

ONU Health and Safety Protocols (Phase 4)

PURPOSE:

This policy is intended to mitigate the risks of spread of COVID-19 for the Olivet Nazarene University community. All students and employees are expected to follow and model compliance with this policy in order to sustain a healthy campus. It is important that we diligently adhere to these health precautions.

Please note that this policy is subject to frequent change based on additional public health guidelines from local, state and federal authorities. Any policy updates will be communicated quickly through the Office of the Executive Vice President. Please visit www.olivet.edu/update for the latest information and FAQ's regarding the Fall 2020 semester.

AUDIENCE:

This policy applies to all students and employees who are on campus for work, study, or research. Separate policies for academic coursework will be communicated through the Office of the Vice President for Academic Affairs. All students and employees must familiarize themselves with, and abide by, the terms of this policy during all times on campus.

POLICY IMPLEMENTATION:

The following conditions shall apply to all students and employees on Olivet's campus and will apply until no longer applicable as deemed by the University President and the Executive Vice President.

COVID-19 Education & Training

Olivet will provide education and training for students and employees related to COVID-19 to ensure the entire community understands the various policies and procedures currently in place on campus. The University has developed an educational initiative called Tiger Pause which will reinforce and remind the community of our shared health guidelines through ONU-themed graphics, videos, and other content.

Specific information about accessing the online COVID training will be communicated via email. Training content will cover information about Tiger Pause including content found in this document as well as those listed below.



[Read the policies and guidelines:](#)

[Understanding the Guidelines](#)

[Face Coverings on Campus](#)

[Social/Physical Distancing](#)

[Health Monitoring and Testing](#)

[Isolation and Quarantine](#)

[Cleaning, Disinfecting, and Personal Hygiene](#)

[Daily Procedures for Cleaning and Disinfecting](#)

General Health and Hygiene Rules

Personal Protective Equipment - Face Coverings

A face covering must be worn at all times on all Olivet Nazarene University property.

A face covering may be removed under the following circumstances:

When you are alone inside an enclosed private office or living space.

When you are outside and are able to maintain a distance of at least 6 feet from others.

Social/Physical Distancing

All individuals should stay at least 6 feet away from non-family members or non-roommates. Gatherings of up to 50 people are allowed as long as 6-foot social/physical distancing is observed in the group. Please move purposefully in hallways, stairwells, and at entrances where there is potential to be closer than 6 feet to another person, even momentarily.

Daily Symptom Monitoring

Before arriving at any Olivet Nazarene University location each day, all individuals (students, employees, and visitors) must self-monitor for the following COVID-19 symptoms or risk factors:

- Temperature equal to or greater than 100.4, chills, and/or muscle aches
- Cough and/or shortness of breath that is unusual for you
- Sore throat, runny nose, and/or new loss of taste or smell
- Nausea, vomiting, and/or diarrhea
- Close contact with someone with the above symptoms, or who has tested positive, has symptoms of, or is awaiting test results for COVID-19 in the past 72 hours.

Students or employees who observe these symptoms to be present should not enter University facilities. Additionally, any individual who experiences an onset of these symptoms while on campus, must leave and go to their home/dorm/apartment.

COVID-19 Reporting Requirements

+ COVID-19 Symptoms or Exposure

Any student who is experiencing the above symptoms or has been in contact with someone experiencing symptoms should stay home, isolate/quarantine themselves from others and contact Olivet's Counseling and Health Services office for COVID screening.

Any employee who is experiencing symptoms or has been in contact with someone experiencing symptoms should stay home, isolate/quarantine themselves from others and contact their supervisor and their personal healthcare provider for COVID screening.

+ COVID-19 Reporting

Any employee or student who tests positive for COVID-19, or has a family member or close contact who tested positive must stay home, isolate/quarantine themselves and contact the Counseling and Health Services office (students) or Human Resources (employees) so that the health and safety of others in our facility can be addressed.

Personal Illness

+ COVID-19 Self-Isolation

Any student who has tested positive for COVID-19 is required to self-isolate as directed by Olivet Counseling and Health Services. More specific information is included in the Health Monitoring document linked earlier in this document.

Any employee who tests positive for COVID-19 is required to self-isolate at home following current CDC guidelines. This should be directed by the employee's healthcare provider. Before returning to University locations the employee will be asked to provide documentation of clearance from a physician.

Preparing for Quarantine or Isolation

If you are required to isolate or quarantine, you will not have time/ability to get supplies. Consider purchasing the items below in advance to have on hand as a Go-Kit, if needed.

Recommended Supplies to have on hand in the event of illness:

- Disposable tissues
- Disinfectant spray and paper towels
- Hand sanitizer (at least 60% alcohol) or soap and water.
- Fluids such as tea, water, packets of Gatorade, packets of ramen noodles or chicken soup and juice.
- A disposable or digital thermometer
- Salt for salt water gargling for sore throat
- Honey—alone or mixed in tea for sore throat and coughs
- Acetaminophen (Tylenol) for fever and aches. Follow dosing guidelines carefully to avoid excessive amounts.
- Pseudoephedrine for nasal congestion (Sudafed—the kind you have to ask for at the pharmacy counter, **not** Sudafed PE)
- Cough drops and cough liquid (Robitussin DM)—follow dosing guidelines carefully.
- TWO WEEK SUPPLY OF ANY MEDICATIONS YOU TAKE ON A REGULAR BASIS
- A small suitcase/duffle to transfer your items easily if you are moved to isolation housing

How to Protect Yourself & Others

Know how COVID-19 spreads

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is primarily spread person to person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often

- Use soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact with non-family members or roommates

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home/dorm/apartment.
 - Remember that some people without symptoms may be able to spread virus.
 - Stay at least 6 feet or 2 arms lengths away from other people.
 - Do not gather in groups larger than 50 people even if socially/physically distanced.
 - Stay out of crowded places and avoid mass gatherings.

Wear a face covering

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth or disposable face covering when they have to go out in public or in a work/classroom/shared environment.
- The cloth face cover is meant to protect other people in case you are infected but may not have symptoms.
- Continue to keep 6 feet of distance between yourself and others. The cloth face cover is not a substitute for social/physical distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect all frequently touched or shared surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.

- Then, use a household disinfectant. Most common EPA registered household disinfectants will work. At work, Olivet will supply a disinfectant for your work space or office area.

Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Employees should notify their health care practitioner and your Olivet supervisor if symptoms develop.
- Students should notify Olivet Health Services if symptoms develop.

High Risk Individuals

Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. These people are encouraged to continuing staying home whenever possible.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#)
- People who live in a long-term care facility

People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:

- chronic lung disease or moderate to severe asthma
- serious heart conditions
- people who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- severe obesity (body mass index [BMI] of 40 or higher)
- diabetes
- chronic kidney disease undergoing dialysis
- liver disease

Coping with stress

Seek emotional support. Stay connected to others through texts, phone calls or videoconferences. Share your concerns. Avoid too much COVID-19 news. Rest and focus on enjoyable activities, such as reading, watching movies or playing online games.

If you are caring for a person who is ill with COVID-19, you might feel stressed too. You might worry about your health and the health of the sick person. This can affect your ability to eat, sleep and concentrate, as well as worsen chronic health problems. It may also increase your use of alcohol, tobacco or other drugs.

If you have a mental health condition, such as anxiety or depression, continue with your treatment. Contact your doctor or mental health professional if your condition worsens.

To care for yourself, follow these steps:

- Maintain a daily routine, including showering and getting dressed.
- Take breaks from COVID-19 news, including social media.
- Eat healthy meals and stay hydrated.
- Exercise.
- Get plenty of sleep.
- Avoid use of drugs and alcohol.
- Stretch, breathe deeply, pray and meditate on God's Word.
- Attend an online bible study, prayer meeting or church service (or in person if allowed per local health ordinances)
- Focus on enjoyable activities.
- Connect with others and share how you are feeling.

Caring for yourself can help you cope with stress. It will also help you be able to support others in this stressful time.