Introduction

The health and welfare of each member of our community is a shared responsibility. We will continue to monitor developments related to SARS-CoV-2 and COVID-19 and will revise our protocols in accordance with best practice. This document is subject to ongoing change, requiring everyone in our campus community to respond with professionalism and adherence to best practice. Our overall goal is to hold the health and welfare of each member of our community at the forefront while providing excellence in education as we prepare students for entry-level practice in speech-language pathology.

This Return to Campus Protocol Guide is the result of the work of multiple committees and task forces across the Forest Grove and Hillsboro Campuses. The university is subject to directives from the Oregon Higher Education Coordinating Commission (HECC) together with guidance from university administration, the Pacific University COVID-19 Task Force, Executive Orders from the Governor’s office, and the guidance from the Oregon Health Authority, and the Centers for Disease Control and Prevention (CDC). Guidance and directives from any of these bodies is subject to change. Students, staff, and faculty are expected to make adjustments to accommodate changes in schedules or behavior when those changes are made in order to uphold the safety and welfare of all members of the CSD community and the communities we serve.

Purpose. This document serves as guidance for process and policy for all in-person meetings on campus and applies to students, staff, and faculty. In addition, portions of this document serve as an addendum to the MS SLP Handbook. All components of the Handbook remain in effect unless otherwise specified.

Modifications. We will strive to communicate changes in policy and procedure through this guide, however changes may be required without notification via this document, but rather through email or other forms of announcement including the university Boxer Alert system. All such announcements, when made through the School of CSD, College of Education, or University administration, take precedence over this document.

Background and Decision Making

From February 2020 through the summer months, the School of CSD has tracked data related to SARS-CoV-2 together with guidance from multiple sources. The faculty met, discussed, and dissected our curriculum. After much consideration of the facts available to us, we have established that to meet our goals of safety and excellence in instruction, most of our content delivery will be offered in online format in Fall 2020.

Online Instruction

Online teaching will use a combination of scheduled, synchronous class meetings on Zoom and some content through asynchronous online access. Attendance is expected for synchronous
class meetings.

**On-Campus Instruction**

The School of CSD faculty identified curricular needs to conduct specific, focused learning and assessments of student learning on-campus. On-campus needs include the teaching or assessment of specific skills, demonstrations, instruction that relies heavily on instrumentation, and competency assessments that cannot be achieved online and are essential aspects of our fulfillment of the curricular goals as they relate to preparation of students for externships, entry-level practice, and ultimately, eligibility to apply for certification.

These on-campus instruction and assessment sessions (referred to as Skills Labs) will be scheduled in small groups (typically student groups of 8-10) with use of personal protective equipment (PPE), social distancing, frequent hand hygiene, and specific safeguards including maintenance of stable group structure, minimizing new exposures by keeping students who share housing or transportation together whenever possible.

**Clinical Education**

Clinical education will occur through our community-based model of clinical education. Each clinic site will make determinations about how student placements will occur, whether in-person, entirely online, on-site with telepractice, or some combination of these approaches to service delivery.

Sites may change their method of service delivery in accordance with their own protocols independent of semester calendars or timelines. Therefore, sites may plan for online telepractice, but shift to onsite service delivery with little or no notification. Students are expected to be available to fulfill the expectations of service delivery in alignment with the site’s practices.

Sites may discontinue student placements as “non-essential” at any time.

**Clinical Education**

**Placements**

Students should refer to the Handbook for policies and procedures related to how placements are made. There are no changes to these policies or procedures.

Each clinic site will make determinations about how student placements will occur, whether in-person, entirely online, on-site with telepractice, or some combination of these approaches to service delivery.

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Sites may discontinue student placements as “non-essential” at any time.
Personal Protective Equipment (PPE) for External Clinic Sites

Sites are expected to provide PPE for student use while on-site and conducting clinical service delivery or any other related professional functions. Sites will stipulate the types of PPE required under their specific protocols, knowledge of the populations served and overall risk profiles associated with the nature of service delivery and medical status of patients and families served. Students are not prepared to acquire or evaluate PPE on their own.

Due to variability across sites, students are expected to undergo training by the site and to use PPE in accordance with the site’s policies and procedures at all times. If sites specify expected behaviors or requirements for students while they are off-site (such as restrictions on travel or contact limitations) students are required to adhere to the site’s requirements.

Accommodations

Students with specific placement limitations or restrictions related to attendance for in-person instruction are required to submit documentation to the Office of Accessibility and Accommodation (OAA). OAA will work with the student and students’ medical provider to develop appropriate recommendations to the School of CSD with respect to clinical placements. While the School of CSD will make every effort to identify a suitable placement to meet the accommodation and the student’s specific clinical experience needs, we cannot guarantee that such placements will be available, therefore it is possible that students with specific accommodations may experience delays in placements due to availability.

Return to Campus

Access to Campus Buildings

Campus buildings will be open only to those who are members of the campus community or who are visiting campus on specific campus business. Signs limiting access will be posted on external doors of campus buildings.

All procedures apply to students, staff, faculty, and any pre-approved visitors to campus.

Prior to Coming to Campus – Semester Start

Prior to returning to campus all students, staff, and faculty are required to complete training.

Student Training

- Students must complete the “CSD Return to Campus 2020” course on Moodle which reviews terminology, prevention including handwashing, mask use, and social distancing expectations. 1st year students will complete this in the Orientation Moodle, 2nd year students will complete this in the Clinic Practicum Moodle.
- All students will also complete a 2nd presentation that presents full PPE donning and doffing procedures. 1st year students will complete this in Clinical Methods. 2nd year students will complete in the Clinic Practicum Moodle prior to coming to campus.
Faculty and Staff Training (includes Student Employees)

- All faculty and staff must complete the “Return to Campus During the COVID-19 Pandemic” course on PayCom as required by HR.
- All CSD faculty teaching on-campus skills labs or classes will also complete the CSD Return to Campus 2020 presentation to ensure alignment with student training.
- Students, faculty, and staff must complete the Return to Campus Attestation Form for COVID-19 (Attestation Link) prior to returning to campus. This form must be completed for each return to campus after a University schedule break (such as the break between semesters) of two weeks or more, or when returning to campus after clinical placements of similar length.

Prior to Coming to Campus – Daily Symptom Checks

All students, staff, and faculty are encouraged to monitor symptoms including temperature checks on a daily basis. Reporting of symptom checks are required on any day a student, staff, or faculty member plans to come to campus for any reason.

Students’ Daily Symptom Reporting via:
https://pacificu.co1.qualtrics.com/jfe/form/SV_5hliENF6X4amO8d

Faculty and Staff Daily Symptom Reporting via:
https://pacificu.co1.qualtrics.com/jfe/form/SV_5p3jaOZdxQiF7

Attendance and Expectation to Stay at Home with Symptoms or Exposures

If you have been exposed through in-person contact with anyone with symptoms of COVID-19, anyone suspected of having COVID-19, or anyone awaiting test results (due to suspicion of COVID-19), or anyone with a known diagnosis of COVID-19 please stay at home.

If you are experiencing any symptoms of upper respiratory illness (including fever, cough, congestion, difficulty breathing or shortness of breath, headache, stomach pain, diarrhea, nausea, vomiting, new loss of sense of taste or smell, sense of pressure or pain in the chest), please stay at home, contact your health care provider OR Pacific University Student Health Center (503.352.2269), and monitor your symptoms.

Notify your instructor (or direct supervisor) that you will not be attending as well as completing your symptom check.

Planning Ahead Before You Come to Campus

Limit Items Brought to Campus

- Unless specifically instructed to bring a laptop or iPad, please leave electronics and any other unnecessary items at home.
- All water bottles, snacks, or other food-related personal items should be neatly packaged in a clean and washable container and placed in shared refrigerators
on arrival. No food or beverages are permitted in classrooms.

**Small and Consistent Groups**
Group sizes will be restricted to 20 or fewer. Group composition will be maintained as often as possible through scheduling small groups consistently. Students who share housing will be scheduled in the same groups. Students may not make changes to the group composition by exchanging times or group membership without contacting the School Director and receiving approval.

**Classroom Preparation**
Faculty will plan seating and PPE needs ahead of student arrival. Please notify faculty if you will be absent. Students will be assigned to specific seats and are not permitted to exchange places with other students. Faculty will maintain a record of where students were seated for contact tracing purposes, should that be needed.

Faculty will identify places for students to place personal belongings on arrival (jackets, keys). All food-related items should be left in vehicles or placed in common area refrigerators prior to entering the classroom.

**On Campus**

**Arrival on Campus**
Please enter Berglund Hall through the main entrance door on the campus side of the building. All other doors are marked for Exit only.

All other buildings on campus have clearly marked entry and exit doors. Pathways and traffic patterns are clearly marked with arrows and signs in all campus buildings.

**Hand Washing**
All students, staff, faculty and guests are expected to wash or sanitize their hands on arrival to Berglund, prior to donning and after doffing PPE, between tasks in skills labs, after every use of restroom facilities, and regularly while on campus. Handwashing is required prior to eating or drinking while on campus.

Handwashing is required after touching another person or your own mask.

Hands should be washed with soap and water for approximately 20 seconds. If washing hands with soap and water is not feasible, the CDC recommends the use of alcohol-based hand rubs with greater than 60% ethanol or 70% isopropanol. Hand hygiene stations have been placed in many locations in Berglund Hall for your use. All classrooms are equipped with hand sanitizer bottles (typically at each workstation).

You are encouraged to carry your own hand sanitizer to use when a sink or hand sanitizer pump is not nearby. To assist you with this, CSD has provided small hand sanitizer bottles to
all students, staff, and faculty. Additional supplies of personal sized hand sanitizer are available in the CSD office.

**Face Coverings**

Face coverings must be worn at all times while on campus. Face coverings must cover nose, mouth, and chin and be securely fastened so that you do not need to adjust or touch the mask. Masks should provide as much of a seal as is possible.

In general, preference for use of FFP2 masks (marked as KN-95 and provided by the School of CSD) is preferred. However, a well fitted mask is preferred over an FFP-2 that does not fit well. If an FFP-2 becomes soiled or damaged, please request a replacement by contacting your instructor, Student Services Manager, or the Director of the School of CSD.

If a mask becomes wet or damaged it should be replaced immediately. CSD will maintain extra 3-ply disposable masks (available on request).

Please note that beards and other facial hair may prevent a good seal with any mask including FFP2 masks.

FFP2 masks can be worn for 5 full days of wear (6-8 hours continuous wear = 1 day) and should be hung to air out or placed in a paper bag when you return home. Reusable cloth masks should be washed after each wearing and should be replaced with any sign of wear or damage.

Cloth face coverings or FFP2 masks must be worn in all circumstances with specific exceptions as described:

1. during the practice of oral-facial exam skills or other procedures which preclude use of masks (i.e., oral examinations, where the student learning the exam must practice on someone not wearing a mask). At such times, additional PPE will be required such as face shields for students or faculty without face coverings and the use of eye protection, gloves, and gowns for all others.
2. staff and faculty may remove face coverings when in private offices with the door closed. If offices are open, a face covering is required.
3. eating or drinking in designated areas. Eating and drinking are not permitted in the classroom, hallways, or restrooms. Whenever possible, eating and drinking should take place outside of Berglund Hall with careful adherence to hand washing and to doffing and storing masks.

**Additional PPE**

A face shield and pair of goggles are provided to all students, faculty, and staff.

Typically, during skill labs additional personal protective equipment (PPE) will be required. All students and faculty will have safety goggles and face shields issued during the 1st on campus skill lab. These are reusable, cleanable, and can be left (once cleaned) in your mailbox or be brought back to campus for subsequent labs.
Disposable gowns and gloves will be provided for all labs.

Faculty must wear face coverings while teaching. Face covering AND eye protection (face shield or goggles) are recommended for use in all skills labs.

**Social Distancing**

Distance of 6 feet from other people should be maintained at all times. Physical distancing may be encouraged in several ways:

- Chairs in common areas throughout the building are spaced 6 feet apart whenever possible. Please adhere to signage indicating where sitting is and is not permitted.
- Classrooms have been marked for appropriate distancing and maximum occupancy. Faculty, staff, and students should monitor capacity of the classroom space and ensure no group exceeds posted occupancy.
- Signage is placed throughout the building to remind campus members to maintain 6 feet of distancing

A culture of shared responsibility is encouraged. It is everyone’s responsibility to assist others with maintaining social distancing.

**Respiratory Etiquette**

- Cover your mouth and nose with a tissue when you cough or sneeze. Immediately throw used tissues in the trash.
- If tissues are not available, sneeze or cough into your elbow.
- Perform hand hygiene after blowing your nose, coughing, or sneezing.

**Enhanced Cleaning Protocols**

Campus-wide protocols are in place daily that include increased cleaning of common points of contact such as sanitizing of door handles, light switches, tops of desks and tables, faucets, and cabinet handles. Bathrooms will receive deep cleaning once a day and will be sanitized at least one additional time during business hours.

Cleaning kits are available in classrooms for spraying down table tops and high touch areas after classes. Additional cleaning supplies are available in the CSD office. Please notify Helen and Katie immediately if you notice any supply is getting low.

**Children and Visitors**

Visitors to campus are discouraged during this time. However, if a child must accompany you to campus, masks are expected to be worn (except for children under the age of 2). Child sized reusable cloth masks are available in the CSD office on request.
Accommodations and PPE

Accommodations may be made for individuals who are unable to wear face coverings. Staff and faculty must contact Tracy King in Human Resources to request such accommodation. Face coverings are required in the absence of documented accommodations from HR.

Students who are unable to wear a face covering must contact the Office of Accessibility and Accommodation (OAA) Services. Face coverings are required in the absence of documented accommodations from OAA.

Activities and Services On-Campus

Bathrooms

Individuals using bathrooms will be expected to practice social distancing and the use of PPE.

- Adhere to signage posted in bathroom areas.
- Disinfectant wipes will be provided to sanitize commonly touched surfaces.
- Please use paper towels. Do not use airflow-based hand dryers.
- Main bathrooms will maintain doors open during business hours to limit touch points with door handles.
- An all-gender single restroom is available on the lower level of Berglund Hall. To access take the elevator OR stairs (nearest Pharos copier/refrigerator) down, then stairs (as marked) back up to the lobby area OR use the elevator.

Eating on Campus

- Students/faculty/staff are permitted to eat on campus in designated areas only.
- Designated areas include: outdoors, tables at the ends of hallways on the 1st floor of Berglund Hall, university center (Washburn Hall) as marked, shared tent areas on campus (e.g., in front of McCready Hall, next to Berglund).
- While eating or drinking, students/faculty/staff are expected to maintain social distancing and sanitize all surfaces before and after use.
- Handwashing prior to opening shared refrigerators is required.
- Handwashing or sanitizing is required between retrieval of food or beverages and removal of face mask for eating and drinking.
- Face masks should be stored appropriately (folded with outsides facing, no contact with the outside of the mask, and placed in a bag) when not in use.
- Ideally, a new face mask will be donned after eating or drinking. If a face mask is reused, verify that it is not damaged, wet, or dirty. Handwashing pre- and post-donning a used mask is required.
- CSD will maintain extra 3-ply disposable masks (available on request) for use if a mask becomes damaged or wet.
Use of Food Storage and Preparation Areas

Refrigerators and microwaves will be available for use by students/faculty/staff for the purposes of food preparation and storage as needed.

- You are expected to maintain appropriate social distancing while placing items into or retrieving items from refrigerators or microwaves.
- You are expected to clean any surfaces or equipment after use (using appropriate sanitization methods).
- All food brought to campus and stored in shared refrigerators must be contained in a clean and cleanable bag. Food storage bags must be sanitized daily.
- All food storage bags must be clearly labelled with your name.
- On leaving campus, please take all water bottles, dishes, and utensils with you.
- Found items will not be maintained.

Use of Study Spaces

In general, you should be on campus associated with specific, scheduled class meetings and skill labs, or by appointment. Space for studying or meeting is limited.

Study spaces are available by reservation in the Tran Library on the Forest Grove Campus. To reserve: [https://pacific.libcal.com/r](https://pacific.libcal.com/r). We will work with students who have specific requests to identify space on campus for studying, taking part in Zoom classes or telepractice, on a case-by-case basis. All rooms in Berglund Hall must be reserved through the Director or Student Services Manager.

Development of Symptoms While on Campus

The following guidelines apply to all students, staff or faculty who develop or report primary COVID-19 symptoms while on campus. If you or another person with you shows any symptoms, please initiate the following steps, the person should:

- keep their mask on and notify their supervisor/instructor.
- exit a shared space immediately.
- isolate in a designated isolation room (nearby office or room with a door).
- call Student Health Center for consultation and decision-making about safety to return to residence, to go to the Student Health Center (must call first), or arranged for transport to a health care facility.

Faculty or staff should

- note where the person was relative to all others in the room,
- dismiss the class or group,
- discard or isolate materials the individual had contact with,
- notify facilities to isolate the room for cleaning, and
- file a care report
Responsibilities Outside of Campus

As a professional and learning community we share responsibility to one another to minimize the risks of exposure through our work together on campus. Every potential exposure you sustain off-campus increases the risk of transmission through you (even as an asymptomatic carrier) to other students, to staff, and to faculty. Therefore, every member of the graduate program in CSD shares in the responsibility to adhere to best practice while off campus. This includes:

- Use of face coverings when out in your community at any time you may encounter other people.
- Maintain social distancing as recommended by OHA and the CDC.
- Stay home and stay close to home. Avoid overnight trips, minimize other non-essential travel, including recreational day trips to destinations outside the community where you live. Travel the minimum distance needed to obtain essential services.

Personal Hygiene

Many diseases and conditions can be prevented or controlled through appropriate personal hygiene.

- Wear clean clothing to campus.
- On arrival home, remove and launder all clothing worn to campus.
- Wash reusable cloth masks daily. Remove filters before washing. Replace filters after 3-5 uses.
- Maintain hand skin health with lotions and creams that can prevent dryness that happens from cleaning your hands.
- Bathe daily.
- Keep natural nail tips less than ¼ inch long.

University Policies and Protocols

For the most up-to-date policies, procedures, university testing protocols, and to link to State of Oregon guidance and resources please visit www.pacificu.edu/coronavirus. It is recommended that you bookmark this page for future reference.

If you become ill or are exposed, please stay home and communicate! You are encouraged to contact Student Health Center to review your symptoms and discuss next steps. We request that you complete the university Illness Registry.

Washington County Test Sites

If you do not have a health care provider or are seeking testing through the Oregon Health Authority in Washington County (Hillsboro, Forest Grove are in Washington County), please visit the Washington County Testing Sites page. The university will be adding testing options as well.
Reporting of Diagnosis or Presumptive Diagnosis

If a student, staff, or faculty member tests positive or is presumed to be positive for COVID-19 please report this illness through the university illness registry accessed: https://www.pacificu.edu/coronavirus/stay-healthy/if-you-are-sick. By reporting, you will allow us to conduct appropriate contact tracing.

Contact Tracing

Pacific University has implemented a system of contact tracing in cooperation with the local health department.

Health providers report positive diagnoses to the county health department. Pacific University will assist the county, as requested, with contact tracing and notifications should that be necessary.

If the Health Department Calls You - In most cases, the caller ID will say 503-846-8400, Washington County or Washington County Public Health. If you do not answer, they will leave a generic message (with no private details) and ask you to call them back.

If Pacific University Calls You - If Pacific’s team calls you, it will be a 503-352-xxxx number via Zoom’s telehealth feature. Like the County, the university will leave a generic message (with no private details) and will ask that you call back. You are not required to return a phone call from Pacific University, the purpose of this outreach is to serve as a resource and support system for you. Pacific University will work to connect you with any resources you may need whether it’s from the campus community or within the wider community. We’ll also work with you to plan on how to isolate safely after a positive diagnosis or quarantine appropriately after a known exposure.

Both the County Health Department and Pacific University will work to maintain confidentiality. You will be asked for your permission to disclose to anyone who may have been exposed to you. In the absence of specific permission, the County Health Department will notify places you have been while infectious including Pacific University if you have been on campus.

Return to Campus after Illness*

We will adhere to the University’s guidance related to returning to campus after illness.

For students, faculty and staff who have stayed home with symptoms of illness not related to COVID-19:

Return to campus will be allowed when at least 24 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medications and the absence of any other symptoms)
For students, faculty, and staff who experience symptoms consistent with COVID-19, those confirmed or presumed to have COVID-19:

Return to campus will be allowed if one of the following criteria is fulfilled:

1) 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) and at least 10 days have passed since symptoms first appeared

2) Test-Based Strategy: Have a resolution of fever without the use of fever reducing medications and improvement in respiratory symptoms and have negative results of two SARS-CoV-2 tests collected at least 24 hours apart (total of two negative tests)

Return to Campus after Positive COVID-19 Test Without Symptoms

The following guidelines are based on current CDC recommendations as of July 20, 2020, and are subject to change (see the CDC website for updates: https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html). These guidelines apply to students, faculty and staff who are asymptomatic and have tested positive for COVID-19.

Return to Campus will be allowed if one of the following criteria is fulfilled:

1) Time-Based Strategy: A minimum of 10 days since the initial positive test and no symptoms noted and no fever-reducing medications are being taken.
2) Test-Based Strategy: Alternatively, adhere to the test-based strategy described above.

Return to Campus after Exposure

An individual is considered to have a prolonged exposure to COVID-19 if that individual has been in close contact (less than 6 feet) with a person confirmed to have COVID-19, without wearing a face covering, for more than 15 minutes. An individual may also learn that they have been exposed through a campus or county public health tracing team. See: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

The following guidelines are based on current CDC recommendations as of July 16, 2020, and are subject to change (see the CDC website for updates: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html).

Any student, faculty or staff member who had prolonged exposure to COVID-19 is expected to quarantine at home for 14 days since last exposure. While at home, the individual should carefully monitor for symptoms. There should be no return to campus during that 14-day period. People in quarantine will likely be contacted by campus and/or county public health tracing teams.
Students should contact the Student Health Center to report their exposure and quarantine. Faculty and staff should contact their supervisors to report their exposure and quarantine. After 14 days of quarantine with no additional or new exposure to COVID-19, a person who has no symptoms and no fever may return to campus.

*Please note. Return to clinical sites will adhere to the above standards as a minimum or in the absence of a specific standard. Students will always be expected to adhere to any requirements specific to the site and those take precedence over these return to campus policies if more stringent than above.

**Overall Expectations of Students**

Chapter 4. Professional Conduct in the Handbook provides specific expectations for students throughout the program. All aspects of Chapter 4 remain in effect, with the exception of the attendance policy. Specific to COVID-19, we expect all students to provide truthful reporting of symptoms and to make difficult decisions to stay at home. The decision to stay at home reflects a change in our written attendance policies. At this time, concern about transmission of the SARS-CoV-2 virus takes precedence over written attendance policies.

All other expectations of students’ conduct remain in effect including upholding ethical and professional behavior at all time. These qualities are essential for the wellbeing and safety of the full CSD and campus community.

Academic honesty is also expected in association with online assessment of learning. Unless otherwise specified, all submitted assignments, quizzes, reflections, and exams are to be completed independently so faculty are able to assess your learning. These existing expectations are essential as we work with you to build the knowledge and skills you need as a future clinician. We are here to support your learning, but we cannot fulfill that role if quiz, exam, or other assessments do not reflect your individual understanding. We rely on your integrity now so that you can be a knowledgeable and effective professional later.

If concepts are confusing or difficult for you, we will work with you to support your learning. Lack of integrity is not something we can remediate.

**FERPA and Class Recordings**

FERPA releases are not required to make a recording of a class; but are required to make the recording available beyond the immediate class instructors and students. Class recordings will be stored in Box or Moodle, both of which require password access. Students who have access to class recordings are expected to use those recordings for their intended purpose and are not permitted to post, share, or download videos of class recordings.