

# University of Louisiana Monroe

## College of Pharmacy

### COVID-19 Playbook Student Guidelines

#### 2020-2021

***Effective 08/17/2020 \*Subject to change based on current CDC Guidelines***

The University of Louisiana Monroe, College of Pharmacy has instituted a three-phased plan to transition faculty, staff and students back to campus safely and deliberately. The health and safety of our Pharmily remains our top priority. We are also focused on continuing our academic mission and preparing for the Fall semester. The plan will be updated as we progress and as circumstances change.

#### **Core concepts**

1. Maintain the health and safety of our faculty, staff and students
2. Deliver on the College's academic mission
3. Maintain open, accurate and regular communications with faculty, staff, and students
4. Provide flexibility for faculty, staff and students who are high-risk or live with high-risk family members
5. Emphasize social distancing, handwashing, increased sanitation, staying home when sick, and use of cloth face coverings
6. Be compassionate and flexible with faculty, staff and students
7. Monitor guidance and campus conditions and adjust plans and policies as needed

# University of Louisiana Monroe

## Phase III Planning Document

### Staffing

The Phase 3 priority is to return remaining staff to campus, continuing to be flexible to encourage social distancing.

1. Who returns to work?
  - a. Faculty Members
    - i. Employees:
      1. All faculty and staff are invited to return-to-office. High-risk employees, or employees who live with a high-risk family member, may continue to work from home with approval from their direct supervisor and the Dean.
      2. NOLA campus building WILL NOT reopen at this time.
    - ii. Students:
      1. Students will have access to the College of Pharmacy buildings Monday through Thursday from 7:30 am to 5 pm and Friday from 7:30 am to 11:30am.
        - a. Students should enter, exit and move throughout the building by use of assigned entrance door and stairwell. Please pay attention to posted signs for traffic flow path.
        - b. Students needing access outside of these hours must contact OSPA or regional campus administration to obtain prior approval and schedule date and time for on campus activities.
      2. Students needing to visit OSPA or OEE should email Mrs. Latricia at [simmons@ulm.edu](mailto:simmons@ulm.edu). Please see OSPA and OEE Office Guidelines, link is posted on the OSPA webpage under **Reference and Resources**.
      3. Student printing services will be available, please see procedure.
      4. NOLA campus building WILL NOT reopen at this time.
      5. Visitors:
        - iii. Normal business deliveries may resume. Visitors will follow the College's hygiene and sanitation requirements while in COP buildings.
        - iv. Non-business guest activities will continue to be restricted. Contact OSPA for further guidance when necessary.
  2. Hygiene and Sanitation
    - a. **Face coverings.** Always required to be worn in public spaces (hallways, restrooms, common areas, elevators, etc) and classrooms, and on campus properties where social distancing is not possible. Face coverings may be removed when in personal office spaces.
    - b. **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.

- c. **Cleaning.** Service Master and the College have collaborated to develop a plan to increase sanitation practices throughout the building. This plan will increase cleaning and disinfection of frequently touched surfaces. All Pharmily members will be asked to assist with cleaning and disinfecting frequently touched surfaces in their area (classroom and office spaces).
  - d. **Common areas.** Seating within the student lounge will remain closed. Vending machines, refrigerators, and microwaves will be available for use. Seating in classrooms will be restricted in number to allow for social distancing.
3. Monitoring
- a. As a pilot of new equipment, temperature checks **will be** required for all P1 students, graduate students, faculty who normally enter through the West entry, and staff members (except Medicaid) upon entry to the Bienville building. P2, P3, and Pharmily members stationed at regional campuses WILL NOT be required to perform temperature checks upon entry to any of the College's buildings where they reside at this time. Temperature checks upon building entry may be implemented for all campuses and Pharmily members if societal conditions warrant at a later date. Normal temperature should not exceed 100.4 degrees. All Pharmily members are urged to check their temperature prior to coming to a College building.
  - b. As requested, Pharmily members will confirm that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
  - c. If a Pharmily member shows symptoms (temperature exceeding 100.4 degrees, difficulty breathing, cough, or loss of taste/smell), has COVID-19, or has been in close contact (within 6 feet of an infected, or possibly infected, person for at least 15 minutes) with anyone testing positive with COVID-19, the Pharmily member will need to **immediately inform OSPA (P1, P2, P3, faculty, staff, and graduate students) or OEE (P4) and self-isolate off campus.**

## College of Pharmacy

### Schedule and Curricular Plan

1. Fall Semester for all students within the College will begin August 17<sup>th</sup> (as per the academic calendar).
2. Fall Semester will conclude:
  - a. Undergraduate programs: Per university master schedule; and
  - b. PharmD and PhDs programs: November 25, 2020.
3. The computer lab will be open for printing purposes. A schedule will be available the first day of classes.
4. Classes occurring within the Bienville building will meet in two classrooms with all students maintaining social distancing and no more than 50 students attending class in any one room. For example, all PharmD classes will be scheduled as follows:
  - a. P1 courses – rooms 202 and 210;
  - b. P2 courses - rooms 340 and 350;
  - c. P3 courses – rooms 170 and 110; and
  - d. Please note: a traffic flow plan will be released prior to the start of classes in order for students to move in and out the building safely
5. All CoP courses will include links for class meetings to be viewed via synchronous live streaming video (Zoom). The purpose of this is to allow classroom attendance by those students who are unable to attend class due to reasons beyond their control. Faculty should schedule classroom delivery and activities as they believe best allows mastery of course content. Effort should be made by faculty to allow student engagement in classroom activities (active learning, cases, etc) through distance whenever possible and assign supplemental activities to Zoom viewing students when unable.
6. All CoP courses will make available links for each recorded lecture/classroom session so that students may review content delivered previously. Links should be made available to students within 48 hours of class session delivery.
7. Preferred method of examination is face-to-face and resources will be provided to course teams for effective proctoring. Individual course teams and faculty members do have the autonomy to use assessment methods that they believe best examines course content. These methods may include innovative means of assessment including online testing.
8. For the PharmD program:
  - a. Classes will conclude 11/25/2020;
  - b. All electives will be delivered as hybrid courses where lectures are delivered synchronously or asynchronously.
  - c. Asynchronous Class Sessions
    1. Asynchronous – In asynchronous learning, lessons and lectures are given via pre-recorded videos. Students watch the videos in their own time consuming as much or as little of the content as they can. Students may re-watch or review video content as needed.

- a. The instructor and student are not “together” during the learning process; the students may not all be at the same “learning step” at the same time
- 2. Expectations for Asynchronous Format
  - a. Short video content
    - 1. Faculty will record new video content for each asynchronous learning event;
      - a. 15-20 minute videos max to leverage student attention span
      - b. Objective focused videos – ie, some may be shorter, some may cover 2 or more objectives, others a single objective
    - 2. Posted 3 working days prior to expected completion date
    - 3. Other forms of learning may substitute for video lectures:
      - a. Cases
      - b. Reflection
      - c. Presentations
      - d. Assignments – ie, drug information response, poster development, etc.

## Catastrophic Event Curricular Plan

In the event COVID-19 new case rate increases, and the State of Louisiana reinstates school closures:

1. No students on campus
2. We MUST be prepared to immediately move to:
  - a. Asynchronous andragogy as described for asynchronous course content (See Schedule and Curricular Plan)
    1. Short video content
      - a. New video content only
      - b. 15-20 minute videos max
      - c. Leverage attention span
      - d. Objective focused videos – ie, some may be shorter, some may cover 2 or more objectives, others a single objective
      - e. Posted 3 working days prior to expected completion date
    2. Open recitation/office hours
      - a. Zoom meetings at regular course meeting times and dates
      - b. No new content presented; faculty available for questions
      - c. Attendance not required by student body
      - d. Microsoft Teams – faculty are encouraged to use Microsoft Teams for electives and non-classroom collaborations, such as committees. As faculty and students become more familiar with this platform we may be able to incorporate it into our required classes for the Spring 2021 semester.
    - e. Optional Software
      1. Nearpod: merges formative assessment and dynamic media for collaborative learning experiences.
      2. Edpuzzle: allows the creation of interactive video lessons.
      3. For instructions on piloting these platforms, please contact Marcia Wells (mwells@ulm.edu).

## Social Distancing Plan

1. Social distancing and precautions to minimize spread of disease will be required of all faculty, staff, and students.
  - a. Social distancing (no less than 6 feet between individuals) will be enforced;
  - b. **Face coverings (masks or face shields) are to be worn appropriately at all times** while in classrooms, meeting rooms, common areas of the building, and on all University property where social distancing is not feasible;
  - c. Appropriate use of masks and face shields includes both the mouth and nose covered at all times;
  - d. Disposable masks will be available at all entrances to College of Pharmacy buildings; and
  - e. All faculty, staff, and P1-P3 students will be issued washable face coverings;
  - f. All faculty, staff, and students will complete and return a compliance agreement (available online or acquired from your instructor on the first day of class). This compliance agreement can be emailed to [simmons@ulm.edu](mailto:simmons@ulm.edu) or [curry@ulm.edu](mailto:curry@ulm.edu) or placed in collection boxes found in each classroom.

## Dress Code

1. College dress code will be relaxed as follows. Scrubs that are solid-colored, ULM branded (COP preferred) or nonbranded are ALLOWED at all times (note: you MUST follow your practice site's requirements for dress if scrubs are not allowed).

## Meetings and Events Planning

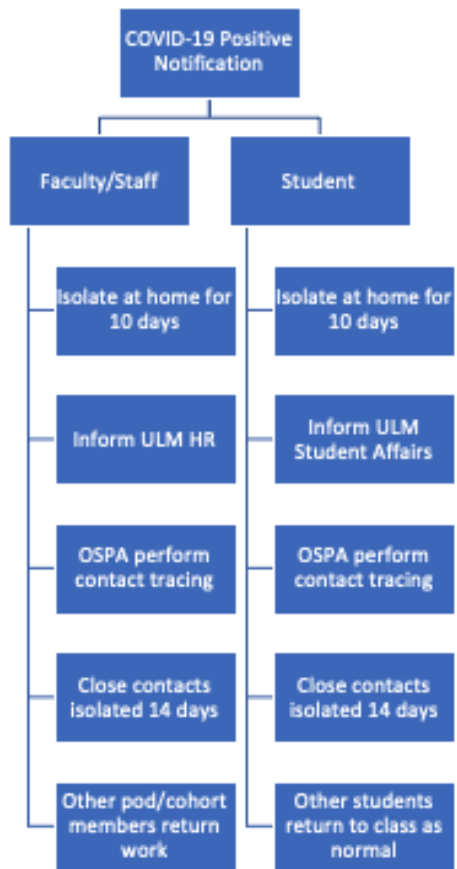
1. No events will occur within the Bienville building unless they are small group (<12 persons) and have received prior approval to meet by the College's Office of Student and Professional Affairs.
2. All College faculty and staff meetings will be held via Zoom unless they are small group (<12), the room scheduled is large enough to allow social distancing, and the group receives approval from their college supervisor or the dean.
3. All College-level student organizations will meet via Zoom (no face-to-face meetings, no students will meet while in the Bienville building).

## **Plan of Action for COP COVID-19 Positive Cases**

ULM COP Pharmily members are required to inform OSPA upon receipt of a COVID-19 positive test result. Once the College of Pharmacy becomes aware that a student, staff, faculty member, or visitor has tested positive for COVID-19, the College will:

1. Isolate the individual by either sending them home or directing them to an isolated room in the College until care/transportation home can be provided. Individuals testing positive for COVID-19 must isolate at home for 10 days post initial symptoms;
2. Isolate the Pharmily member's cohort/pod until contact tracing can be completed;
3. Undertake initial contact tracing to identify individuals in the College having been in close contact with the COVID-19 positive individual (initial contact tracing will be performed by OSPA staff, see <http://ldh.la.gov/index.cfm/page/3957>). If a student tests COVID-19 positive, OSPA staff will communicate findings to ULM Student Life and Leadership and the regional campus dean;
4. Isolate all individuals with close contact for 14 days; and
5. Direct individuals who did NOT have close contact, close contacts who complete 14 days in isolation, or individuals testing positive for COVID-19 who have completed 10 days of isolation post initial symptoms, to return to the normal work/school activities.





## Facilities Plan COVID-19: Student Related Issues

### Building access:

- Limited to business hours (Monday through Thursday from 7:30 am to 5 pm and Friday from 7:30 am to 11:30 am) for the time being.

### Building entry:

- Enter through your designated entrance.
- Maintain proper spacing as you enter – *this means no holding the door for the next person!*
- Masks must be worn at all times. Disposable masks will be available for emergencies, but please make remembering your mask part of your daily routine.

### Restricted areas:

- Cafeteria:
  - Access to vending machines/microwaves only
  - Wipes available for individual use
  - Students are encouraged to sit outside on blankets or using camp chairs (proper spacing required!)
  - Students may eat in assigned classrooms
- Computer lab:
  - Wipes available;
  - Follow markings for computer & printer use
  - Web-based printing is encouraged
  - We will allow 20 students at a time
- Study rooms/student locker room and lounges/study carrells
  - Closed until further notice

### P1s

- Entry/stairwell: Front lobby/across from elevators
- Parking lot: Either (may not park in the front of the building)
- Classrooms: 202/210
- Bathroom: Northwest hallway (across from classrooms)

### P2s:

- Entry/stairwell:
- Parking lot: North
- Classrooms: 340/350
- Bathroom: Northwest hallway (across from classrooms)

P3s:

- Entry/stairwell: South
- Parking lot: South
- Classrooms: 110/170
- Bathroom: Southeast hallway (across from cafeteria)

Traffic flow:

- The general flow of traffic will be clockwise. Signs will be posted throughout the building.

Building entry:

- Enter through your designated entrance.
- Maintain proper spacing as you enter – *this means no holding the door for the next person!*
- Masks must be worn at all times. Disposable masks will be available for emergencies, but please make remembering your mask part of your daily routine.

Service Master Plan (Bienville building)

Common high-touch areas (stair-wells, hallways) will be cleaned & disinfected a minimum of 4 times per day. This will entail the following:

- handrails
- door handles
- elevator buttons & doors
- light switches
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

Classrooms: Cleaned at the end of each day and between cohorts of students. Specific classrooms include 340/350, 202/210, 110/170, pharmacy care lab, seats, backs & chair arms

- desktops
- door handles
- podiums

Note: Lecturers will be expected to clean the podium before/after each lecture.

Cafeteria access will be limited to the use of vending machines/microwaves and will be cleaned 4 times per day. This will entail the following:

- coffee machines & pots,
- countertops
- microwaves,
- toaster ovens,

- paper towel dispensers
- refrigerator handles & doors
- Sink faucets and handles
- vending machines

Computer lab: Cleaned between cohorts of students. (Schedule of cohorts to be attached)

- seats, backs & chair arms
- desktops
- printers
- door handles

Faculty offices: Faculty are responsible for cleaning/disinfecting their own offices. Disinfectants (Virex) will be made available on each floor. Faculty are encouraged to place trash receptacles outside their door to minimize potential contamination within their office.

Restrooms are to be cleaned and disinfected a minimum of 4x's a day (2x's during am hours, 1x during pm hours, & the end of shift).

- Clean and disinfect countertops, sinks, toilets, urinals, and flush valves
- Sweep/mop floors
- Clean partitions, stalls, walls, and doors
- Empty trash
- Check and restock all tissue, paper towel, hand soap and hand sanitizer dispensers

ONCE STUDENTS RETURN TO CAMPUS:

- We will have a 2<sup>nd</sup> shift for deep cleaning at night
- We will implement Kaivac cleaning of the bathrooms

## **ULM College of Pharmacy**

### **COVID-19 Guidelines for Pharmacy Practice Experiences**

Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials. This includes Hepatitis B virus, Human Immunodeficiency Virus, Coronavirus (COVID-19), and other blood and airborne pathogens. The COVID-19 pandemic has made it necessary to know how to protect yourself against infection related to this virus. The Center for Disease Control (CDC) has provided information on how the virus spreads and preventive measures that should be taken. This information can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html> and students should follow these recommendations at all times.

Students are responsible for learning institutional guidelines for proper prevention of communicable disease, prevention/transmission/work-place re-entry in each institution and for complying with those regulations. If you have suspected or confirmed COVID-19, or any other transmittable disease, during your practice experience, you must:

1. Inform your preceptor and the Office of Experiential Education (OEE) immediately in writing of your suspected or confirmed case.
2. Follow the current CDC's symptom-based strategy for healthcare providers OR follow the practice site's specific guidelines if the site's guidelines are more stringent than CDC.
3. Keep the OEE apprised in writing of testing and results, if required.
4. Obtain approval from both the OEE and your preceptor prior to returning to the practice site.

After returning to work, a face mask should be worn at all times while in the practice site. Students should also self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen. Your health and safety are our priority, so if at any time you feel that your health or safety is compromised at your practice site please let the Office of Experiential Education know immediately.

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#### **Symptoms of COVID-19**

Individuals with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If you are experiencing any of the following symptoms you may have COVID-19:

- Fever
- 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

## Return to Pharmacy Practice Experience for Students with Confirmed or Suspected COVID-19

1. If a student is symptomatic with suspected (developed symptoms but not tested) or confirmed COVID-19, follow CDC's symptom-based strategy and exclude from work until:

- ***Symptom-based strategy:***

- At least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications AND improvement in symptoms (e.g., cough, shortness of breath); AND
- At least 10 days have passed since symptoms first appeared.

If student had COVID-19 ruled out and have an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

2. If a student is asymptomatic but has laboratory confirmed COVID-19, follow CDC's time-based strategy and exclude from work until:

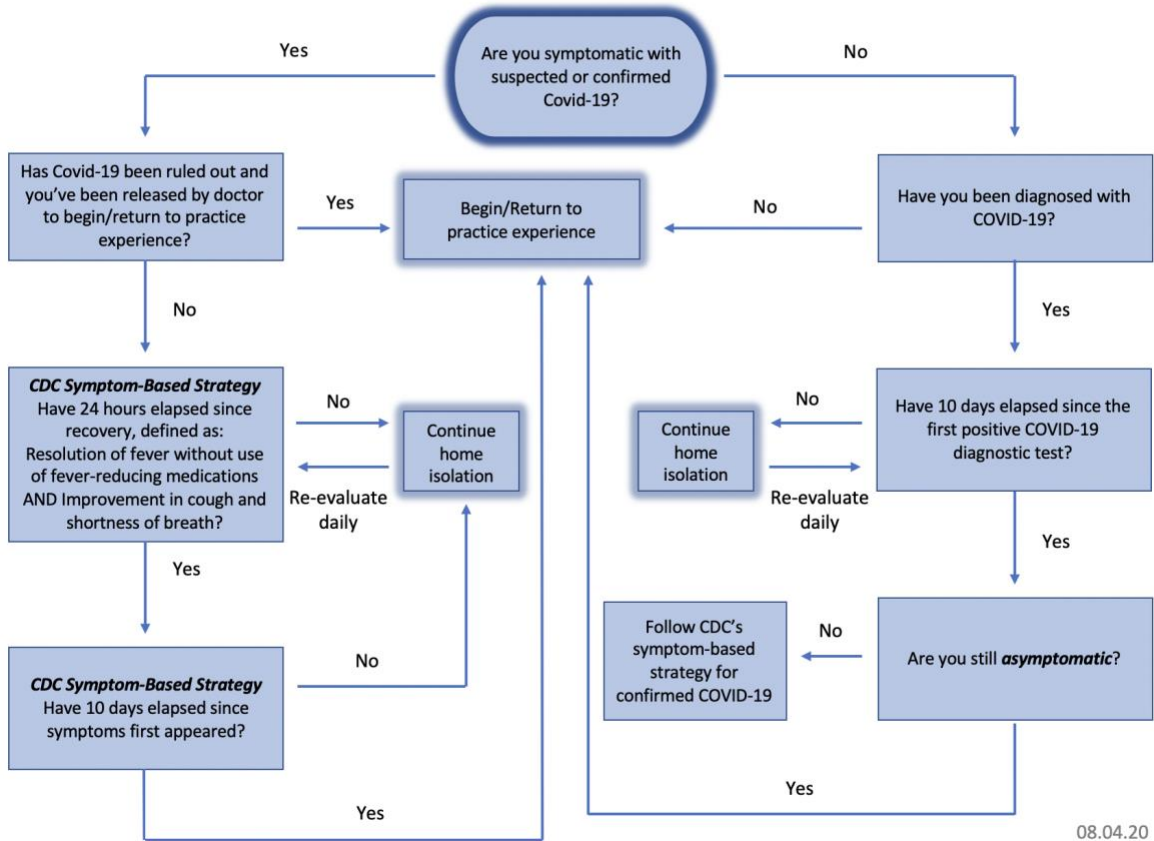
- ***Time-based strategy:***

- At least 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming student has not subsequently developed symptoms since their positive test. If symptoms have developed, follow the symptom-based or test-based strategy for confirmed COVID-19.

[https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html)

**Once criteria above are met student should contact the Office of Experiential Education at 318-342-1215 and speak with Dr. Connie Smith (APPE students) or Dr. Roxie Stewart (IPPE students) who will determine clearance for return to practice experience. OEE will communicate clearance for return to practice experiences to regional deans.**

**ULM COLLEGE OF PHARMACY  
COVID-19 ALGORITHM FOR PHARMACY PRACTICE EXPERIENCES**



08.04.20

## **ULM COP Response to COVID-19: Plan for faculty and students commuting from practice sites to College buildings:**

Clinical faculty are to limit their movement among any of the campuses and their practice sites. It is the hope that the campuses will be as safe as possible and that will mean that access to them will be limited. Below is the guidance for both the faculty and students on rotation with the faculty. Office of Student Affairs and the Dean's Office will communicate to other students that need access to the campuses for any reason.

### **Student Access:**

- Students being requested to be in the buildings should be kept to as minimal as possible.
- Zoom or other teleconferencing assets should be used to communicate with the students about patients, presentations, or discussions as much as possible unless they can be completed in a manner meeting the social distancing guidelines.

### **Faculty Access:**

- Faculty should follow all guidance from the College regarding mask usage, cleaning of offices, and minimizing the use of common areas.
- Faculty will need to ensure any students that they have on rotation are complying with all guidance provided by the College.

*\* Faculty and rotation students may wear scrubs as appropriate to be considered professional. Additionally, athletic shoes may be worn.*

This guidance will be re-reviewed prior to the start of each rotation until it is no longer needed. Each campus may set different dates for certain aspects of this guidance. \*\*

*\*\*The Regional Deans and/or Dr. Brady will communicate any changes to Faculty and Student access to buildings, as necessary, for each campus.*



## **OSPA & OEE Office Guidelines**

**Face coverings** must be on before you enter the OSPA and the OEE, and must be kept on at all times while you are waiting. You may ask the person you are seeing if they are ok with you removing it in their office. Please **sanitize your hands** before entering and upon leaving the office (sanitizer will be located close to entrances and exits)

1. Students will be allowed to come to the OSPA and the OEE by **APPOINTMENT ONLY!**
  - a. Please email Mrs. Latricia to schedule an appointment
    - i. Mrs. Latricia will send you a confirmation email. DO NOT VISIT until you have received the confirmation email
    - ii. In the email you send, please state
      1. Your name
      2. Who you want to see
      3. What time you want to see them
      4. Date you want to see them
2. If you are visiting Mrs. Mary, Dr. Sampognaro or Mrs. Latricia, you may enter through the front door (signage will be visible)
3. If you are visiting: Dr. Smith, Dr. Stewart, Mrs. White, Mrs. Katie or Mrs. Carolyn, you must enter through the side door down the hall (signage will be visible)
4. There can be a maximum of 3 students in the OSPA waiting area. There can be a maximum of 2 students in the OEE. (**Look for the blue X to indicate where to sit**)
5. **In the event of an emergency you may come directly to OSPA** (emergencies such as: someone passing out/fainting, having a seizure, an asthma attack, etc.) just make sure to have on your mask.

### **What-if Scenarios**

1. What If I have an appointment with someone in OSPA and someone in OEE?
  - a. You will exit the side door in the OSPA and walk to the entrance for the OEE down the hall.
2. What if I want to do a walk-in (got a few minutes in between class)?
  - a. At this time, you may only visit OSPA and OEE by appointment. You may use your cell to send Mrs. Latricia a quick email for a quick drop in. Make sure to include who you want to see and use the term “drop in”
3. What if I show up for my appointment and the maximum # of students are already in the waiting area?
  - a. A sign will be placed on the door to indicate if OSPA or OEE is at maximum capacity. You will have to wait out in the lobby until we are no longer at capacity.
4. What if I simply need to drop off vital docs, do I still need to make an appointment?



- a. We encourage you to take pictures of your documents and email them to Mrs. Latricia, that way you can also ask her any questions you may have.
- b. Dropping off vital docs will be handled the same as “drop in” appointments are. You will still have to email Mrs. Latricia to inform her. Make sure you are clear it is a drop in for vital docs, or an excuse, etc.

Take away

- Anything that you need, please communicate via email to Mrs. Latricia at [simmons@ulm.edu](mailto:simmons@ulm.edu) .You may also call at 318-342-3800.
- **We will get through this!**

**Stay calm, wear your mask, read signs, wash your hands and smile!**

## **COVID-19 Social Distancing and “Opting-out” of facial covering use:**

1. Face coverings (masks, gaiter, or shields) are required to be used by all individuals entering a ULM building or on ULM properties when social distancing cannot be implemented;
2. Pharmily members with medical conditions and unable to wear masks may optionally use face shields as a substitute;
3. Pharmily members may petition the CoP Dean for exemption to class attendance when all facial covering options cannot be used due to medical reasons;
4. Pharmily members entering College buildings without facial coverings will be asked to use disposable PPE provided at the entrance to each building;
5. Pharmily members choosing to NOT COMPLY with required face covering usage will be asked to vacate CoP buildings.