



Department of Nursing  
Policy #045

Promoting Safety on Campus from Infection During an Epidemic or Pandemic

<b>Status:</b>	Approved 5.1.2020
<b>Effective:</b>	5.1.2020
<b>Initiated by:</b>	Chair, Department of Nursing
<b>Relevant WAC/ Standards/References:</b>	CDC Coronavirus Disease 2019 (COVID-19) OSHA Guidance on Preparing Workplaces for COVID-19 Washington State Department of Health Workplace and Employer Resources & Recommendations

**Introduction and Background**

In March 2020, the governor of Washington State issued a proclamation exercising emergency powers under RCW 43.06.220 (State of emergency—Powers of governor pursuant to proclamation) by prohibiting certain activities and waiving and suspending specified laws and regulations to enforce a stay-at-home policy. The Washington State Department of Health Nursing Care Quality Assurance Commission (NCQAC) received confirmation from the Governor’s Office that nursing students are considered essential within Proclamation 20-25.

The NCQAC has advised that Heritage Nursing may interpret the Proclamation to create skills and simulation labs, as well as clinical experiences in facilities, with strict implementation and monitoring of social distancing measures by designated school officials and following clinical protocols aligned with public health guidance. This Department of Nursing Policy details the procedures related to safety from COVID-19 and other infections during viral pandemic.

**Purpose**

The purpose of this policy is to provide guidelines to the administration, faculty, staff and students for promoting safety from infection while on Heritage University campus during viral COVID-19 and other infections during viral pandemic.

**Plan**

Heritage University Department of Nursing is committed to providing a safe and healthy environment for all students, staff, faculty and administration. To ensure that, the Department of Nursing has developed a safety policy with procedures in response to the COVID-19 pandemic. All members of the Nursing Department are responsible for implementing this plan. In addition, nursing faculty and administration will collaborate with the Heritage University Vice President for Student Affairs to assure compliance with University student safety procedures. Our goal is to mitigate the potential for transmission of COVID-19 in every environment in which we function. Mitigating potential for transmission requires full cooperation among everyone in the Nursing Department, and compliance with Heritage University policies and procedures. Only through this cooperative effort can we establish and safeguard and health of all persons, and promote safety from transmission with infection in all our learning and work environments.

### **Policies and Procedures**

All administration, faculty, staff and students are responsible for implementing and adhering to all aspects of this COVID-19 safety policy. This policy follows the Centers for Disease Control and Prevention (CDC) and Washington State Department of Health (DOH) guidelines and federal Occupational Health and Safety (OSHA) standards related to COVID-19 and addresses:

- screening procedures including
  - pre-screening for identification before campus visitation
  - prompt identification and isolation of potentially infectious persons present on campus,
- conduct on campus,
- hand hygiene,
- respiratory etiquette,
- social distancing,
- facilities housekeeping,
- communications and training, and
- ongoing evaluation and corrective action.

### ***Screening Procedure***

All administrators, Nursing Department faculty, staff and students will be informed of the procedure to self-monitor for risks for, and signs and symptoms of COVID-19. The following procedure will be implemented to assess health status prior to leaving home and entering the Heritage University campus.

- Step 1: Within two hours prior to the start of a campus activity, all individuals will conduct the pre-campus screening procedure using the BSN Program Flu and COVID-19 Screening Questionnaire (see form attached) which will be updated as needed.
  - If the individual answers “yes” to any item on the screening questionnaire, they should not proceed to campus. They should contact their supervisor or the individual in charge of the activity.
- Step 2: Decision to leave home and proceed to campus
  - Individuals who screen negative as determined by the screening procedure (no answers of “Yes” to any item on the screening questionnaire) will proceed to campus.
  - Individuals who screen positive as determined by an answer of “Yes” to any item on the screening questionnaire, will immediately notify their supervisor, and not proceed to campus.
    - Students will immediately notify the head of the activity for which they were planning to attend. The individual will stay home, and not proceed to campus.
    - Faculty will immediately notify the head of the activity for which they were planning to attend and also the Department Chair. The individual will stay home, and not proceed to campus.
    - Staff will immediately notify their supervisor and the Department Chair. The individual will stay home, and not proceed to campus.
    - If other recommendations are made, the person is strongly encouraged to follow the specific instructions.
  - If after review the individual screens positive as determined by an answer of “Yes” to any item on the questionnaire, the individual may be rescheduled for lab. Medical follow-up would be recommended per Washington State DOH “Guidance for daily COVID-19 screening of staff and visitors” (see below).

- Students could return to campus following the CDC guidelines for “When it’s safe to be around others: ending home isolation” (see CDC reference “What do to if you are sick” below).
- Step 3: After arriving on campus, all students, faculty, staff and administrators will undergo additional screening by completing the BSN Program Flu & COVID-19 Screening Questionnaire (see form attached).
  - If after review the individual screens positive, the student/faculty/staff may be rescheduled for the activity and medical follow-up would be recommended per Washington State DOH guidelines.
  - If after review the individual screens negative, the student/faculty/staff will attend the activity as planned.
- Step 4: If an individual has confirmed COVID-19, the Department of Nursing Chair will communicate with the appropriate Heritage University Administrators.
  - Individuals may return to campus following the CDC guidelines “When it’s safe to be around others: ending home isolation” (see CDC reference “What do to if you are sick” below).

### ***Conduct on Campus***

- Participants will arrive less than 30 minutes prior to the scheduled activity and depart immediately after completing the activity, promptly leaving campus.
- All participants will sign and complete the BSN Program COVID-19 Log, including time of arrival and time of departure.
- Logs will be kept in the office of the Administrative Coordinator for Nursing, and will be available on request to Heritage University administration.
- In order to maintain and manage Facilities Housekeeping (see below), participants will proceed directly to and from the location of their official event. No other buildings on campus may be visited without prior approval from faculty and/or administration.

### ***Hand Hygiene***

- All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility.
- Instruction in the World Health Organization (WHO) handwashing procedure will be reviewed, and on arrival to campus will use it to wash their hands for at least 20 seconds with soap and water throughout the time on campus, but especially upon arrival on campus, prior to any mealtimes and after using the toilet.
- Hand rubbing with an alcohol-based formulation may be used throughout the time on campus if hands are not visibly soiled. Laboratory, classroom and other work areas may have hand rub dispensers (a 60% or greater alcohol-containing preparation of liquid, gel or foam designed for application to the hands) that can be used for hand hygiene at the beginning and end of specified activities.

### ***Respiratory Etiquette***

- All individuals will cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Individuals will avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Respiratory etiquette will be demonstrated and supported by making tissues and trash receptacles available.

### ***Social Distancing***

- Students will minimize time in labs by preparing assigned online work and completing all reading and video prep prior to arrival on campus.
- Faculty will stagger student activities to limit the number of persons in a workspace at one time; maintain six feet of distance between persons.
- Faculty, students, staff and administrators will abide by nursing lab rules prohibiting ingestion of food and fluids, application of chap-stick, lipstick, eye makeup or any other makeup. Students must wear uniforms and uniform shoes, as designated in Policy 039-Dress Code. Jewelry, a fomite for microbes, should be removed before performing hand hygiene.
- The Department of Nursing will provide, and all persons will use personal protective equipment as appropriate.
- A distance of six feet will be maintained between students in laboratory stations and in classrooms or computer labs. In lab situations requiring proximity closer than six feet, students will wear personal protective equipment and always be under the supervision of a clinical faculty member.
- Persons are prohibited from gathering in groups and confined areas, and from using other persons' personal protective equipment, phones, computer equipment, desks, offices or other personal learning or work tools and equipment without appropriate decontamination.

### ***Facilities Housekeeping***

- The Department of Nursing will provide the Director of the Physical Plant with a schedule of any classes, labs, testing, meetings and/or other activities that will be occurring in addition to regularly scheduled activities.
- Regular housekeeping practices will include routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, classrooms, meeting rooms and testing center.
- During class, lab, testing, meetings and other activities, students and faculty will disinfect equipment between use.
- Following class, lab, testing and other activities, based on the schedule provided to the Director of the Physical Plant, Heritage University Facilities will clean and disinfect restrooms tabletops, keyboards, touch screens, controls, door handles, railings, light switches and copy machines at the end of the activity.

### ***Communications and Training***

This Policy will be communicated to all students, faculty, staff and administration. Necessary training will be provided. Additional communication and training will be ongoing and provided as new knowledge about COVID-19 safety emerges.

### ***Ongoing Evaluation and Corrective Action***

Department of Nursing Faculty and the Department of Nursing Evaluation Committee are to monitor how effective the program has been implemented. At the end of each on-campus session the group leader will complete the BSN Program COVID-19 Policy Implementation Evaluation

- The evaluation checklist will be reviewed weekly by the Department of Nursing Evaluation Committee; the committee will recommend corrective action as needed.

### ***Policy Reviewers***

Proposed revisions of this policy should be reviewed by:

1. Nursing Faculty Assembly
2. Policy & Bylaws Committee

3. Curriculum Committee
4. Admissions, Retention, Progression & Graduation Committee

**Forms**

BSN Program Flu & COVID-19 Screening Questionnaire  
BSN Program COVID-19 Log  
BSN Program COVID-19 Policy Implementation Evaluation

**References**

Centers for Disease Control and Prevention. (2020). Coronavirus disease 2019 (COVID-19). Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

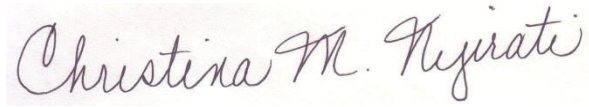
Centers for Disease Control and Prevention. (2020). What do to if you are sick. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Mayo Clinic. (2020). Welcome to the COVID-19 self-assessment tool. Retrieved from <https://www.mayoclinic.org/covid-19-self-assessment-tool>

Washington State Department of Health. (2020). Guidance for daily COVID-19 screening of staff and visitors. Retrieved from <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf>

Washington State Department of Health. (2020). Workplace and employer resources & recommendations. Retrieved from <https://www.doh.wa.gov/coronavirus/workplace>

World Health Organization. (2009). Hand hygiene: Why, how & when? Retrieved from [https://www.who.int/gpsc/5may/Hand\\_Hygiene\\_Why\\_How\\_and\\_When\\_Brochure.pdf](https://www.who.int/gpsc/5may/Hand_Hygiene_Why_How_and_When_Brochure.pdf)



Signature: \_\_\_\_\_

## BSN Program Flu & COVID-19 Screening Questionnaire

Print Name: \_\_\_\_\_

1. Temperature: \_\_\_\_\_ Current time: \_\_\_\_\_
2. Are you currently experiencing any of the following symptoms:
- Y/N Fever of 100.5 F (38 C) or above , or possible fever symptoms like alternating shivering and sweating
  - Y/N New chills
  - Y/N New trouble breathing, shortness of breath or severe wheezing
3. Are you currently experiencing any of the following symptoms:
- Y/N New cough
  - Y/N New muscle aches
  - Y/N Sore throat
  - Y/N Diarrhea
  - Y/N New loss of smell or taste, or a change in taste
4. Have you been exposed to anyone who has tested positive or is under investigation for COVID-19?
- Y/N: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

May 1, 2020

## BSN Program COVID-19 Log

Course/Activity Name: \_\_\_\_\_

Course/Activity Date: \_\_\_\_\_

Name	Time in	Screening questionnaire completed? Y/N	Time out
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BSN Program COVID-19 Policy Implementation Evaluation

Course/Activity Name: \_\_\_\_\_

Course/Activity Date: \_\_\_\_\_

Check if the following were implemented. If the answer is no, please comment below.

Y/N: _____	pre-screening for identification before campus visitation
Y/N: _____	prompt identification and isolation of potentially infectious persons present on campus
Y/N: _____	conduct on campus
Y/N: _____	hand hygiene
Y/N: _____	respiratory etiquette
Y/N: _____	social distancing

Comments:

Were there any barriers to following the policy? If yes, please explain.

Do you have any suggestion for providing more clarity in this procedure? If yes, please explain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_