. Specific information regarding schedules and sign-up will be provided to students as they are finalized.
- Enhanced safety precautions and social-distancing practices will be in place on campus, including classrooms and labs, to safeguard the entire campus community.
- Students should closely monitor course syllabi, Brightspace pages and Palmer email for the most up-to-date information and course requirements.
- PASS Tutoring will be coordinated by the academic counselors and will be delivered electronically via Brightspace, Teams, Zoom, etc.
- No Student Council, clubs, events or activities will be held in person at least through Week 5.
- Limited, designated space will be available on campus for students to social distance while studying and for remote participation of courses.



PALMER FLORIDA

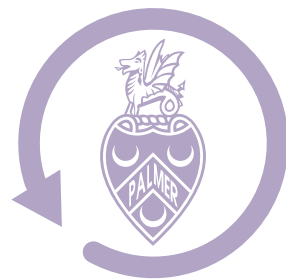
- All course lectures will begin July 14 and will be delivered online.
- You may choose to attend some or all your skills-based labs remotely or in-person. You don't need to report this to anyone or formally declare your plans.
- Limited, designated space will be available on campus for students to social distance while studying and for remote participation of courses.
- Students should closely monitor course syllabi, Brightspace pages and Palmer email for the most up-to-date information and course requirements.
- Make-up sessions for the missed spring term hands-on instruction will be offered during the summer term after normal class hours. You can participate in these make-up sessions regardless of whether you're attending summer term scheduled classes in-person or remotely. Details for scheduling make-up sessions will be sent to your Palmer emails shortly.
- No make-up sessions for summer term hands-on instruction will be offered during the fall term.
- No Student Council, clubs, events or activities will be held in person at least through Week 5.
- Center for Business Development events and programs will be delivered remotely.
- PASS Tutoring will be coordinated by the academic counselors and will be delivered electronically via Brightspace, Teams, Zoom, etc.
- A modified TOAL experience, intended to meet the priority needs of the College, will be offered at a later date. Details will be provided as they are finalized.



PALMER WEST

Santa Clara County still has orders that prohibit the delivery of face-to-face education with no established end date. The COVID-19 situation continues to be very fluid and unpredictable. However, based on the current information and a desire to provide students with as much certainty as possible, the following timeline for return to campus is anticipated. The following information may change.

- The summer academic term will begin July 13, 2020.
- Clinics will continue to operate as they are currently.
- Lectures will remain online for the entire Summer term.
- The target date for resumption of hands-on elements of courses (labs) is August 17, 2020. Until then, those courses will also remain online. However, be aware that the current County order will need to change to allow for Palmer to resume in-person instruction of any kind. The College will continue to monitor the County regulations and will return to delivering lectures and labs in-person when permitted.
- To provide sufficient time for students to prepare for on-campus instruction again, Palmer will confirm or change the target date for resumption of hands-on instruction no later than July 24, 2020.
- When it can be done in compliance with the County order, written and practical examinations may be administered on campus in a proctored environment.
- The Academic administration has developed a package of 270+ contact hours of faculty-led in-person instruction to practice and receive personal feedback on hands-on skills development missed during the Spring and Summer 2020 terms. It will be available to students once Palmer is able to resume hands-on instruction. These sessions will be offered during the curricular day (activity and lunch hours), evenings and on select weekends for student convenience.
- Enhanced safety precautions and social distancing practice will be in place on campus, including classrooms and labs, to safeguard the health and well-being of the campus community.



Student Communication

- College leadership will continue to meet with Student Council for input throughout the term.
- All updates will be communicated to students through Palmer email, the Palmer App, Palmer Alerts and the Palmer website.

Student Support Services

- Palmer will maintain all student-support services including but not limited to: the PASS program, peer tutoring, Palmer Center for Business Development, academic advising, student disability services, and mental health and wellness resources. Learn how to access these resources by visiting www.palmer.edu/students/academic-success/academic-support-centers/.
- Select classrooms will be designated as quiet spaces for students to study, view online courses, and socially distance while waiting for in-person classes. (Palmer Main and Palmer Florida only)
- Food service will open on July 14 for hot and cold grab-and-go items for breakfast and lunch. Pre-order/pay online will be available. (Palmer Main and Palmer Florida only)
- Course materials can be ordered from the Palmer College Bookstore for curbside pickup.

Resources

- [Centers for Disease Control and Prevention \(CDC\)](#)
- [Iowa Department of Public Health](#)
- [Scott County Health Department](#)
- [California Department of Public Health](#)
- [Santa Clara County Public Health](#)
- [Florida Department of Health](#)
- [Volusia County Health Department](#)

