

Main Return (Phase 2) Return to Campus Plan

Updated 10/1/2020

Point of Contact:

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Introduction

Kettering College is prepared to deliver a quality academic experience while keeping the safety of our students, staff, and faculty at the forefront. To ensure safety, the College has developed a three-phase approach to a return to campus to mitigate the risk of disease resurgence and protect the most vulnerable (e.g., older adults, Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy). This plan is based on up-to-date data, though we recognize that the duration of the COVID-19 pandemic remains unclear, and the situation continues to evolve. COVID-19 will peak in different locations at different times and will impact each college and university differently. Public health guidance, scientific knowledge, and clinical best practices will change, so these guidelines may change and be updated accordingly.

The following measures are the basics of this plan and work together to help us manage our own exposure and limit what we may spread to others in the community and through our work.

Wash your hands or use hand sanitizer often

This remains the number one way to prevent the spread of infection.

Practice social distancing

Maintain a 6-foot distance when sitting or standing, especially when exposed to those outside of your household.

Wear a mask

Avoid touching your face

Cough or sneeze into a tissue or your elbow

Stay home when you're sick and contact

Employees: Employee Health Employees: (937) 395-8894 or

Students: KC Student Health Coordinator (O: (937) 395-8601 ext. 55665; C: (810) 938-7968; Sarah.Bayer@kc.edu)

By practicing these habits and prioritizing safety, we can take an active role in improving the quality of life for people in the communities we serve. Thank you for your commitment to our patients, our community, and our team.

As a faith-based, healthcare institution, our mission is to educate and develop our students to make service a life calling and know Jesus so that they can love others. Now, more than ever, our mission is clear and our resolve to achieve it strong.

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Phasing

The planned return to campus involves three-phases: early return (phase 1), main return (phase 2), and later return (phase 3). This phased approach provides an opportunity for campus administrators to review lessons learned at each interval and adapt accordingly.

This document serves as the guidance for the college's main return, or phase 2, to campus.

Facilities/Sanitation

Regardless of which phase the college is in, the following guidelines should always be followed:

- Regularly wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible
 - "You touch it, you clean it"

Additional guidelines include:

- Hand sanitizer and surface sanitizing supplies will be placed in all high-contact locations.
- Disinfection of high-contact areas, including communal restrooms and shared shower facilities, will occur at regular intervals throughout the day.
- Faculty, staff, and students should clean and sanitize surfaces and equipment in their own work space, classroom, or lab, as appropriate, throughout the day.
- Shared tools and equipment will be sanitized after each use.
- Campus and building access points will be modified to best allow for six-foot physical distancing. One-way entrance/exit and clearly marked foot traffic patterns will be utilized.
- Clear signage emphasizing the use of facial coverings and reminding all to perform daily symptom assessments will be installed at appropriate building entry points and other areas throughout campus.
- Certain non-essential facilities (e.g., classrooms, labs) and common areas may be closed to focus cleaning staff efforts on the areas most heavily utilized by faculty, staff, and students.
- In areas outside of classrooms where close interaction between individuals may occur, campuses should consider the use of shielding (such as plexiglass) to protect faculty, staff, and students.
- Class start and end times are staggered to allow enough time for cleaning between classes, and limit foot traffic in hallways and elevators at any given time.
- KHN protocols will be followed for deep cleaning should someone in the campus community test positive for COVID-19.
- Common areas (e.g., lobbies, Learning Commons, computer lab) will be closed outside of regularly scheduled on campus class times, including evenings and weekends.

Computer Cleaning

The following steps should be taken when cleaning classroom or office computer equipment:

- Shutdown computer to avoid electrical shock.

- Use cleaning station supplies to dampen a paper towel with Oxivir spray.
- Gently but thoroughly clean the keyboard and mouse (and any other surfaces you've touched).
- Wait 30-60 seconds to allow surfaces to dry.
- Power the computer back on.

Main Campus

Several times a day high touch surfaces will be sanitized by KHN-employed environmental services team members using an EPA-approved disinfectant, this includes door knobs, tables, and shared equipment. Every night our classrooms, labs, restrooms and common areas will be sanitized using Clorox electrostatic spraying.

Ollie Davis Campus

All high touch areas will be wiped down using an EPA-approved disinfectant against emerging viral pathogens. These high touch areas include but are not limited to: counter tops, desk tops, table tops, telephones, light switches, doorknobs and handles, chair handles, all restroom fixtures, mirrors and glass. The floors are also mopped with the same disinfectant. The cleaning and sanitizing will primarily be performed by a contracted service provider, Wells & Sons Janitorial Service, Inc., and microfiber cloths are using proper cleaning agents and temperatures to completely disinfect prior to use. All Wells & Sons employees will also wear appropriate and necessary PPE. Several times a day high touch surfaces will be sanitized, this includes doorknobs, tables, and shared equipment by student employees and/or staff.

Health Monitoring/Facial Coverings/PPE Requirements

Kettering College will utilize its digital communication platforms (e.g., Canvas, Outlook) to promote and reinforce health prevention measures, notify stakeholders of heightened risk factors, and update facility or classroom closure information.

Health Monitoring

Access to college facilities will occur through a single entry and a separate single exit-point. All individuals entering the facility will be screened according to CDC/KHN guidelines, which currently include questioning about symptoms or a history thereof, travel, etc. along with a temperature check. Every individual entering the college is screened at least once each day. Those living in the residence hall will be screened daily as well. To ensure that screening has occurred on main campus, all individuals who enter campus and screen negative will receive and don a wristband that includes the screening date. Wristbands will not be utilized at the Ollie Davis building due to the limited and well controlled points of ingress.

Any individual who presents with symptoms or screens positive will not be permitted access to the facility. Students who screen positive will be sent home with the recommendation to reach out to their primary care provider (PCP) for a telehealth or in person appointment. Students should communicate the results of their PCP visit with the college's Student Health Coordinator at (937) 395-8601, ext. 55665, or (810) 938-7968. Employees who screen positive will also be sent home but must contact KMC's Employee Health department at (937) 395-8894. Visitors who screen positive will not be permitted to enter the college facilities.

Individuals who are sick should stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least 10 days have passed since symptoms first began. The individual may return after symptoms have passed if accompanied by a negative COVID-19 test and clearance from Employee Health (Employees) or primary care provider in coordination with KC's Student Health Coordinator.

Kettering College is invested in and committed to the success of each of our students. The college and our program faculty will do their utmost to be flexible in accommodating student absences associated with their COVID-19-related illness and in helping students to make up the work and skills that may have been missed in their absence. However, absences of greater than two weeks (14 calendar days) are challenging for any student to overcome. Students who miss any classes due to COVID-19 illness should contact the Student Health Coordinator and his or her respective department chair. Several options, including college and program-specific leaves of absence, are available for students who are unable to successfully complete the semester because of absences due to COVID-19 illness.

Facial Coverings

Face masks are required to be worn appropriately by everyone on campus at all times unless the individual is alone in an enclosed space, such as an office, or is actively eating/drinking. Face masks must be worn in common public areas. The common areas include but not limited to, hallways, elevators, when entering or exiting the building, and when approaching a person's office or cubicle. Masks may be either an isolation mask or a laundered cloth mask in alignment with modesty and professionalism policies where indicated. Face masks should not have a port or breathing valve, nor be of the neck gaiter mask or bandana variety. If an individual entering the college does not have one, a mask will be provided during the screening process, though it is recommended that a mask is brought from home.

In addition, if a student or faculty member is required to be closer than the recommended social distancing guidelines allow (e.g., during a clinical skills lab where two students must practice a technique on each other, etc.), each individual must add a face shield, protective glasses with side shields, or protective goggles. Face shields and goggles should be disinfected with a KHN-approved disinfectant after each use and at the end of the day. Note, if a face shield is worn, a face mask must always be worn as well under the shield.

Faculty and staff are not required to wear a face shield or goggles if appropriately socially distanced but may do so as an additional safety measure.

If an individual has a condition that does not allow them to wear a face mask, this need should be validated by a licensed medical or mental health professional – e.g., physician, psychiatrist, psychologist, the individual should contact Employee Health (Employees) or the Student Health Coordinator (Students) and must wear a face shield in place of the face mask. Any individual who has a medical exemption to wearing a mask should use a college-approved or -provided face shield at all times unless eating/drinking or alone in a fully enclosed office.

Resources related to facial coverings:

CDC's "Use of Masks to Help Slow the Spread of COVID-19"

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Personal Protective Equipment (PPE)

Face masks are mandated PPE at all times unless the individual is alone in an enclosed space, such as an office, or is actively eating/drinking. If specific learning objectives within the lab setting require individuals to be closer than six feet, the addition of a face shield to the base face mask is mandated. Any individual may choose to wear PPE above and beyond these minimum standards (e.g., N95 mask) may do so as an additional safety measure. Use of additional PPE (e.g., gloves, gown) is situation- and program-specific.

Regular glasses do not qualify as PPE and cannot be used as such. If an individual requires glasses and must wear protective eye coverings, they may use a face shield or protective glasses or goggles over their personal and regular glasses.

Residence Halls

The residence hall has been de-densified so that all residents are allowed single-occupancy rooms. Cleaning protocols previously outlined in the Facilities/Sanitation section, are also applied within the residence hall.

Course Scheduling/Academic Programming

All classrooms and labs have been evaluated to determine maximum occupancy standards, based upon social distancing guidelines. Class meetings and hands-on learning activities convened on campus have been arranged with strong consideration given to streamlining student flow and minimizing student presence on campus when not participating in a formal learning activity. A majority of coursework will be offered online. Those non-lab courses offered on campus will be recorded to allow individuals with a health-related issue, that limits their participation on-campus, to continue to access the course materials and presentations.

Course schedules have also been adapted to minimize the volume of on campus requirements after the Thanksgiving break.

Classrooms

Classroom and lab capacity has been re-assessed with consideration for the required six-foot social distancing in all directions. Class schedules have been modified to adapt to this reduced capacity and to ensure that adequate time is available for faculty and students to appropriately clean the tables/desks, chairs, etc. with the provided disinfectant. Hand sanitizer is also available at each entry point into the classroom/lab. Individuals must wash their hands with sanitizer, at minimum, each time they enter or exit the classroom/lab.

Minimum six-foot physical distancing guidelines will be clearly marked and communicated in classrooms and common areas. In areas where this may not be easily achievable (e.g., labs), additional physical barriers (i.e., face shields, protective glasses, or protective goggles) will be required. Additionally, lab sections may be divided into multiple sessions to ensure that appropriate distancing occurs. Work stations should be wiped down with surface sanitizing supplies after each class. Non-traditional spaces (e.g., gym, Nelson Conference Center) may be used for larger classes to achieve six-foot physical

distancing capability. Sufficient time between classes has been provided to allow safe egress, entry, and cleaning.

Please see 'Facial Coverings' above for details on the added requirement of face shields if individuals are to be within six feet of each other.

Dining Facilities

Students, staff, faculty, and visitors may use the cafeteria, located in Kettering Medical Center.

Retail Operations

The Campus Corner has been closed for the upcoming term and no other retail operations are located on the college campus.

General Office Environments

For employees, working from home will remain the preferred option for all who can effectively carry out their duties from home. As employees return to campus, rotating work schedules and staggering hours of operation will decrease concurrent on-campus presence. In general office environments where minimum six-foot physical distancing is challenged, the dividers or other physical barriers (e.g., plexiglass) will be utilized.

Masks are required to be worn by individuals in their office unless eating/drinking or if alone in a fully enclosed office/room, at which times face masks may be removed and stored in an envelope or brown paper bag.

Meetings should not occur in an office unless adequate social distancing is maintained and each participant wears the appropriate facial covering(s). If an office does not allow for adequate social distancing, the lobby level conference room (L-16) is available and may be reserved for use.

Regardless of the office or space, any surface that the individual(s) come(s) into contact with should be wiped down with approved disinfectant or wipe, in line with the "you touch it, you clean it" message.

Student Activities and General Campus Events

There are no student activities planned on campus for this Fall term as all activities and events have been shifted to an online, virtual environment.

Students are only permitted on campus to attend those courses offered in person. They may only utilize common areas (e.g., Learning Commons, lobby) if they have a break in between required on campus courses, otherwise they should return home. Faculty are to be on campus only as needed for labs or other essential tasks; office hours will be held virtually. Staff members are only permitted on campus in shifts if unable to perform their duties from home. As much as possible meetings should be held online, or virtually and, if this is impossible, social distancing and mask wearing is mandatory if in-person. Offices, labs, and restrooms will be open to those required to be on campus and common areas will be closely monitored and social distancing enforced.

Campus Visitors

Campus visitation is not encouraged at this time. If visitors come to campus they should have an appointment and must undergo and pass the necessary screening and wear a mask throughout their entire visit to campus.

Testing

The plan for managing students at this time looks like this:

1. We are managing our student population in a way that roughly aligns with how KHN is managing our clinical employee population
2. We are not rolling out a universal testing requirement for our student population though testing is available for symptomatic students through the Student Health Coordinator (SHC), in collaboration with Kroger Health. The symptomatic student, when contacting the SHC by phone, will receive a virtual voucher that will allow the student to order a self-administered home testing kit from Kroger Health, which will be delivered directly to their place of residence. Test sample will be sent back to Kroger Health for processing and evaluation. Positive test results are reported by Kroger Health to the local health department and should be reported to the SHC. The costs of the testing (currently \$119) will be the responsibility of the student.
3. Any student who is sick, who has COVID-19 symptoms, or who is judged to be symptomatic by our screening process will be required to go/stay home, contact our Student Health Coordinator, and will follow our directions.
4. We will be relying on consultative resources in KMC employee health and infection control – either through case consultations or through ongoing policy/procedure validation.
5. We will collaborate with federal, state and local public health entities and adhere to guidelines provided by them to adjust our testing strategy as needed.

Surveillance Testing

To comply with the Ohio Department of Health's *Responsible Restart Ohio Plan* ("Additional Considerations for Developing a Screening Testing Program for Institution of Higher Education (IHE)") the institution has developed and is implementing a COVID-19 surveillance testing plan of asymptomatic students, staff, and faculty, effective the week of October 5, 2020. All students (online program students, defined an individual enrolled in a fully online program (e.g., BSHS, BSN-C) at the institution who do not and will not be on campus for any reason, are excluded), staff, and faculty will be asked to participate in the COVID-19 surveillance testing procedures as written below. Individuals may use the Kroger Health's COVIDCare+ program's testing, for which the institution will bear the cost, or they may pursue their own testing, though at their own cost, and provide the results to the KC Student Health Coordinator (SHC; Sarah Bayer, sarah.bayer@kc.edu) within that same week. Since the selection process is randomized within specified subgroups, individuals may be selected for testing more often than others, while other individuals may not be tested at all.

Three subgroups, and the percentage of that subgroups' population who will be tested weekly, have been identified, based on their risk of exposure:

1. Residents, defined as a student enrolled in the institution who lives within the residence hall (~10%);

2. Non-resident students (online program students excluded)(~2.5%); and
3. Staff and faculty (~2.5%)

At least three percent (3%) of the total institutional population will be screened, though at different rates for each subgroup based on their risk of exposure, each week using the procedures outlined below:

1. The SHC will randomly select individuals to be screened.
2. The selected individuals will be provided a voucher to be used in Kroger Health's COVIDCare+ program (this program allows the individual to complete the self-administered nasal swab PCR COVID test in their own home with guidance from a licensed healthcare provider (HCP) via two-way video chat).
3. Individuals must go to the KrogerHealth website (krogerhealth.com/covidtestkit), enter the voucher code, and answer a brief screening questionnaire, including the waiver allowing results to be shared with the institution.
4. The home collection kit should arrive within two business days after order placement. Order tracking information and an order confirmation will be sent to the email address provided during registration.
5. Once the test kit is received, the individual should collect a sample, with the guidance of a licensed HCP from KrogerHealth via two-way video chat (information to connect will be provided by KrogerHealth) as soon as possible, though same day collection is recommended.
6. The individual should return the sample via the overnight shipping package provided.
7. Results will be shared via phone or email within 48-72 hours after the sample is received by KrogerHealth.

The SHC is responsible for collecting and aggregating the results and disseminating the findings to the office of the president weekly.

Study Abroad and International & Domestic Travel

Kettering College does not have any students participating in Adventist Colleges Abroad or other study abroad program.

International travel is not supported by the college at this time. Per Governor DeWine's travel advisory, Kettering College employees and students are strongly encouraged to utilize safe practices when traveling both in and out of the state of Ohio. The Ohio travel advisory states that residents should use caution when travelling to states with a 15% or higher positive test rate.

It is not necessarily where you go, rather, it is more about what you are doing. Please employ safe practices such as social distancing, wearing masks or face coverings, and maintaining good hand hygiene. We also recommend self-monitoring for CDC-recognized symptoms such as fever, cough, shortness of breath, congestion or runny nose, fatigue, muscle or body aches, new loss of taste or smell, sore throat, nausea, vomiting, or diarrhea. It is also advised that you perform temperature checks twice daily upon your return. Any network employee who shows symptoms upon their return from travel should call Employee Health on their home campus prior to returning to work and students should seek clearance to return from their primary care provider.

We will continue to monitor the advisory and will change our process as necessary. For the most up-to-date travel advisory guidelines, please click [here](#).

Gyms/Recreational Facilities

The gymnasium and exercise room are closed for recreational purposes. The gym may be used for classrooms or labs that require a greater number of students to accommodate social distancing requirements.

Athletics

Kettering College does not support any intercollegiate athletics and will not offer intermural sports during this phase.

Miscellaneous

COVID-19 Self Checker

All Kettering College faculty and students have access to an interactive [COVID-19 Self Checker](#). This interactive chatbot uses an algorithm developed by the CDC to provide information about COVID-related symptoms and help guide participants to appropriate medical care.

Kettering College employees may also access this self-check tool on the Kettering Health Network intranet page. This chatbot also offers a list of the most common questions received by KHN's Employee Health offices.

Coronavirus Updates (Public Health – Dayton & Montgomery County)

<https://www.phdmc.org/coronavirus-updates>

Get the Facts about Coronavirus (CDC)

https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html

Support Resources

Support resources are available through IMPACT solutions, which offers free, limited confidential support to employees and students at MyImpactSoution.com or 1-800-227-6007. Services include:

- Immediate access to licensed mental health professionals
- Online counseling sessions
- Eldercare specialists
- Financial counseling

Revisions

August 26, 2020

Added: “, nor be of the neck gaiter mask variety” (Facial Coverings, ¶1)

Added: “Computer Cleaning” section

Added: “though testing is available for symptomatic students through the Student Health Coordinator (SHC), in collaboration with Kroger Health. The symptomatic student, when contacting the SHC by phone, will receive a virtual voucher that will allow the student to order a self-administered home testing kit from Kroger Health, which will be delivered directly to their place of residence. Test sample will be sent back to Kroger Health for processing and evaluation. Positive test results are reported by Kroger Health to the local health department and should be reported to the SHC. The costs of the testing (currently \$119) will be the responsibility of the student. (Testing, #2)

September 4, 2020

Added: “To ensure that screening has occurred on main campus, all individuals who enter campus and screen negative will receive and don a sticker that includes the screening date. Stickers will not be utilized at the Ollie Davis building due to the limited and controlled points of ingress.” (Health Monitoring, ¶1)

Added: “or bandana” (Facial Coverings, ¶1)

Added: CDC’s “Get the Facts about Coronavirus” resource/link (Miscellaneous)

Added: Public Health – Dayton & Montgomery County’s “Coronavirus Updates” resource/link (Miscellaneous)

September 16, 2020

Changed: “sticker” to “wristband” (Health Monitoring, ¶1)

October 1, 2020

Added: “Surveillance Testing” section (Testing)