

# SAGU American Indian College



## **COVID-19 Health Guidelines**

For Administration, Faculty, Staff, and Students

**Fall 2020**

Updated: August 12, 2020



**Welcome to SAGU AIC!** Your safety and well-being is our priority. As we enter the Fall 2020 semester, the Administration, Faculty, and Staff of SAGU AIC want to assure you we are following all CDC Guidelines for the re-opening of Colleges

and Universities. We have completed steps in preparation for the students' arrival on campus for the semester. Once students arrive, following these COVID-19 guidelines will ensure that everyone remains safe and protected. We will continuously monitor and adjust our plan as needed.

**POPULATION:** Our campus student population is comprised of 90% minority students, with over 50% of all of our students being Native American. SAGU AIC is aware of the extreme impact this pandemic has had on our Native American population. As a result, we will be doing everything we can to keep all of our students, administration, faculty, and staff safe. Our goal is to prevent the further spread of the coronavirus; however, no facility can guarantee against exposures or infection. It is therefore incumbent on everyone to become familiar with these guidelines by reading this manual and following these steps.



**RISK FACTORS:** According to the Centers for Disease Control and Prevention, the risk of persons aged 15-24 becoming infected with the corona virus is 0.1%. It is more likely that people in this age bracket will experience the following: influenza, pneumonia, traffic accident, or boating accident. In other words, the risk of being infected with COVID-19 is extremely low.

**DESIGNATED COVID-19 COORDINATOR:** The campus administration has designated Dr. Sherry Jones as the campus COVID-19 Coordinator. These campus guidelines are based on research and the CDC recommendations. We have tasked Dr. Jones with keeping up-to-date with the latest recommendations from the CDC as well as best practices being implemented at other colleges and universities. This COVID-19 Preparedness Manual has been created to assist you, as well as our administration, faculty, and staff and is also available on our website [aicag.edu](http://aicag.edu). Questions and concerns can be communicated to Dr. Jones at [sjones@sagu.edu](mailto:sjones@sagu.edu).

## THE NEW NORMAL:

Welcome to “The New Normal”! The American College Health Association states: “Meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face covering in public is the campus’ new normal.” As an employee or student, we agree to conform to CDC and school guidelines in order to promote a safe worksite and healthy life habits. Here is an overview of CHA recommendations:



## GENERAL GUIDELINES:

- Wash your hands often. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your face. Your eyes, nose and mouth are common entry points for germs.
- Cover your mouth and nose when coughing or sneezing. Use a tissue or your sleeve (not your hands).
- Clean and disinfect frequently touched objects and surfaces, such as door handles, groceries or take-out food containers, countertops, kitchen areas, and cell phones.
- Students and faculty are encouraged to wear face masks continuously while on campus. Face masks will be available to all students and faculty. Face masks will be available at designated locations throughout campus.
- Students, staff, and faculty should practice social distancing on and off campus. This includes dorm rooms, as well as gathering at places where there is close contact with large groups of people.
- We have constructed protocols for meetings with faculty and staff in office workspaces. **(See Appendix C)**
- Questions and concerns can be communicated to Dr. Jones at [sjones@sagu.edu](mailto:sjones@sagu.edu)

## MEDICAL INFORMATION

- Faculty, staff, students and their families/guests will have their temperature taken as they are entering the campus upon arrival at the beginning of the semester. Anyone with a temperature above 100 degrees will not be allowed on campus for the protection of our SAGU AIC family and guests.
- Any person who comes to campus agrees to comply with all terms of this protocol and, in the event that they test positive for COVID-19, agrees to share their test result with the University and grants permission for the University to trace their close contacts within the University

community and notify them of the test result. The notification will not include the name of the person who tested positive, but in some situations the person notified may be able to determine the identity of the person based on their limited interactions on campus.

- Persons who are permitted on campus under this protocol who interacted with a person known or suspected to have COVID-19 within the last 14 days are required to self-report their contact to the administration.
- Students with health concerns can request a temperature check at any time.
- Temperatures may be taken randomly throughout the week.
- Local health officials such as Indian Health Services, private health providers, and public health services will be consulted as needed. We may be providing other services on campus such as: a physician's assistant, nurse practitioner, or registered nurse. Other possible resources include Nurse on Call, Nurse Now with Banner Health, and other emergency health providers.

## **HEALTH & WELLNESS AT SAGU AIC**

- **Healthcare at SAGU AIC:** Campus residents may access **Warrior Care** provided through **Timely MD**, a telehealth company with access to a network of licensed health providers, mental health providers, and clinical psychologists throughout the nation. This service provides students with 24/7 access to quality care from anywhere, (even from your dorm room on campus or from home during breaks). With **Timely MD**, wait-time averages less than 5 minutes to see a physician or mental health provider, and prescriptions are available if deemed appropriate by the provider.  
(See Appendix B)
- **Mental Health Services at SAGU AIC** are also provided by **Warrior Care** through Timely MD. In addition, SAGU AIC employs both a male and a female counselor for on-campus care. Students may check the counselors' schedules and availability by contacting Blair Schlepp, M.A.C. or Veronica Ramirez, M.S. Social distancing will be practiced in all counseling sessions.

**SYMPTOMS: COVID-19 symptoms** may appear **2-14 days after** exposure to the virus.

### **See Appendix A**

. You may experience any, some, or all of these:

- Fever
- Cough
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Shortness of breath or difficulty breathing

## WHAT TO DO IF YOU FEEL ILL:

- Students who believe they have COVID-19 symptoms should start by utilizing their **Warrior Care** service. Based upon the medical advice they receive from **Warrior Care** or another qualified health care professional, the next steps can be determined.
- Students who are enrolled tribal members may access free health care at Native health facilities. The clinic closest to the campus is: **NHW Community Health Center**, 2423 West Dunlap Ave, Suite 140, Phoenix, AZ. **(See Appendix B)**
- All other students may ask for hardship forms to receive discounted health care services at **NHW Community Health Center**, 2423 West Dunlap Ave, Suite 140, Phoenix, AZ.
- The NHW clinic also provides **Telehealth** services for already established patients. Call (602) 278-5262 to schedule a virtual visit. For more information, go online to: [Nativehealthphoenix.org](https://www.nativehealthphoenix.org)

## COVID-19 TESTING

- **NHW Community Health Center** (2423 W. Dunlap Ave, Ste. 140, Phoenix, AZ. 85021) provides free COVID-19 tests through their partnership with Next Gen Lab. Students requiring COVID-19 testing are advised to call ahead (602-279-5351) to alert the clinic in advance.
- **Phoenix Indian Medical Center** (4212 N 16th St, Phoenix, AZ 85016) also provides the COVID-19 test. Our Native students may access this service for free. Walk-ins are accepted, but you **MUST** be showing COVID symptoms in order to be tested. Call 602-263-1200) for more information.
- **NextCare Urgent Care** (8101 N 19th Ave, Suite A, Phoenix, AZ, 85021) provides a drive thru and rapid test with same day results. They accept insurance or charge out of pocket.
- **LabCorp** provides anti-body test for \$50. Students can fill out a questionnaire online <https://www.labcorp.com/antibody-testing> to see if they are eligible to receive the test. **(See Appendix B)**

## PREVENTION: Routine Cleaning and Disinfecting

- Signs will be posted on campus and students, faculty, and staff will be encouraged to follow safe distancing, handwashing strategies, and avoid touching their faces.
- Face masks and gloves will be available at designated locations throughout campus; however, students are encouraged to come prepared with their own cloth face masks and gloves.



**The following campus areas are of key concern:**

### Common Areas

- Common areas throughout the campus including lobby areas and bathrooms will be cleaned and sanitized on a regularly scheduled basis by the cleaning staff.
- Hand sanitizing stations will be available in all bathrooms and lobbies.
- Disinfectant hand soap will be available in all bathrooms.

### **Classroom Spaces**

- Students should wash their hands after each class, following recommended CDC guidelines.
- Hand sanitizing stations will be provided in each classroom.
- All classroom surfaces will be cleaned and wiped down with disinfectant solution prior to the beginning of the semester as well as at the end of each class.
- Adjustments will be made to allow social distancing guidelines to be followed.
- Student seating is pre-arranged to allow for social distancing. Signs are posted indicating spaces that are open for seating.
- The furniture in each classroom is NOT to be re-arranged.
- Please stay 6' away from others.
- Face masks or shields must be in place before students can enter any building, office, or classroom, on campus. Students who refuse to comply with this requirement will not be allowed to attend class and will be marked absent for the session.

### **Computer Lab**

- The Computer lab will be disinfected once per day.
- Hand sanitizer stations will be provided in the Computer Lab.
- Adjustments will be made to allow social distancing guidelines to be followed.
- Face masks or shields must be in place before students can enter any building, office, or classroom, on campus. Students who refuse to comply will not be allowed to enter the building. Removal of face masks while in the room or building will result in being required to leave immediately.
- Student seating is pre-arranged to allow for social distancing. Signs are posted indicating spaces that are open for seating.
- The furniture in each classroom is NOT to be re-arranged.
- Please stay 6' away from others.

### **Library**

- Library access may be limited due to social distancing rules.
- Hand sanitizing stations will be available in the library.
- Face masks or shields must be in place before students can enter any building, office, or classroom, on campus. Students who refuse to comply will not be allowed to enter the building. Removal of face masks while in the room or building will result in being required to leave immediately.
- Student seating is pre-arranged to allow for social distancing. Signs are posted indicating spaces that are open for seating.
- The furniture in each classroom is NOT to be re-arranged.
- Please stay 6' away from others.

### **Cafeteria**

- Cafeteria services will provide meals for students on campus following guidelines for cooking, serving, cleaning and sanitizing surfaces.
- Hand sanitizing stations will be available in the Cafeteria.
- Face masks or shields must be in place before students can enter any building, office, or classroom, on campus. Students who refuse to comply will not be allowed to enter the building. Removal of face masks while in the room or building will result in being required to leave immediately.

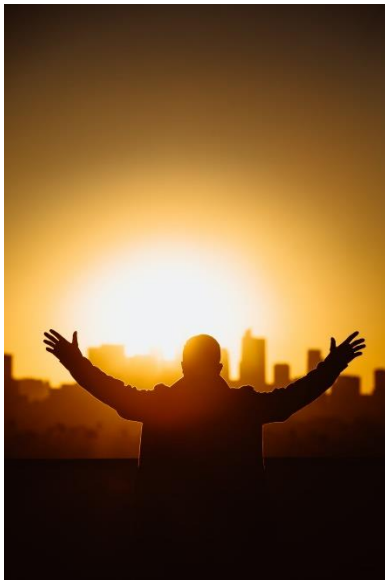
- Student seating is pre-arranged to allow for social distancing. Signs are posted indicating spaces that are open for seating.
- The furniture in each classroom is NOT to be re-arranged.
- Please stay 6' away from others.

### **Gymnasium**

- The Scott Activity Center (gymnasium) will be open only to SAGU AIC students. Social distancing measures will be in place during athletic practices and events.
- Hours of availability will be posted on gymnasium doors and will be announced using several different outlets such as text, social media, announcements, etc.

### **Dorm Rooms**

- Students will clean and disinfect their own dorm rooms weekly, focusing on frequently touched surfaces.
- SAGU AIC will provide students with initial cleaning supplies, however; when those supplies are exhausted, students will be held responsible for cleaning and disinfecting personal items and dorm spaces at least once a week. Cleaning supplies will be provided upon request. Requests will be made to the Resident Life staff.



### **Warrior Worship**

- We believe that Warrior Worship is essential to the spiritual well-being of our students. Warrior Worship will continue to meet on a regularly scheduled basis.
- Attendance requirements will be enforced.
- Adjustments will be made to allow social distancing guidelines to be followed.
- Face masks or shields must be in place before students can enter any building, office, or classroom, on campus. Students who refuse to comply will not be allowed to enter the building. Removal of face masks while in the room or building will result in being required to leave immediately.
- Student seating is pre-arranged to allow for social distancing. Signs are posted indicating spaces that are open for seating.
- The furniture in each room is NOT to be re-arranged.
- Please stay 6' away from others.

### **Safe Campus Housing**

CDC Guidelines indicate that any room that has been unoccupied for 7 days or more will only require normal routine cleaning to reopen the area. Research shows that COVID-19 does not survive on surfaces longer than one week. Students should thoroughly clean their dorm rooms weekly. Room checks will be conducted on a regularly scheduled basis.



### **ISOLATION GUIDELINES for students with symptoms of COVID-19**

- Students displaying symptoms will be moved to Isolation Rooms (dorm rooms designated as such) and will remain in isolation until symptoms disappear or until the student is cleared following a physician's care. Isolation rooms will be thoroughly cleaned following each use.
- Anyone who has been in close contact with a person who is displaying symptoms will be required to self-isolate.
- If a student tests positive for the Corona Virus, SAGU AIC campus leadership will work closely with local health officials to determine whether additional measures are needed.
- Isolated Students: Coursework will be delivered either on-line or via paper packets of work. Meal service will be provided in disposable containers.
- Any confirmed COVID-19 cases on campus will require confidentiality: the privacy rights of the student, staff, or faculty are protected by the Americans with Disabilities Act (ADA), the Family Education Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPPA).

### **Group Gathering and Events**

- Events at which members of other communities where cases of COVID-19 have been identified will be evaluated on a case by case basis. Any contact which will put the SAGU AIC students, staff, or their families in close proximity to those who have or have had the virus will be avoided.
- In order to protect the entire SAGU AIC community and our visiting families, events may be cancelled or attendance may be limited.



### **SAGU AIC Sponsored Travel**

- Only critical travel is permitted and all travel requires administrative approval.
- It is strongly recommended that University Travel not involve transportation via shared carrier, including but not limited to airline flight, train, or commercial bus.
- Students, faculty and staff who are expected to attend off campus events and reasonably fear for their health or feel they may encounter an unhealthy environment have the privilege of opting out or leaving the offsite activity at their expense.
- Any person traveling to campus, including returning students, is subject to a temperature test.

### **Communication**

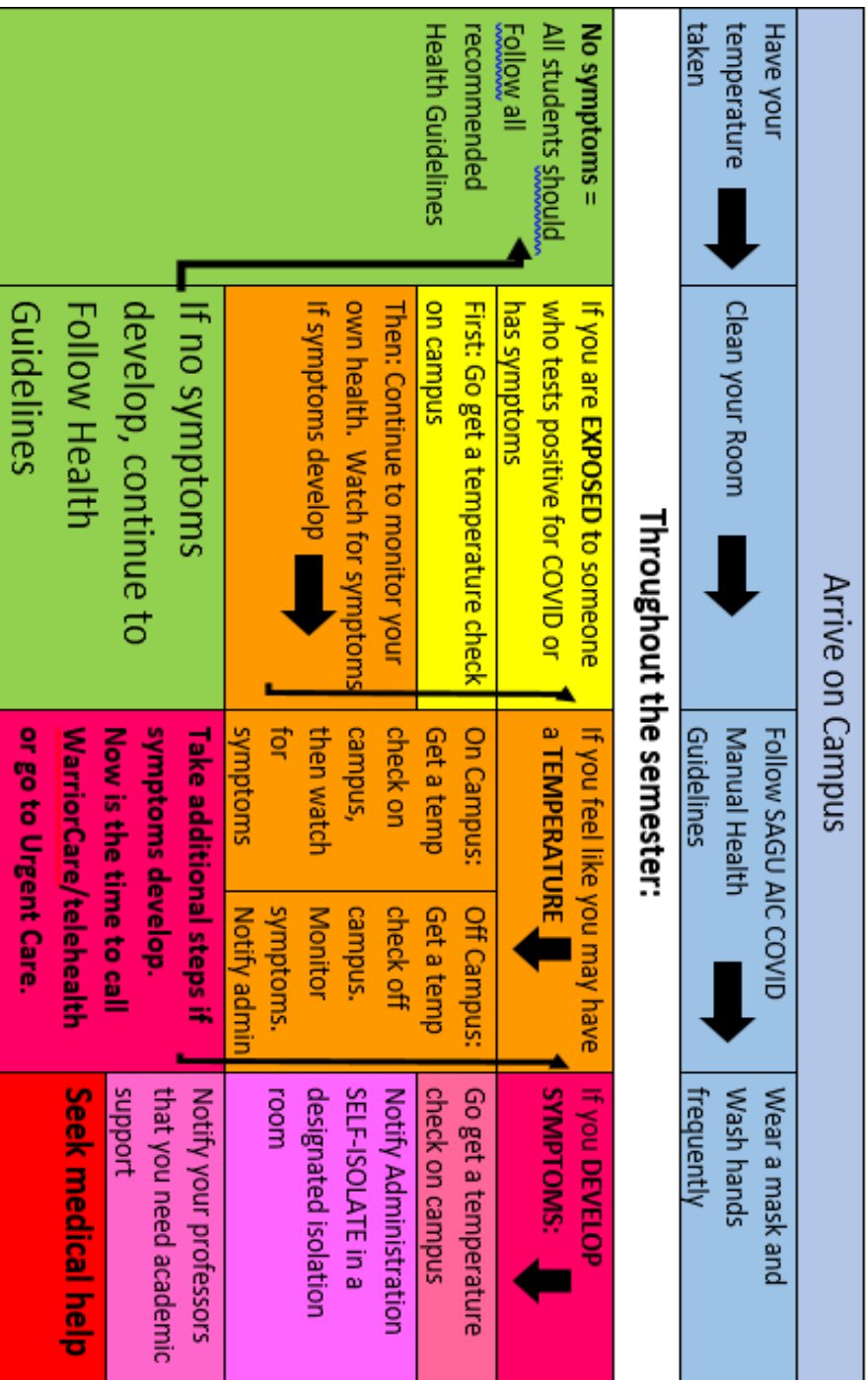
- SAGU AIC will use multiple methods of communication to keep students apprised of any changes in campus schedules. Methods of communication will include: Blackboard Emergency Notification system, individual Course Pages on Blackboard, mass e-mails to students via Lionmail accounts, face-to-face contact, posted notices, social media, and web-page notifications. Student privacy will be maintained at all times. Student information may not be shared with anyone, including parents, unless the student signs a consent form available on the SAGU AIC website.
- Questions and concerns can be communicated to Dr. Jones at [sjones@sagu.edu](mailto:sjones@sagu.edu).



**As we look ahead to the Fall semester, we want to assure students and families that no matter what COVID-19 looks like in August, SAGU AIC has plans in place to keep students, faculty and staff as safe as possible. Our plan is to adapt to any needed contingencies as they arise.**

**Therefore, we are making plans to welcome students back to our SAGU AIC campus to begin or continue their college education, to help them grow in faith, and to affirm the knowledge that God is faithful and He is in control.**

# APPENDIX A



## Appendix B Health & Wellness at SAGU AIC: Quick Reference

		Warrior Care		Other Medical Care		
Student Service	Timely MID	Mental Health Services	Native Students	Non-Native Students	Urgent Care and COVID Testing near campus:	
What is it?	Telehealth access to national network of licensed health providers	On Campus face to face counselors	Free medical care for enrolled tribal members	Apply for hardship status for discounted services at NHW Health Center or use Urgent Care 	<b>NEXTCARE</b> 8101 N 19th Ave A, Phoenix has urgent care or rapid drive through TESTING. Accepts insurance or pay out of pocket.	
When or where can I use it?	24/7 access to quality care from anywhere. Call (602) 278-5262 to schedule a virtual visit.	On Campus by appointment: Contact Blair Schlepp or Veronica Ramirez	<b>In-Person Care: NHW Community Health Center</b> , 2423 West Dunlap Ave, Suite 140, Phoenix, AZ. This Native Health facility is the closest to the AIC campus.	<b>Phoenix Indian Medical Center</b> (4212 N 16th St, Phoenix, AZ 85016) also provides the COVID-19 test. Our Native students may access this service for free. Walk-ins are accepted, but you <b>MUST</b> be showing COVID symptoms in order to be tested. Call 602-263-1200) for more information.	Other Urgent Care: <b>Express Urgent Care</b> 9002 N Central Ave #100, Phoenix, AZ 85020 OR: <b>FASTMED</b> 2860 W Peoria Ave B, Phoenix, AZ 85029	COVID Testing: <b>LabCorp</b> will test for \$50.00. Fill out the online questionnaire before you go to see if you qualify: <a href="https://www.labcorp.com/antibody-testing">https://www.labcorp.com/antibody-testing</a>
On Campus or Off Campus	Both	On Campus	Off Campus: <b>NHW Community Health Center</b> , 2423 West Dunlap Ave, Suite 140, Phoenix, AZ	Off Campus: Use local Urgent Care 	Off Campus	
			<i>All Students: For a virtual visit, call Telehealth (602) 278-5262 to schedule a virtual visit.</i>			
RX available	Yes	No	Yes	Yes	Yes	
Online?	Yes	No	<a href="http://Nativehealthphoenix.org">Nativehealthphoenix.org</a>	Yes	No	

## APPENDIX B

## APPENDIX C

## List of office protocols:

- Post signs at entrances describing the protocols for COVID-19 safety precautions. Include on poster: If you are experiencing any of the COVID-19 Symptoms as listed below, inform your department director ASAP.
  - o Fever
  - o Cough
  - o Shortness of breath
- Employees are permitted to wear a mask and are encouraged to do so when social distancing is not possible. In addition, there may be areas of situations in which masks and/or gloves may be required. In such cases they will be provided by the University.



- Good handwashing practices are mandated. Soap and hand sanitizers must be kept full. Employees are encouraged to bring their own beverage bottles, cups, etc., as drinking fountains will be disabled to reduce the spread of germs between individuals.

- When meeting in person, maintain 6 ft. distancing during meetings, discussions, and interactions. Set up meetings in oversized rooms to allow for distance within groups. The use of video or other digital meeting media is always an option while working on campus and is required when appropriate distancing is not possible.



- Limit the number of people visiting an office to one at a time. Create a waiting area that allows people to maintain comfortable distance. Set up appointments in advance to limit number of people waiting.
- Disinfect any shared work spaces after use (printers, copiers, work stations) and regularly disinfect break areas.