

October 30, 2020

STUDENT, STAFF & FACULTY HANDBOOK COVID 19 SAFETY



COVID-19

DOMINICAN UNIVERSITY OF CALIFORNIA

Overview

The goal of Dominican University of California is to ensure a safer return to campus for all students, faculty and staff. This handbook was developed in partnership with the Pandemic Response Team to support a healthier campus environment during the COVID-19 pandemic. We are implementing enhanced health and safety practices and protocols, which includes intensifying cleaning and disinfecting of common spaces, restrooms, and frequently touched surfaces throughout our buildings, maintaining physical distancing, and increasing personal protective behaviors (e.g., handwashing and face covering) based on guidance from the Marin County Office of Education (MCOE), Marin County Health and Human Services (MCHHS), California Department of Education (CDE), the California Department of Public Health (CDPH), and the Centers for Disease Control (CDC).

Please follow these guidelines to help us maintain a safe and healthy learning environment:

- ❑ Follow proper hand hygiene and respiratory etiquette.
- ❑ Limit travel and social activity to reduce possible exposure to COVID-19.
- ❑ Limit participation in group activities and gatherings with mixed households.
- ❑ Maintain physical distance and wear face coverings.
- ❑ Plan for possible campus closures.
- ❑ Review Dominican's site-specific protection plan (Penguin Prepared Plan, found on the [DU website](#)).
- ❑ Do NOT come to campus if you *or anyone in the household* (e.g., parents, children, siblings, roommates) exhibit any symptoms of COVID-19. Per [CDC](#), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. More information below.

SYMPTOMS

If you have any of the following **more common symptoms of COVID-19** – **DO NOT COME TO CAMPUS**. If you are living in the residence halls, or a student living off-campus, please call the **Student Health Center** for guidance. **studenthealthcenter@dominican.edu** or **(415) 485-3208**. Faculty and staff, please notify your supervisor.

Those common symptoms include:

- Fever (100.4°F/38°C or higher) or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Not being able to taste or smell
- Headache
- Diarrhea
- Nausea or vomiting

You have THREE possible choices for response:

1. **You can be tested for COVID-19.** Individuals may return to campus if they test negative for COVID-19 (with copy of a negative test); if positive, you must stay at home and isolate for at least 10 days. *Individuals should not be re-tested for COVID-19 within 3 months of initial COVID-19 infection.*
2. **Your healthcare provider must provide an alternate diagnosis** - e.g., migraine, strep throat - **and** your symptoms are improving **and** you are fever-free for 24 hours without the use of fever-reducing medications.
3. **You may isolate at home for at least 10 days.** If you do not receive a COVID-19 test or an alternative diagnosis, you must isolate at home for at least 10 days. (If you are a student wishing to isolate on campus, you must contact the Student Health Center to make arrangements.)

Individuals who exhibit the following **less common symptoms of COVID-19** must **remain off campus**, and be evaluated by a healthcare provider to determine if COVID-19 testing indicated (*if COVID-19 test is not performed, and symptoms persist, see #2 above*).

- New onset of stuffy or runny nose (different from pre-existing allergies)
- Body aches
- Fatigue or lethargy

CLOSE CONTACT/POTENTIAL EXPOSURE

You should isolate or quarantine if you have been in "close contact" with people who have tested positive for COVID-19.

Close contact means:

- Any household member;
- Individuals that have shared a home within 14 days of a person's COVID-19 diagnosis;
- Intimate partners;
- Caregivers;
- Having been within six feet of an infected person for 15 minutes or longer (cumulatively over a 24-hour period).

Isolation and quarantine are public health practices used to protect the public by preventing exposure to people who have or may have a contagious disease.

- **Isolation** separates sick people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms

Any student, faculty or staff member who has tested positive for COVID-19 or who has been a close contact to someone with COVID-19 must stay home from campus and follow Marin County Public Health's [At Home Quarantine & Isolation Safety Guidance](#). Individuals must notify Dominican immediately if they or a household member tests positive for COVID-19 or if a household member may have been exposed to COVID-19.

Students should notify the Student Health Center **AND** VP of Student Life Paul Raccanello at paul.raccanello@dominican.edu.

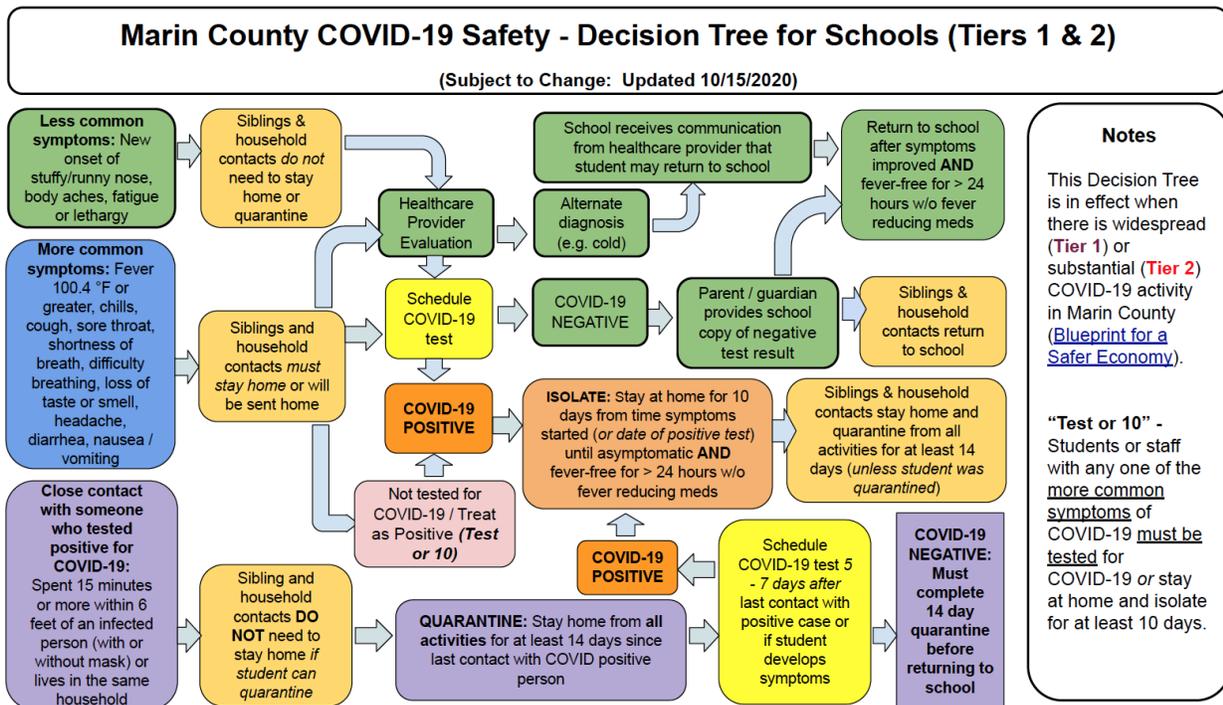
Faculty and staff should notify COVID-19 Lead Marly Norris at marly.norris@dominican.edu or 415.482.1944.

This information will be kept confidential.

More resources can be found at:

- [Marin County Health and Human Services Coronavirus Information](#)
- [Marin County Health and Human Services Coronavirus Information - Schools \(K-12\)](#)
- [CDC Back to School Planning for In-Person Classes](#)
- [CDPH Guidance for Institutions of Higher Education](#)

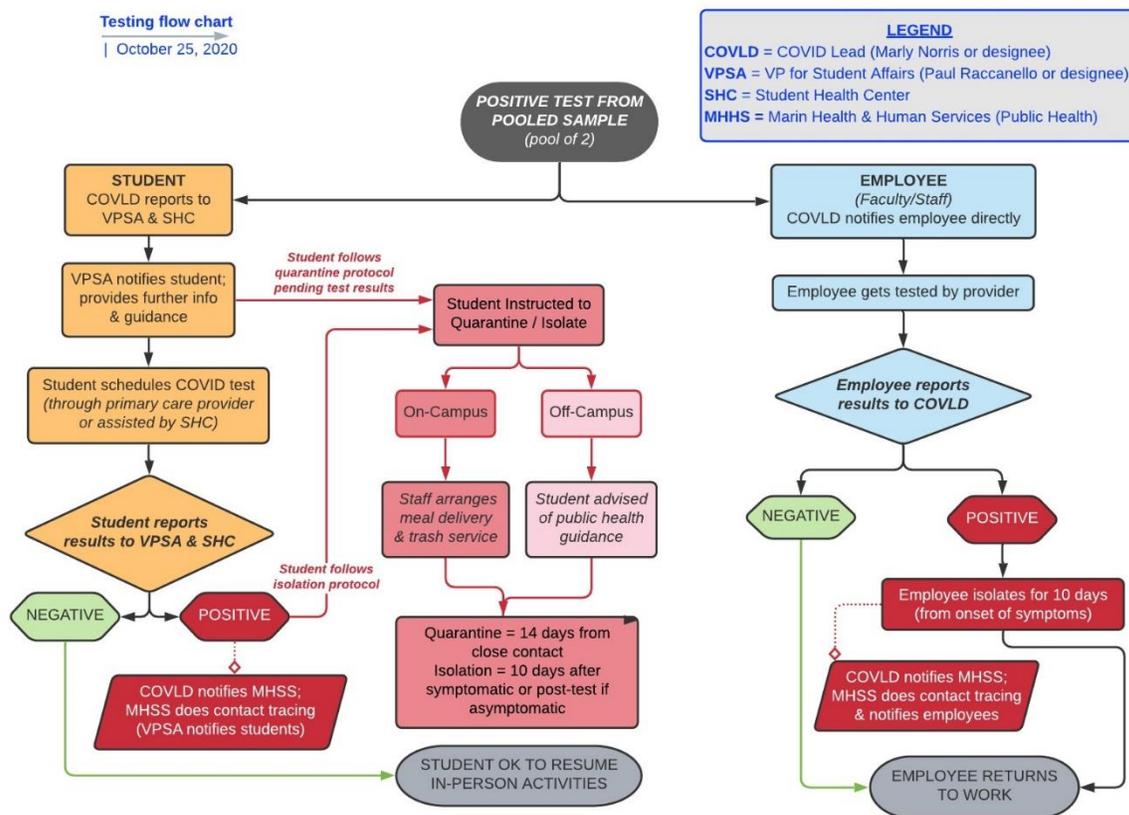
For questions about COVID-19, please call the Marin Health and Human Services phone call center at (415) 473-7191 [9:30 a.m. to noon and 1 to 5 p.m. weekdays]. Interpreter services are available.



ON CAMPUS TESTING PROGRAM AT DOMINICAN

For the remainder of the Fall 2020 semester, Dominican will be conducting pooled saliva testing in Creekside Lounge on Caleruega Plaza. Testing is typically scheduled for every Monday from 9AM – 3PM; no appointments are scheduled, testing is drop-in. Any one – faculty, staff, or student – who is on campus on a regular basis is asked to be tested. Everyone will be tested multiple times throughout the semester; students will receive an email from Paul Raccanello to remind them of their upcoming testing date. Faculty and staff will receive an email from Vickie Hall. If you have not yet been tested, or have any questions, please send an email to penguinprepared@dominican.edu.

If a positive pool is returned from campus testing, the following diagram will be used for notification:



Designated COVID-19 Contacts

If you have symptoms or believe that you have been exposed to COVID-19 through close contact (15 minutes within 6 feet of an infected individual). Contact:

STUDENTS

- Student Health Center
 - studenthealthcenter@dominican.edu
 - 415.485.3208
- Paul Raccanello, VP of Student Life
 - paul.raccanello@dominican.edu

FACULTY/STAFF

- Your Supervisor
- COVID-19 Lead Marly Norris
 - marly.norris@dominican.edu or 415.482.1944

Preventative Measures on Campus

PHYSICAL DISTANCING

Marin County Public Health recommends physical distancing of six feet is maintained between all individuals; four to six feet distance is permissible between students within a classroom or instructional area. Dominican University has the following measures in place to ensure individuals stay at least 6 feet apart while in lines, hallways, and at all other times:

- Decals/tape on floors and sidewalks to indicate 6 feet distance in areas where people typically line up or gather;
- Signs on all outer building doors and table tents to serve as a reminder to stay 6 feet away from others; signage throughout campus outdoor spaces;
- Classroom seating/desks spaced 6 ft apart;
- Outdoor learning spaces utilized when practicable.

In the case of students receiving essential workforce training as designated by the State of California, working in closer proximity (closer than 6 feet) may be needed. In these cases, additional precautions are in place. Guidelines regarding these enhanced protection measures for close proximity work are aligned with CDC recommendations for essential workers, and are available at upon request from penguin.prepared@dominican.edu.

EXTERNAL EVENTS

External events are currently not allowed on the Dominican campus, due to current State and County guidelines. Current State guidelines are as follows:

Limit, to the greatest extent permitted by law, any nonessential visitors or volunteers from accessing campus. In-person activities or meetings involving external groups or organizations – especially with individuals who are not from the local geographic area (e.g., community, town, city, or county) are not allowed at this time.

For up to date Information about the State County Data Monitoring List, which counties are on it, and what activities are impacted by it, see the [California COVID-19 website](#).

Once State and County guidelines allow, events will resume adhering to the most current guidelines available. For further documentation on rules, procedures, and guidelines, please visit the [Events and Conference Services webpage](#), under the heading “Dominican Events Protocol” on the main page.

PUBLIC PRESENCE ON CAMPUS GROUNDS

Those who wish to walk or enter the Dominican campus are expected to follow the rules posted on the signage throughout campus. These rules include maintaining social distancing from others that are not in their family group, wearing a face covering at all times, and remaining outside of buildings and facilities unless on official business with Dominican or a designated Dominican staff member. **ALL BUILDINGS ARE CLOSED TO THE GENERAL PUBLIC.**

Dominican Security has been tasked with enforcing these rules on our campus. Compliance issues will be noted by security staff and reported. Visitors who refuse to comply with the guidelines of the Dominican campus will be asked to leave the premises.

WATER ACCESS

Individuals should bring **a personal water bottle of their own from home that they do not share**. All drinking fountains will be disabled in order to reduce virus transmission; water dispensers should be cleaned prior and following use.

DINING SERVICES

All meals in Caleruega will be safely delivered and prepared in accordance with CDC guidelines as well as local Marin County Environmental Health (MCEH) guidelines [“Coronavirus COVID-19 Revised Guidance for Food”](#). Epicurean Group (EG) has also developed a plan that has been reviewed and approved by MCEH, and will continue to update and review guidance on a regular basis.

EG will operate on a cashless basis in accordance with Marin County Health guidelines and provide a system that accepts credit card or Penguin Pass payments.

Social distancing measures and signage are in place for all meal periods, and all seating has been arranged in respect to these measures. Additional outdoor seating has been added. EG staff will wear the proper EPE when on the Dominican campus, especially in high traffic areas, and all staff members will be temperature screened prior to the beginning of their shift. EG employees will also attest that they are not experiencing COVID-19 symptoms or have not had contact with those that are currently COVID-19 positive or experiencing symptoms.

Frequent sanitization between mealtimes and nightly disinfecting will be implemented. A sanitation station will be available.

GRAB AND GO OPTIONS

Pre-order and prepay opportunities will be available through the mobile ordering app that can be downloaded from your app store. The app will allow online ordering and pick up for Chilly’s Cafe if a student does not wish to sit in the dining hall for their meals.

Health and Hygiene Practices

California has mandated that face coverings will be required in indoor settings for everyone over age two. This is part of a statewide effort to help stop the spread of COVID-19. Face coverings are **required** to be worn by all faculty, staff and students unless exempt for medical reasons, **in which case a healthcare provider's note is required**. If an individual does not have a face covering or has lost theirs, one can be picked up at the Student Health Center in Bertrand Hall.



Any individual who refuses to wear a face covering will be asked to leave campus.



Face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the face-covering without assistance

Acceptable face coverings

A face covering means: a covering made of fabric that covers only the nose and mouth and surrounding areas of the lower face. Early research shows a high thread-count cotton outperforms low thread-count and synthetic materials. Examples include: a cloth face cover, homemade ear loop mask, neck gaiter, or surgical mask.

Unacceptable face coverings

- Halloween or plastic masks, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask)
- Face coverings worn by individuals must be appropriate and meet dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc).

Wearing face coverings correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.

Removing face coverings correctly

Be careful not to touch your eyes, nose, and mouth when removing. Wash hands immediately after removing. [CDC How to Safely Wear and Take Off a Cloth Face Covering](#).

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine.

Hand Hygiene

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school.

Five steps to proper handwashing

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

How to use hand sanitizer

- Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
- Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Cough Etiquette and Other Important Health and Hygiene Practices

Please remember these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Cough and sneeze away from other people, and into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain six (6) feet of physical distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of physical distancing measures while not on campus, including discouraging students from gathering elsewhere.

Flu Vaccine

Marin County Public Health strongly recommends that all Marin County residents six months and older get their seasonal flu vaccine.

Flu vaccines are available for all Dominican Community members in the Student Health Center (SHC) for \$20. If this cost is a hardship, please let the SHC know. Or you may visit <https://flu.marinhhs.org/where-get-vaccinated> to find other locations to get vaccinated.

Student Health Center

Students should always call the Student Health Center (415) 485-3208 or via email at studenthealthcenter@dominican.edu prior to visiting. If a student is concerned about symptoms or exposure to a COVID-19 infected individual, the Student Health Center can help arrange for an individual COVID-19 test off-campus.

Anxiety

If individuals are feeling worried or anxious, they can sometimes present with physical symptoms (e.g., headache, abdominal pain). For help in learning how to deal with that anxiety in a healthy way, contact the following resources:

Students in need of mental health services can request free telehealth counseling appointments with University Counseling Services (UCS). To access UCS, call the Student Health Center at (415) 485-3208, leave a message on the UCS voicemail line at (415) 485-3258 or go online at <https://www.dominican.edu/campus-life/health-and-wellness/university-counseling-services> to request an appointment.

For urgent concerns, same day appointments are available by contacting the Student Health Center.



FAQs

“I tested positive for COVID-19 but had no symptoms.”

If you continue to have no symptoms, you can return to school after 10 days have passed since you had a positive viral test for COVID-19. You will be notified of your appropriate return date by the VP of Student Life (if you are a student) or HR (if you are faculty or staff). Retesting is not required and not advised. If you develop symptoms after testing positive, contact your healthcare provider.

“I tested positive for COVID-19 and had symptoms.”

An individual who tested positive for COVID and had symptoms can return to campus 10 days after their symptoms first appeared *and* their symptoms have been improving *and* they have been fever-free for 24 hours without the use of fever-reducing medications. You will be notified of your appropriate return date by the VP of Student Life (if you are a student) or HR (if you are faculty or staff).

“I stayed home or was sent home because of COVID-19 symptoms.”

If you stayed home or were sent home for COVID-19 symptoms, you may return to school after you test negative for COVID-19 and/or after your healthcare provider provides an alternate diagnosis - e.g., migraine, strep throat - *and* your symptoms are improving *and* you are fever-free for 24 hours without the use of fever-reducing medications.

If individuals do not get tested or do not have an alternate diagnosis, they must isolate for at least 10 days *and* be fever-free for 24 hours without the use of fever-reducing medications before returning to school (**Test or 10**). *Roommates or other household members attending school must also stay at home until the symptomatic individual tests negative for COVID-19 or for at least 14 days* after last contact with symptomatic person. All household members must follow Marin County Public Health’s [At Home Quarantine & Isolation Safety Guidance](#).

“I or a household member was exposed to COVID-19 (at school or at home).”

If you or a household member had close contact with someone with COVID-19, you must stay at home and quarantine for 14 days after your last contact with the COVID positive person. You must complete a 14-day quarantine and may *not* return to campus **even if you test negative for COVID-19. Individuals should be tested for COVID-19 five to seven days after their last exposure.** Contact your healthcare provider to review isolation and quarantine orders.

If you develop symptoms during quarantine, you may not return to campus until 10 days after your symptoms first appeared *and* your symptoms have been improving *and* you have been fever-free for 24 hours without the use of fever-reducing medications.

“I was diagnosed with another illness / communicable disease.”

Depending upon the illness, a clearance from the individual’s healthcare provider may be required for return to campus after illness.

Community Clinics in Marin County

You can find a list of community health centers and clinics in Marin County on the [Redwood Community Health Coalition's website](#). These health centers and clinics are dedicated to providing high quality, affordable health services to families and children and will serve **uninsured/underinsured** families.

For questions about COVID-19, please call the Marin Health and Human Services’ call center at (415) 473-7191. The call center is open from 9:30 a.m. to noon and 1 to 5 p.m. on weekdays. Interpreter services are available.