

**SAILFISH SAFE**

**PALM BEACH ATLANTIC UNIVERSITY**



# Our Plan for a Safe Semester



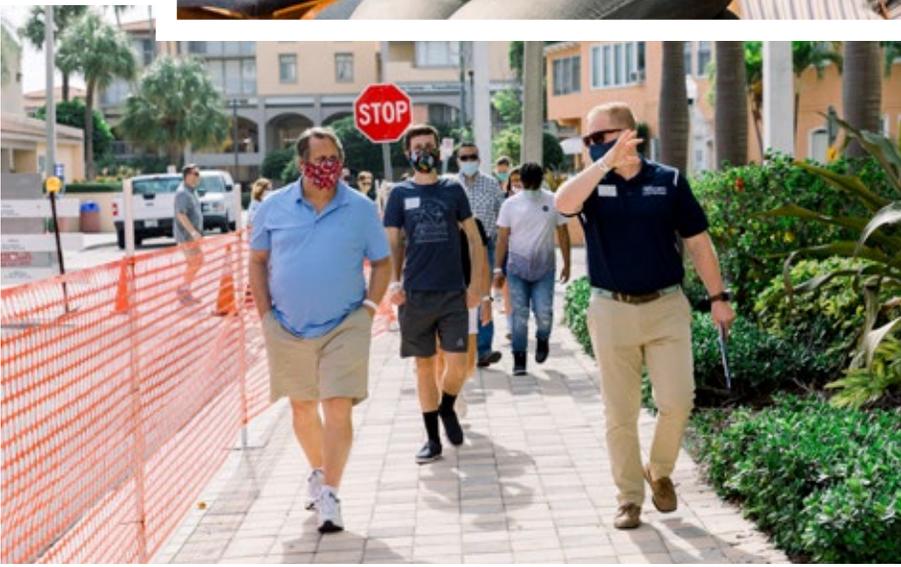
**Fall 2020**

Updated 9/22/20



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*Families enjoy SOAR together.*

# INTRODUCTION



The previous edition of Sailfish Safe contained Palm Beach Atlantic University's re-opening plan. It focused on the preparations for re-opening our campuses in West Palm Beach and Orlando. We have now successfully re-opened both campuses and our focus is keeping our community healthy and safe while providing excellent Christ-first education. In this document, you will find our policies, procedures, and guidelines related to COVID-19.

The University has implemented four main initiatives to help keep the campus safe. These are **physical distancing, facial coverings, hygiene practices, and Daily Wellness Checks.**

The first three initiatives aim to limit the spread of COVID-19 and promote a healthy campus through common practices. The Daily Wellness Checks promote a healthy campus by changing the paradigm of illness. For years, coming to school or work while sick has been seen as a virtue. Now, the virtue is to stay home when sick in order to protect the health of others. The Daily Wellness Check encourages students and employees to think about their health status and report any symptoms associated with COVID-19 as well as close contact with anyone who has COVID-19.

Although there are many aspects to our Sailfish Safe plan, they all support the main four initiatives.

# EXECUTIVE SUMMARY



To design, implement and evaluate COVID-19 measures on campus, the University has appointed Patrick Heyman, PhD, APRN as director of COVID-19 operations at Palm Beach Atlantic University. Patrick Heyman is a nurse practitioner and Associate Dean of Nursing. In addition to coordinating the various COVID-19 initiatives, he also oversees the Health Alert Team. COVID-19 Operations is housed within the Student Development Division.

## HEALTH ALERT TEAM

Patrick Heyman and a team of nurses:

- Reviews all Daily Wellness Checks and answers questions from employees and students regarding COVID-19.
- Conducts informational interviews that determine whether an individual needs to be isolated, quarantined or cleared for return.
- Monitors community members who have tested positive, experienced symptoms or entered quarantine until they are cleared to return to campus.
- Reports all positive COVID-19 test results to the corresponding Health Department (Palm Beach or Orange County).
- Oversees on-campus testing.
- Ensures that the University is following the latest CDC guidelines appropriately as well as being compliant with local and state guidelines.



## **DAILY WELLNESS CHECKS**

All students, employees and campus visitors are required to fill out a Daily Wellness Check before coming to campus. The Daily Wellness Check asks recipients to assess their temperature, symptoms and whether they have had any close contact with a person who has COVID-19. The Daily Wellness Checks promote a healthy campus by changing the paradigm of illness. For years, coming to school or work while sick has been seen as a virtue. Now, the virtue is to stay home when sick in order to protect the health of others. The Daily Wellness Check encourages students and employees to think about their health status and report any symptoms associated with COVID-19 as well as close contact with anyone who has COVID-19. Visitors and contractors are also expected to fill out a daily wellness check that is designed for their role on campus.

## **BEGINNING OF SEMESTER TESTING FOR COVID-19**

Palm Beach Atlantic University asked and expected students get tested for COVID-19 at the beginning of the Fall semester. Many students tested before they returned to class. PBA also hosted on-campus testing at the West Palm Beach Campus during the first week of classes. The purpose is to identify asymptomatic carriers. The University encouraged students to test on their own 7-10 days before coming back to school and to self-isolate. Between mass testing, and students who tested on their own before school began, more than 1700 students tested.

## **ONGOING COVID-19 TESTING**

Palm Beach Atlantic University recommends that students and employees undergo diagnostic testing if they experience symptoms associated with COVID-19 or come into close contact (as defined by the CDC) with someone who has COVID-19. To facilitate this, a testing provider is coming to campus regularly to test residential students in isolation and quarantine.

## **PHASE 2 INCREMENTAL IMPLEMENTATION**

Palm Beach County has now entered Phase 2 of the [Plan for Florida's Recovery](#). Palm Beach County is incrementally implementing Phase 2. PBA is mirroring the County's implementation. Updated guidance has been issued for gatherings on campus of up to 50 people. Facial coverings, physical distancing and hygiene requirements remain in place.



## PLAN SUMMARY

In late May, the Board of Governors provided the State University System of Florida Blueprint for Reopening Campuses. Our re-opening plan followed that blueprint and we continue to focus on five critical areas, summarized below:

### I. HEALTHY CAMPUS ENVIRONMENT

- It is required that facial coverings will be worn by all PBA community members including students, staff, faculty and visitors, following the CDC guidelines. [See pages 12 - 14 for specifics.](#)
- Daily Wellness Checks are required for all faculty, staff and students prior to University access.
- PBA community members are expected to adhere to personal prevention practices including physical distancing and healthy hand hygiene. This will be promoted through signage and mandatory training.
- University facilities will be regularly cleaned and disinfected according to CDC recommendations.
- Athletics will acknowledge guidance provided by the NCAA and the Sunshine State Conference and implement procedures as appropriate.
- Classes are and will continue to be frequently assessed for movement to larger classrooms to allow for physical distancing.
- Eateries honor phased guidelines for seating capacity established by Florida's governor. All dispensers requiring touch have been removed, and menus have been redesigned to reduce touch. Enhanced cleaning protocols have been established for all campus dining.

### II. HEALTHY COMMUNITY ENVIRONMENT

- Visitors and vendors will receive communication in advance with necessary wellness information and instructions, regarding facial coverings, hand hygiene and distancing expectations while at a University facility.
- PBA community members will be strongly encouraged to get an influenza shot. Flu shots will be offered on-campus to PBA employees and students.
- Physical distancing strategies for community members will be expected and reinforced with signage and adjusted seating.
- PBA community members who exhibit symptoms associated with COVID-19 must remain isolated until cleared to return to the campus community.



### III. COVID-19 TESTING AND TRACKING

- The University tracks sick faculty, staff and students through the Health Alert system and daily wellness checks. They are encouraged to seek testing based upon this information and will be quarantined/isolated as appropriate.
- PBA reports all positive test results to the Palm Beach County Department of Health and the Orange County Department of Health. PBA also participates in Emergency Operations Calls for Palm Beach County that tracks the COVID status of all universities in the county.

### IV. CONTACT TRACING AND SURVEILLANCE

- The Health Alert Team provides tracking of PBA community members who are symptomatic, test positive for COVID-19, or have had close contact with persons who have COVID-19.
- The Health Alert Coordinator communicates and liaises directly with the Palm Beach County Department of Health and Orange County Health Department regarding Contact Tracing.

### V. ACADEMIC PROGRAM DELIVERY

- Students who are at increased risk for complications from COVID-19 were encouraged to continue their educational journey by attending classes through the HyFlex format.
- Traditional undergraduate courses and some graduate courses will finish face-to-face instruction before the Thanksgiving holiday. Those students will not be expected to return to campus after the Thanksgiving holiday. For those courses, the remainder of instruction, course work and exams will be completed remotely.
- There will not be a December 2020 Commencement Ceremony.
- Please see the [full academic calendar](#) and the [course schedule](#) on MyPBA.
- Classrooms have been enhanced for remote teaching and learning.
- Class sizes and densities as well as non-traditional spaces are being utilized in line with current CDC, state and local physical distancing guidelines.
- In classrooms where distancing is impractical, acrylic shields have been deployed for each desk within those rooms.



*Families enjoy visiting the PBA campus together at SOAR.*

# MULTI-PRONGED STRATEGY FOR FALL 2020

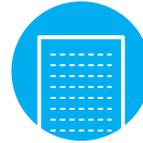


## OVERVIEW



### COMMUNICATION

PBA communicates COVID-19 campus community expectations to the faculty, staff and student population in a variety of methods.



### TRAINING

PBA provides training that defines COVID-19 and provides information that promote a healthy learning and working environment.



### TRACKING

PBA tracks members of the campus community from symptom onset until well enough to return to the campus community through the Health Alert platform.



### TESTING

PBA performed mass testing in the Fall and recommends further testing based upon CDC guidelines.



### CONTACT TRACING

PBA reports all COVID-19 positive test results to the Palm Beach County Department of Health and Orange County Health Department, as appropriate. The Health Alert Team conducts informational interviews of all COVID-19 positive community members in order to pro-actively quarantine direct contacts.

# HEALTHY CAMPUS & COMMUNITY ENVIRONMENTS

Both of our campuses are urban. The health of our campuses is intertwined with the health of the surrounding community.

A healthy campus environment is a shared responsibility but begins with personal responsibility and prevention practices. As a result, new policies, procedures and protocols apply to all faculty, students, staff, vendors and visitors. Every campus community member is expected to regulate their daily activities in a way that honors the following expectations that collectively contribute toward a healthy campus environment and keeping us “Sailfish Safe.”

This commitment is stated clearly in the [Sailfish Safe: COVID-19 Commitment to Community Care](#):

*In order to ensure the well-being of myself, students, and the PBA community, by coming on campus or to a University facility, I am confirming that I will commit to the following actions:*

- 1) Wearing a facial covering as required;*
- 2) Self-monitoring daily and completing the COVID-19 wellness check each day before I come to campus, class or any University facility;*
- 3) If I exhibit COVID-19 symptoms, I will notify [healthalert@pba.edu](mailto:healthalert@pba.edu) and follow the assigned actions, such as to self-isolate;*
- 4) Practicing physical distancing (6 feet), including scheduling meetings that follow physical distancing guidelines; and*
- 5) Refraining from handshakes, high-fives, fist-bumps and hugs instead and find appropriate ways to express the hospitality that PBA has historically shown.*

The student version of this commitment is modified accordingly.



## FACIAL COVERING

Each member of the PBA community is required to wear a facial covering on campus and in all University facilities. According to the CDC, facial coverings will “help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks or raises their voice.” Wearing facial coverings will help protect others within the PBA community and reduce the transmission of COVID-19.



A request can be made for two cloth face masks by emailing [theresa\\_jacobs@pba.edu](mailto:theresa_jacobs@pba.edu) and arrangements will be made for you to receive the masks.

### **WHEN FACIAL COVERINGS ARE REQUIRED:**

- Any time physical distancing of at least six (6) feet is not feasible.
- In the classroom, even if physically distanced.
- In a location where someone may suddenly approach you, even when physical distancing is feasible.
- In meetings of 15 or more people, even when physically distanced.
- In the Greene Complex and weight/fitness rooms.
- Before and after the class, and when faculty instruction requires close proximity such as labs, cinema, theatre, etc., or when a student's accommodation requires it.
- When tandem hammocking or seated next to others on a bench or at a table.
- Along with a sneeze guard in the classroom.
- As the [City of West Palm Beach](#) requires it.

### **WHEN FACIAL COVERINGS MAY BE REMOVED:**

- When you and the people around you are physically distanced and outdoors in open spaces.
- When you are physically distanced and in your private office.
- When you are in your residential hall room/apartment.
- In a meeting of fewer than 15 people, where everyone is physically distanced, and everyone is comfortable with removing facial coverings.
- When another person enters your office, if the person is physically distanced, and both parties are comfortable with removing facial coverings.
- For students: when with your roommate in your residence hall room, although it is generally best to maintain physical distancing as much as possible. Students living in suites or apartments with shared living areas should have a conversation as to whether they are comfortable removing facial coverings while in the shared living areas.
- When physically distanced, faculty may remove their facial covering while teaching.
- While eating/drinking.
- When alone on a hammock or bench or seated at a table, and you are physically distanced from other hammocks, benches, tables and common walkways.
- When walking outdoors by yourself and at least 6 feet away from anyone else, but you must put on the facial covering if you come within 6 feet of another person.
- When employees who work at a front desk location behind plexiglass barriers are alone in the common area. When another individual enters the common area, the employee must wear the facial covering.
- If you have a documented medical condition that precludes wearing a facial covering, you may wear a face shield instead. Students may apply for an accommodation through the Office of Disability Services and Academic Support [witfield\\_felix@pba.edu](mailto:witfield_felix@pba.edu).  
Faculty and staff please contact [suzie\\_lenart@pba.edu](mailto:suzie_lenart@pba.edu)



### **WEAR YOUR FACE COVERING 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.

### **TAKE OFF CLOTH FACE COVERING CAREFULLY WHEN YOU ARE AT HOME:**

- 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.
- Be careful not to touch your eyes, nose and mouth when removing, and wash hands immediately after removing.

### **CARE AND CLEANING FOR CLOTH FACE COVERINGS:**

- Wash your facial covering with regular laundry after every day of use and store in a clean, dry bag when not in use.
- Use warmest water available and hottest dryer setting or allow to dry flat, in direct sunlight if possible.



## **DAILY WELLNESS CHECKS**

**EACH MEMBER OF THE PBA COMMUNITY IS REQUIRED TO PARTICIPATE IN A DIGITAL **DAILY** WELLNESS CHECK, WHICH REQUIRES YOU TAKE YOUR TEMPERATURE AND ANSWER QUESTIONS ABOUT YOUR HEALTH.**

In order to come to a University facility, every faculty member, student, staff member, vendor and visitor must complete a wellness check prior to coming onto the campus.

A daily text message will be sent prompting the user to click a provided link. The first question asks if the user will be going to a University facility and/or campus on that day. If the answer is no, the survey stops. If the answer is yes, the wellness check requests that you answer questions about your temperature and potential COVID-19 symptoms, and also requires you to report if you have knowingly come into contact with anyone who has COVID-19 in the last 24-72 hours.

**No member of the PBA community is permitted to come to a University facility if they are sick. PBA is committed to working with each member of the University community through their illness in order to help them be successful whether they are an employee or a student.**



## HEALTH ALERT

**EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO SELF-REPORT TO [HEALTHALERT@PBA.EDU](mailto:HEALTHALERT@PBA.EDU) ANY OR ALL OF THE FOLLOWING:**

- If you test positive for COVID-19
- If you have been exposed to someone who has COVID-19
- If you experience any symptom or combination of symptoms consistent with COVID-19 such as:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

The Daily Wellness Check and Health Alert Team work together to pull community members out of the campus community environment at symptom onset instead of waiting until a positive COVID-19 diagnosis. We believe this helps reduce the overall transmission rate of COVID-19 and helps keep our community safe and healthy. Each member of the PBA community is expected to report the requested information and comply with any requests set forth by Health Alert Team.

This system is monitored by the Director of COVID-19 Operations and staffed by registered nurses. The Health Alert team does not provide medical diagnosis nor medical advice, it does triage community members who are symptomatic to help them attain appropriate care while isolating them from the campus community.



## DEFINITIONS OF QUARANTINE AND ISOLATION, AS IT RELATES TO COVID-19:

### **Quarantine:**

Quarantine is used to keep someone ***who might have been exposed to COVID-19 away from others.*** Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home [place of residence or assigned university living space], separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Who needs to Quarantine:** People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months [90 days]. People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months [90 days] as long as they do not develop symptoms again. People who develop symptoms again within 3 months [90 days] of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

### **Isolation:**

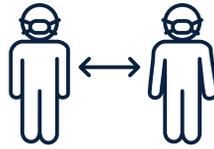
Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. People who are in isolation should stay home [place of residence or assigned university living space] until it's safe for them to be around others. In the home [place of residence or assigned university living space], anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

### **Who should Isolate:**

- People who have COVID-19
- People who have symptoms of COVID-19 and are able to recover at home [place of residence or assigned university living space]
- People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2

The Health Alert Team determines whether a person needs to isolate or quarantine based on an informational interview.

**Medical Information:** It should be noted that PBA takes the protection of medical information seriously. Through the use of Office 365, the University maintains a high level of data protection via safeguards such as data backup, audit controls, access controls and data encryption. The Office 365 Forms utilize industry standard SSL/TLS encryption to enhance security of electronic data transmissions and per PBA policy titled “Guidelines for Data Protection and Data Security Preparedness” the Health Alert repository University data protection mechanisms meets all **FERPA** and **HIPAA** compliance standards.



## PHYSICAL DISTANCING

### EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO PRACTICE PHYSICAL DISTANCING BY REMAINING SIX FEET APART WHEN FEASIBLE.

According to the CDC, “COVID-19 spreads mainly among people who are in close contact (within about six feet) for a prolonged period. Spread happens when an infected person coughs, sneezes or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. **Since people can spread the virus before they know they are sick, it is important to stay at least six feet away from others when possible, even if you—or they—do not have any symptoms.** Physical distancing is especially important for **people who are at higher risk** for severe illness from COVID-19.” Here are suggestions that further physical distancing:

- In Phase 2, gatherings of up to 50 people are allowed on campus provided they adhere to physical distancing guidelines. Events of all sizes must provide a plan for ensuring physical distancing, as part of the event approval process.
- Use a video platform, such as Zoom, or other communication tool for individual meetings with professors or other students.
- Limit occupancy in elevators – take the stairs.
- Only enter and exit buildings through designated doors and do so in a single file. Do not prop doors open.
- Do not gather in tightly enclosed spaces such as elevators.
- Many classes have been moved to larger classrooms in order to expand the distance between students. These classrooms may be different than those normally designated for your course of study. Familiarize yourself with the PBA campus and each classroom location through maps so that you know where to go, thus limiting your time searching for your desired location.
- Staff members have been instructed to move desks six feet apart in shared office spaces to keep employees appropriately distanced. In addition, while it may not be a feasible option for all, telework is an option that can be used at the supervisor’s discretion. Many staff schedules have been adjusted in order to spread the days and/or arrival and departure times of employees. Supervisors are empowered to make adjustments as appropriate to limit the number of staff members in the office at a time.
- Visual cues such as signage and floor decals have been added to indicate where to stand in high-density areas.

- Clear barriers have been placed about the campus where appropriate, especially in areas where there may be a high concentration of customer interaction.
- Directional signage has placed as applicable. Some buildings have designated entry and exit doors.
- Capacity has been reduced or eliminated in areas such as break rooms, lounges, laundry rooms, kitchen areas, and waiting and staging areas.



## HAND HYGIENE

### EACH MEMBER OF THE PBA COMMUNITY IS EXPECTED TO TAKE APPROPRIATE HAND HYGIENE MEASURES.

A simple yet effective way to prevent the spread of COVID-19 is to wash your hands. According to the CDC, to properly wash your hands you should:

- **WET** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
- **LATHER** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
- **SCRUB** your hands for at least 20 seconds.
- **RINSE** your hands well under clean, running water.
- **DRY** your hands using a clean towel or air dry them.

*Through a generous donation of hand sanitizer from a PBA family and business owner of Froggy's Fog, PBA has deployed hundreds of gallons of hand sanitizer throughout the PBA campus: in offices, classrooms and residential suites. As a matter of habit, students and professors should use hand sanitizer immediately upon entry into every building or classroom, as well as gyms, eateries, residence halls, etc.*



## TELEHEALTH & TELECOUNSELING FOR STUDENTS

A zero co-pay Telehealth and Telecounseling service is available to all students and is included in their student fees: **Sailfish Health, powered by TimelyMD**

- To schedule a telehealth (medical or mental health) appointment, visit <http://sailfish.health>
- Click “Sign In” at the top of the page
- Use your PBA username and password to log in (personal email accounts will not work and may result in a charge for your visit)
- If you have already registered, click “Log In” at the top right
- For first-time users, choose “Sign Up” and fill out your information.
- Once you log in, you will see four icons to choose from based on your health need:
- Health Coaching, Telehealth Medical Visit, Scheduled Counseling, and TalkNow
- For further inquiries, please contact the PBA Health & Wellness Office at: Health\_Wellness@pba.edu or (561) 803-2576



In summary, in order to promote a healthy campus environment and do your part to help keep the PBA campus community “Sailfish Safe,” on a daily basis, it is required that each PBA community member will:



### **WEAR A FACIAL COVERING WHILE ON CAMPUS**

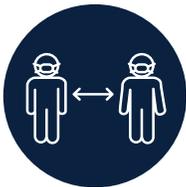
*Facial coverings required in classrooms, common areas, walkways, lobbies, lounges, laundry, stairwells, elevators and any other shared spaces where physical distancing is not feasible.*



### **COMPLETE YOUR WELLNESS CHECK BEFORE COMING TO CAMPUS**



### **REPORT HEALTH INFORMATION TO [HEALTHALERT@PBA.EDU](mailto:HEALTHALERT@PBA.EDU) AT ANY TIME**



### **PRACTICE PHYSICAL DISTANCING**



### **WASH YOUR HANDS FREQUENTLY**



This “Sailfish Safe” information is frequently communicated using any one or more of the following messaging platforms:

- Posted signage throughout the campus
- PBA public website
- MyPBA
- Social Media
- Listserv (email)
- Digital Signage
- Text Message

As part of the Healthy Campus Environment initiative, it is important to understand if you may be at a higher risk of severe illness from COVID-19. According to the CDC, older adults are at an increased risk for severe illness. In addition, people with the following underlying medical conditions (at any age) are at an increased risk for severe illness:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

In addition, children who are medically complex, who have neurologic, genetic, or metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Finally, those with the following conditions may be at an increased risk for severe illness:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)



- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

(Source: Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html> updated September 11, 2020)

Students who are at an increased risk for severe illness from COVID-19 should consider contacting Assistant Director of Residence Life Anne Patterson at [anne\\_patterson@pba.edu](mailto:anne_patterson@pba.edu) to consider their housing options.

As part of the “Healthy Campus Environment” faculty and staff should review measures outlined in the accompanying document [Employee Return to Work Guidelines](#). As we learn more about COVID-19 every day, the CDC website should be considered as the source document for the employee guidelines and updated information should be sought from that platform over the employee guidelines if information is changed or updated.

PBA's Sailfish Athletics Department is committed to academic and athletic success, spiritual growth and serving others on and off the field. Participation in intercollegiate athletics is an integral part of the overall educational experience at PBA, and we seek to preserve that commitment through this COVID-19 crisis.



To the degree that it can in a safe and healthy manner, the Athletics Department endeavors to maintain a high-quality competitive athletics program consistent with PBA's mission and traditions. To that end, the Athletics sub-committee has written a "Return to Athletics Plan"; however, this information is still developing based upon pending decisions and guidelines forthcoming from the NCAA and Sunshine State Conference.

The plan in its finality will define an Athletics COVID-19 Action Team, a Support Group, and Core Principles of Re-socialization. Further, it will designate the PBA Athletics response based upon what corresponding governmental COVID-19 phase Palm Beach County is in at the time. Finally, there is a contingency plan that details the following:

- Equipment/supplies
- Proper protective equipment
- Screening
- Wellness checks
- Documentation
- Testing



## ON-CAMPUS HOUSING

PBA recognizes the valuable role on-campus housing plays in the overall university student experience and is dedicated to providing students an opportunity to continue this practice.

- In accordance with CDC guidance, International Students were asked to quarantine for 14 days after arriving in the US.
- Capacity of students per bedroom has been reduced in some residence halls.
- Furniture moved or staged to promote physical distancing and set bedroom furniture expectations.
- Maximum capacity limited for shared areas such as laundry areas and computer labs.
- Facial coverings required in common areas, walkways, lobbies, lounges, laundry, stairwells, and elevators.
- Some shared space use has been discontinued until further notice.
- Programming has been adapted to smaller and/or virtual groups.
- Temporary ban in cross building and outside guest visitation.
- Ongoing education on COVID-19 and review of protocols for all residence life student staff.
- Emphasizing cleaning protocols and student responsibility and accountability.
- Residence Life has set aside apartments for COVID-19 isolation should a student need to be moved from their residence hall to a secluded location. These designated units, are individual apartments with an exterior entrance and a full bathroom and kitchen.
- Finally, PBA has reserved a limited number of single rooms to make available to students at an additional cost on a first-come, first-served basis. If interested, please contact Assistant Director of Residence Life Anne Patterson at [anne\\_patterson@pba.edu](mailto:anne_patterson@pba.edu)

All dining facilities will follow governmental guidelines for the phased response Palm Beach County is in at the time. Aramark, our food service vendor, has introduced many new procedures including but not limited to:

- Tables/high-touch areas will be wiped down with an EPA approved COVID-19 chemical combatant between customers or every 30 minutes. Tables are equipped with laminated signs. When a patron is done using the table, they flip the sign over indicating the need for sanitation.
- Plexiglass shields will be installed at each eatery.
- Directional and queue signage established throughout each eatery.
- Menus have been redesigned to reduce touch.
- Convenience and market area items are pre-packaged.
- Convenience and market area has touchless scanning.
- All condiments and napkin dispensers removed (available by request).
- All cutlery is disposable.
- Final dishwashing temperature is well above recommended standards.
- All workers received extensive training on COVID-19, regarding reducing transmission and cleaning.
- Tables and chairs have been placed equipped with signs to limit the occupancy to the capacity specified by the county.
- Depending upon spacing considerations, scheduled dining may be used to reduce density in dining facilities during peak times.
- Upon closing, all facilities will be disinfected.
- Dining hours may vary in order to enhance cleaning and sanitation efforts before and after daily operation.
- Meals delivery service is available for those who are in quarantine or isolation on campus (requires use of a meal swipe).
- All food service workers must complete the daily wellness check, must wear facial coverings and must wear gloves while on the food prep line, and all prep line employees must wash their hands every 30 minutes.

**IF DINING ON CAMPUS, A FACE MASK SHOULD BE WORN UNTIL READY TO EAT AND THEN REPLACED AFTER EATING.**



## CLEANING

All PBA classrooms/buildings/restrooms will be cleaned and disinfected according to CDC recommendations. Our facilities management team, National Management Resources, has developed COVID-19 cleaning and disinfection practices that require the use of chemicals from the EPA approved COVID-19 disinfectant list. In areas that have high traffic such as gyms, the Warren Library, classrooms, etc., although cleaned in accordance with CDC guidelines, students/users will be encouraged to wipe down equipment, tables, desks, etc. when they finish.

Common areas and high touch surfaces will be a collective effort and cleaned often by various team members, including National Management Resources team members, Aramark team members and some PBA staff. These areas include but are not limited to countertops, doorknobs, sneeze guards, light switches, doorways, tables and chairs, and shared surfaces.

In addition, PBA, along with National Management Resources, has invested in electrostatic sprayers to allow for better coverage and more widespread cleaning. Electrostatic sprayers distribute disinfecting, EPA-approved COVID-19 chemicals in a fast and effective manner that is thorough and efficient, and have the ability to cover large areas in a shorter amount of time than it would take an average person to clean. These sprayers and accompanying chemicals are safe to be used in gyms, on equipment, in residence halls, in classrooms, transportation vehicles, etc. or in any area where traditional cleaning is needed.



## COVID-19 TESTING AND TRACKING FAQ

### WHAT WAS THE PURPOSE OF BEGINNING-OF-SEMESTER TESTING AT PBA?

The purpose of beginning of semester testing was to detect asymptomatic students who have SARS-CoV-2 Coronavirus that causes COVID-19. Asymptomatic people with SARS-CoV-2 can transmit the virus to those around them. By identifying asymptomatic students through testing, we were able to limit the spread of COVID-19. Anyone who is asymptomatic and tests positive was required to isolate from the date notified of the positive test result until the date that is 10 days from the date of test collection.

### WHAT IF I GET TESTED FOR COVID-19 ON MY OWN?

If you receive a positive COVID-19 test result, please email HealthAlert@pba.edu with your results. Also, if you are a student, please submit your positive or negative test result to Medicat.

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click “Upload.”
3. Scroll down, click the drop down box and select “COVID-19 Results.”
4. Upload your test results.

### IF I WANT TO TEST ON MY OWN, WHAT KIND OF TEST SHOULD I GET?

You should be tested with either an RNA PCR test or Antigen test. These tests detect fragments of the virus as opposed to antibody tests. Please submit your results to PBA through Medicat:

1. Log on to the Medicat portal with your PBA login credentials. <https://pba.medicatconnect.com/>
2. On the top right of the screen, click “Upload.”
3. Scroll down, click the drop down box and select “COVID-19 Results.”
4. Upload your test results.



## WHERE DO I ISOLATE IF I TEST POSITIVE?

Employees are expected to isolate at their place of residence. Commuter students are expected to isolate at their place of residence. Residential (on campus) students will follow guidelines and directives of the Office of Residence Life and the Health Alert Care Team. Residence Life has set aside facilities that are designated specifically for isolation. Residential students may opt to isolate off-campus but may not return until the isolation period is completed and the student is cleared to return.

## DO I NEED TO BE RE-TESTED IF I ALREADY TESTED POSITIVE?

In accordance with [the July 22 CDC update](#), those who test positive with a viral RNA or antigen test up to 90 days before returning to campus do not require repeated testing. If it has been longer than 90 days, PBA recommends re-testing.

## WHAT IF I HAVE ANTIBODIES?

At this time, the CDC does not recommend using antibody testing in place of viral fragment testing. Therefore, PBA recommends that even if you have antibodies, you should be still be tested for viral RNA, which detects the presence of potentially active infection with SARS-CoV-2.

## HOW MANY KINDS OF TESTS ARE THERE?

There are two categories of tests for SARS-CoV-2 Coronavirus. There are multiple types of tests in each category.

1. Tests that look for the presence of viral fragments. These fragments can be either genetic code (RNA) or proteins that the virus produces (antigen). These tests can be nasal swab, throat swab or saliva (cheek swab).
2. Tests that look for signs of an immune response to SARS-CoV-2. These look for antibodies (immunoglobulins) against the virus. This is a blood test. PBA does not recommend this kind of test as it is not a sign of potential active infection.

## WHAT IS THE DIFFERENCE BETWEEN COVID-19 TESTS AND SARS-COV-2 CORONAVIRUS TESTS?

Although the term COVID-19 is often used interchangeably with SARS-CoV-2 Coronavirus, COVID-19 actually refers to the symptoms caused by the SARS-CoV-2 Coronavirus. An individual can also be an asymptomatic carrier of SARS-CoV-2. Asymptomatic carriers can spread the virus. What is often referred to as a “COVID-19 test” is actually a test for the SARS-CoV-2.



# QUARANTINE AND ISOLATION PROCEDURES

## PERSONAL PREPARATION

Community members are encouraged to familiarize themselves with the CDC guidelines regarding Quarantine and Isolation for COVID-19. Everyone should develop a personal COVID-19 plan. Elements of the plan should include:

- a. Identifying and understanding their own risk factors,
- b. How to self-monitor health,
- c. How to avoid close contact within their own unique living and social situation, and
- d. Discuss with roommates, family members, loved ones, etc. what it would mean to quarantine or isolate.

## 1. QUARANTINE

The purpose of Quarantine is to keep someone who might have been exposed to COVID-19 away from the campus community to reduce the risk of transmission to others. A PBA community member will be asked to quarantine under the following condition: 1) A person is determined to have had close contact with someone with COVID-19 (as defined by the CDC) will quarantine for 14 days from the last date of contact. 2) A person who has been in close contact (according to the CDC guidelines) has major symptoms may be quarantined on a case by case basis. A person in quarantine may be cleared early if the close contact tests negative after the onset of the major symptoms.

A non-residential community member is expected to quarantine off-campus in their place of residence. A residential student will quarantine in their assigned residential room/apartment. A residential student may choose at any time during the quarantine period to complete their quarantine at an off-campus location. A residential student who quarantines off-campus is expected to communicate to their off-campus host their health status and potential maximum length of stay. A residential student who leaves campus for quarantine may not return until they have been cleared by Health Alert.

## 2. ISOLATION

The purpose of COVID-19 Isolation is to separate people infected with SARS-CoV-2—the virus that causes COVID-19—from people who are not infected:

A PBA Community member who exhibits symptoms of COVID-19 will isolate if they 1) test positive for COVID-19 or 2) experience symptoms associated with COVID-19. The duration of isolation will be determined by the Health Alert Team, taking into account the person's severity of symptoms, test results, health history, and date of symptom onset.



If a person has a COVID-19 positive test result and has previously tested positive or been diagnosed clinically with COVID-19 within the last 90 days, the person will not require isolation. However, they must provide documentation of their prior positive COVID-19 test or diagnosis.

A non-residential community member is expected to isolate off-campus in their place of residence. A residential student will isolate in their assigned residence hall or designated isolation apartments. A residential student may choose at any time during the isolation period to complete their isolation at an off-campus location.

### **3. HURRICANE OR OTHER EVACUATION DISASTER**

All community members are expected to proactively think about their hurricane/evacuation plans. Students will also be asked to consider how COVID-19 may affect their hurricane/evacuation plans. When a residential student is first determined to need quarantine or isolation, the student will be reminded by The Office of Residence Life to update their pre-existing hurricane/evacuation plan.

#### **NOTE ON DIFFERING LENGTHS OF QUARANTINE OR ISOLATION.**

There may often be a disparity in quarantine or isolation times between students. For example,

- Suzy is tested for COVID-19 on Monday August 17th
- Suzy receives a positive COVID-19 test result on Thursday morning August 20th.
- Suzy will have a 10 day minimum isolation from August 17th, expected to end on August 27th.
- Suzy's roommate, Amy had close contact with Suzy on August 20th.
- Amy will have a 14 day minimum quarantine from August 20th expected to end September 4th.



## CONTACT TRACING AND SURVEILLANCE

The Health Alert Team provides tracking of PBA community members who are symptomatic, test positive for COVID-19, or have had close contact with persons who have COVID-19.

The Health Alert Coordinator communicates and liaises directly with the Palm Beach County Department of Health and Orange County Health Department regarding Contact Tracing.

Many communicable diseases, including COVID-19, can be spread by people who do not appear to be sick. Since these people feel well, they are unlikely to get tested and may not know they are carrying a virus. Contact tracing can help public health officials learn who these asymptomatic carriers are so they can be informed about appropriate prevention measures, to include testing and self-isolation. This helps keep disease at bay.

In order to ensure both a healthy campus environment and a healthy community environment, all community members are expected to respond to follow-up phone calls from the Health Department.

It's important that you speak with a contact tracer if you have had potential exposure to COVID-19. The Florida Department of Health urges everyone to answer calls from (833) 917-2880, (833) 443-5364 and (850) 583-2419 as this is part of Florida's comprehensive contact tracing effort.

It takes everyone's cooperation to ensure the health of our community. We're all in this together.



# ACADEMIC PROGRAM DELIVERY

PBA is continuing to assess best practices to deliver instruction that meets the needs of students while fostering the transformational learning experience that uniquely characterizes PBA. The following protocols have been implemented to minimize student, faculty, and staff risks while maximizing the learning environment:

## **1. WHENEVER PRACTICAL, CLASSES HAVE BEEN MOVED TO LARGER ROOMS TO ALLOW FOR PHYSICAL DISTANCING.**

- a. For some courses, the course content, method of instruction, or equipment is not conducive to physical distancing, such as some skill labs, cinematography, nursing, athletic training, art or theater classes.
- b. For classrooms where physical distancing is not practical, acrylic shields provide a physical barrier between students and facial coverings are still mandatory.
- c. Disinfectant is provided in every classroom. Students and faculty are encouraged to clean desks and shared equipment prior to use.
- d. Each class has designated areas for faculty. These spaces are physically distanced from the students so that faculty may remove facial coverings while in those areas, in order to accommodate students with hearing impairments (who read lips) and to provide the clearest audible presentation. Faculty may choose to wear a face shield while delivering instruction.

## **2. MOST FACE-TO-FACE (F2F) CLASSES WILL SIMULTANEOUSLY BE OFFERED VIA HYFLEX MODALITY WHEN NEEDED.**

- a. HyFlex modality is the synchronous presentation of the face-to-face class via Zoom to remote students during scheduled class times. Access to HyFlex delivery is intended for students who are immunocompromised, quarantined or isolated. Semester long HyFlex permissions were processed through the Office of Disability Services and Academic Support. Those approvals were granted within the first two weeks of the semester. Additional semester long approvals are only granted as a result of a change in health status. Professors may approve individual HyFlex requests at their own discretion. These discretionary requests and decisions should not be sent to Office of Disability Services and Academic Support or Health Alert.



- b. A small percentage of courses may not be offered via HyFlex because the content, method of instruction or equipment requires the student to be physically present. Students not planning to attend face-to-face should not enroll in these courses. Instructors in those courses will work individually to accommodate face-to-face students who become quarantined or must remain in isolation. Students who are unable to return to face-to-face instruction or are absent an excessive amount will be allowed to withdraw from the course, following normal University policies.
- c. For students unable to attend face-to-face for the semester, the dean will seek alternative options for students whose degree requires a specific course not available via HyFlex and who is not able to postpone taking the course.

### **3. THE ACADEMIC CALENDAR HAS BEEN ADJUSTED.**

- a. Please see the full academic calendar and the course schedule on [MyPBA](#).
- b. Traditional undergraduate courses and some graduate courses will finish face-to-face instruction before the Thanksgiving holiday. Those students will not be expected to return to campus after the Thanksgiving holiday. For those courses, the remainder of instruction, course work and exams will be completed remotely.
- c. There will be no December Commencement.



## COVID-19 COMMITTEES

**TRAINING AND EDUCATION** – Multiple COVID-19 videos have been created for the campus community. This committee continues to identify and meet training needs.

**TRACKING** – Periodically evaluating the tracking process for efficiency and sustainability.

**TESTING** – Reviews current testing policies and methods, as well as feasibility of implementation. Establish policies and procedures for the testing of faculty, staff and students.

**ATHLETICS** – Establish and follow appropriate mandates, written protocols and policies and procedures for PBA student-athletes in order to ensure compliance with the NCAA and the Sunshine State Conference.

**CLASSROOM EVALUATION** – Every classroom was evaluated for remote teaching and learning capabilities, as well as following CDC best practices for physical distancing. Classes were moved to non-tradition spaces, such as the Mahoney Gym and the chapel in order to provide greater space. Classrooms were also outfitted with acrylic shields. This committee continues to audit classrooms to ensure the best learning environment.

**COVID-19 STUDENT CARE**- Meets to review and adjust all elements of care related to students who are being isolated, quarantined, or who test positive for COVID-19. Elements of care include housing, meal delivery, remote instruction, academic support, social support, and counseling services.



## FURTHER QUESTIONS RELATED TO COVID-19?

For questions related to Daily Wellness Checks, symptoms, positive test results, and international travel, please contact a member of the Health Alert Team:

[Health\\_Alert@pba.edu](mailto:Health_Alert@pba.edu) | 561.803.2537

For questions related to COVID-19 policies and procedures, as well as COVID-19 committees, please contact:

Director of COVID-19 Operations Dr. Patrick Heyman

[Patrick\\_Heyman@pba.edu](mailto:Patrick_Heyman@pba.edu) | 561.803.2829

For questions related to Academic Support for COVID-19 students, please contact:

Associate Director of Academic Support Comfort Olugbuyi

[Comfort\\_Olugbuyi@pba.edu](mailto:Comfort_Olugbuyi@pba.edu) | 561.803.3066

For questions related to single occupancy housing or other matters related to the residence halls, please contact a member of Residence Life:

[ResLife@pba.edu](mailto:ResLife@pba.edu) | 561.803.2555

For questions related to Athletics, please contact:

Athletics Business Operations Coordinator Jessica Lawten

[Jessica\\_Lawten@pba.edu](mailto:Jessica_Lawten@pba.edu) | 561.803.2333

For all other questions, please contact:

Assistant Vice President for Student Development Kate Magro

[Kate\\_Magro@pba.edu](mailto:Kate_Magro@pba.edu) | 561.803.2595



In closing, Palm Beach Atlantic University is grateful for the opportunity to continue to serve our students in a Christ-centered environment, despite the challenges of COVID-19. We press on to fulfill our purpose of equipping students to lead fulfilling lives through learning, leadership and service.