GUIDELINES FOR
HEALTH AND SAFETY
WHILE ON CAMPUS
EFFECTIVE IMMEDIATELY
RETURNING TO CAMPUS

Philadelphia College of Osteopathic Medicine (the “College”) is engaged in an exhaustive planning effort aimed at resuming on-campus activities to the greatest extent possible, as quickly as is safe and practical, in light of the ongoing COVID-19 pandemic. These Guidelines set forth the College’s health and safety protocols for faculty, staff and students as they begin the gradual and multi-phase resumption of on-campus activities. Visitors will be informed of these Guidelines and will be expected to follow them when on campus.

These Guidelines will evolve with the changing severity of the pandemic and applicable governmental directives and recommendations. The latest information and guidance can be accessed on myPCOM. The College’s Return to Campus Framework, which outlines the various phases of employees’ return to campus, can also be found on myPCOM.

PHASED STAFFING

The return to campus process for faculty and staff will be carefully controlled and coordinated to reduce potential safety risks. The phased return plan includes details on physical distancing and the use of face coverings and Personal Protective Equipment (PPE).

The decision process considered mission-critical operations, the ability to control and manage specific work environments, and the need to access on-site resources. Decisions regarding on-campus staffing for individual units will be made and communicated by department heads. Faculty and staff may not return to campus without approval from the appropriate department head and must follow these Guidelines while on campus.

SUPPORT FOR VULNERABLE PERSONS

The College is keenly aware that some members of our community face a greater risk from COVID-19 than others and encourages faculty, staff and students who have concerns about their individual circumstances to consult with Human Resources (HR) about the process for seeking special arrangements as warranted.

Based upon CDC guidance, some people may be at higher risk of experiencing negative COVID-19 outcomes due to their individual circumstances. Faculty, staff, and students who fall within the CDC’s definition of a “vulnerable person” for COVID-19 (as outlined below) may request special arrangements by phone (215-871-6500) or email (disabilityservices@pcom.edu). Anyone with a documented ADA-recognized disability, or who qualifies for a religious accommodation or pregnancy or nursing parent adjustment, may request accommodations using the normal processes, as detailed on myPCOM. Individuals who do not fall within the CDC’s “vulnerable person” definition but have other concerns about returning to campus due to their individual circumstances (such as living with vulnerable persons) should contact Human Resources (Faculty/Staff) or Student Affairs and Program Director (Students), as applicable.

Current CDC guidance defines a “vulnerable person” as follows:

- People 65 years and older;
- People of all ages with underlying medical conditions, particularly if not well controlled, including those:
  - with chronic lung disease or moderate to severe asthma;
  - who have serious heart conditions;
  - who are immunocompromised (including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corti-costeroids and other immune weakening medications);
  - with severe obesity (body mass index of 40 or higher);
  - with diabetes;
  - with chronic kidney disease undergoing dialysis; and
  - with liver disease.

REPORTING A VIOLATION

Any observed or suspected violation of these guidelines can be reported anonymously using the PCOM Hotline 844-337-3613 pcom.ethicspoint.com
SYMPTOM MONITORING REQUIREMENT

Employees and students who are returning to campus must conduct personal symptom monitoring every day before reporting to campus. COVID-19 symptoms may appear two to 14 days after exposure to the virus. Additional information is available on the CDC website: cdc.gov/coronavirus

COVID-19 symptoms may include one or more of the following:

• 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

If you have tested positive for COVID-19, have any COVID-19 symptoms, or if you have had close contact with someone who has tested positive for COVID-19 or has any COVID-19 symptoms, you must STAY HOME, seek medical advice, and immediately provide notifications as follows:

• Faculty and staff must notify their supervisor that they are unable to return to campus AND email covidnotice@pcom.edu to inform PCOM officials.
• Students must notify their program director AND email covidnotice@pcom.edu

When sending an email to covidnotice@pcom.edu , please include:

• Your name
• PCOM campus
• Department or Program
• Name of supervisor or program director
• COVID-19 information: positive test or symptoms; or close contact with someone with positive test or symptoms

Your cooperation in reporting is essential to helping your colleagues and classmates stay safe from infection. Appropriate action will be taken in the event of a report of an infected or presumptively infected person having been on campus. This may include special cleaning/disinfecting, temporary closures, and appropriate notifications.

REPORTING A VIOLATION

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844-337-3613
pcom.ethicspoint.com
DAILY HEALTH CHECK

Employees and students who are returning to campus must conduct personal symptom monitoring every day before reporting to campus. COVID-19 symptoms may appear two to 14 days after exposure to the virus. Additional information is available on the CDC website: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the spread - Do your part to protect the #PCOM community—and yourself—by completing your Daily Health Check with #CampusClear App

The College is requiring all those returning to campus to download and install #CampusClear. #CampusClear is a COVID-19 self-screener mobile/web app that will enable daily communication (7 days a week including, vacation) between you and authorized PCOM administrators responsible for managing campus safety.

You cannot come to campus if your self-assessment does not clear you to go to campus OR if your self-assessment is not completed prior to arrival.

The #CampusClear mobile/web app can be downloaded for free on your Apple or Android device using the links provided below:

Links for Mobile Apps (Recommended):

Links for Web App:

For those who do NOT have a mobile device, you can access the same app from your browser on your desktop/laptop using the link below:
- Web App: [https://web.ivy.ai/app/campusclear](https://web.ivy.ai/app/campusclear)

Once installed, you will go through a one-time secure registration with PCOM. Thereafter, each day, including weekends, you will use #CampusClear to communicate the results of your self-assessment regardless of your intent to come to campus that day.

Should you have any questions, please contact support@pcom.edu.
CRITERIA TO DISCONTINUE ISOLATION OR QUARANTINE FOR PERSONS EXPOSED TO OR WITH CONFIRMED/SUSPECTED COVID-19

Isolation and quarantine help 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.

PCOM will follow the guidance of the CDC when administering isolation and quarantine directives. Discontinuation of isolation and quarantine may occur after the following criteria is satisfied:

<table>
<thead>
<tr>
<th>HEALTHCARE WORKERS</th>
<th>DISCONTINUE ISOLATION IN INFECTED PERSONS AFTER THE FOLLOWING:</th>
<th>DISCONTINUE QUARANTINE FOR EXPOSED PERSONS AFTER THE FOLLOWING:</th>
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<td></td>
<td><strong>Symptom-based strategy:</strong></td>
<td>• 14 days after the last exposure.</td>
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<td>• 10 days after onset of symptoms, AND;</td>
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<td>• 24 hours have passed since the last fever without the use of fever-reducing medications, AND;</td>
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<td>• Symptoms have improved, AND;</td>
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<td>Consider consultation with infection control experts.</td>
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<th>SEVERELY IMMUNOCOMPROMISED PERSONS</th>
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<td><strong>Symptom-based strategy:</strong></td>
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<td>• 20 days after onset of symptoms, AND;</td>
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<td>• 1 day without fever off antipyretics, AND;</td>
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<td></td>
<td>• Symptoms have improved</td>
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PHYSICAL DISTANCING

Physical distancing is critical in preventing the spread of COVID-19.

When on campus, everyone must follow these rules:

- Wear a face covering (see details below).
- Obey all signage.
- Hold meetings over the phone or virtually.
- Stay six feet away from others at all times.
- Indoor gatherings of more than 25 people are prohibited, even if 6 foot spacing can be maintained, unless an exception has been granted by the Chief Occupational and Environmental Safety Officer, Patrick Wolf, patrickwo@pcom.edu or 215-871-6360.

FACE COVERINGS

When on campus, you must cover your mouth and nose with a cloth face cover or disposable mask when around others. The face covering primarily protects other people in case you are infected, and also provides you with limited protection. Even when wearing a face covering, you need to keep six feet between yourself and others, as is required for physical distancing.

Face coverings are required to be worn in the office, inside all shared indoor spaces and in outdoor areas where physical distancing isn’t possible. The College has ordered reusable, washable face coverings, and all students, faculty and staff members will receive one upon returning to campus. Employees and students working in the PCOM Healthcare Centers and on rotations should follow the PPE guidelines for their specific locations.

A face covering with an exhalation valve should not be used as it defeats the primary purpose of the mask: protecting others from the wearer. An example of the mask with an exhalation valve is at right.

Visit the CDC website for more information about the proper use of cloth face coverings:

HANDWASHING
Proper handwashing is important for preventing the spread of coronavirus. While you should definitely be washing your hands after you use the restroom, don’t stop there. Wash your hands frequently throughout the day, especially before meals. You should spend at least 20 seconds washing your hands.
Also be sure to keep a bottle of hand sanitizer with greater than 60 percent alcohol nearby for times when soap and water may not be available. While sanitizers don’t get rid of all types of germs, they can quickly reduce the number of germs on your hands after touching any public object.

CLEANING AND DISINFECTION
Employees are responsible for cleaning and maintaining their individual workspaces, including desks, chairs and computer equipment. Additional and enhanced cleaning will take place in common spaces and areas where there are frequently touched surfaces, including hallways, stairways, restrooms and elevators.
Alterations are being made to PCOM buildings to reduce the number of shared touchpoints in common spaces. All changes will be completed by the time the fall semester begins. These include more touchless restroom features and elevators. Signage and touch-free hand-sanitizing stations will also be placed across campus.

In work areas, pay special attention to high-touch areas including:
- Light switches
- Drawer and cabinet handles
- Door handles
- Faucet handles
- Desktops
- Chair backs and armrests
- Equipment handles and latches
- Pens and whiteboard markers
- Equipment controls and keyboards
- Shared computer mice and touchpads

COUGHING AND SNEEZING HYGIENE
Face coverings are porous, meaning that droplets can still travel through when you sneeze or cough.

Follow these tips to protect yourself and others:
- Cough into your elbow
- Sneeze into a tissue or elbow
- Immediately dispose of used tissues into a trashcan
- Wash hands immediately
- Avoid touching face, eyes, nose and mouth
PUBLIC TRANSPORTATION
If you must take public transportation, be sure to wear a face covering and avoid touching surfaces with your hands. After exiting public transit, wash your hands or use hand sanitizer with greater than 60 percent alcohol as soon as possible and before removing your face covering.

WORKING IN OFFICE ENVIRONMENTS
Each department has assessed open work areas. If you work in an open floorplan environment, be sure to maintain at least six feet of distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face covering at all times while in a shared workspace/room.

- If you work in an office, no more than one person should be in the same room unless the required six feet of distancing can be consistently maintained. If more than one person is in a room, face coverings should always be worn.
- Office doors should remain closed.
- Avoid sharing phones, desks, keyboards, tools and equipment. If you use shared equipment, disinfecting wipes have been provided to wipe surfaces between users.
- Follow visual cues such as floor decals, colored tape and/or signs which have been placed to indicate to customers/colleagues where they should stand while waiting in line.
- Follow the one-way directional signage for large open workspaces with multiple through-ways to increase distance between individuals moving through the space.

PREZIDENTS OFFICE
HUMAN RESOURCES FRONT DESK
TENTED EXTERIOR CLASSROOMS
PCOM PRINTING SOLUTIONS RECEPTION AREA
CLASSROOMS
Classrooms will have designated seating. Social distancing of six feet and no more than 25 individuals (including faculty or any staff) is mandatory indoors and 50 outdoors (in both cases without special permission from the Chief Occupational and Environmental Safety Officer.) Face coverings are required. In labs facial coverings must be worn, as well as proper PPE when required.

RESTROOMS
Restroom occupancy is limited based on room size to ensure at least 6 feet of distance between individuals. Signage must be followed. Whenever possible, no more than one person should be in a restroom.

The general guidelines for keeping yourself and others safe in the restrooms include:

- Ensure that the toilet lid is down prior to flushing to reduce the amount of airborne contaminants.
- Practice physical distancing and wear a face covering.
- Avoid touching your face.
- Do not spit.
- Avoid loitering and setting down personal items on restroom surfaces.
- Wash hands with warm water and soap for at least 20 seconds.
- Dry hands thoroughly.
- Use a paper towel to open the door to exit.

ELEVATORS
PCOM Elevator capacity is 1 person per elevator.
Since elevators are small enclosed spaces, use them only when necessary. Signage must be followed. Face coverings are required even if you’re riding alone. Avoid touching the elevator buttons with exposed hands/fingers, if possible. Upon exiting the elevator, use hand sanitizer as soon as possible from one of the many hand-sanitizing stations across campus or wash your hands with soap and water.

MEETINGS, TRAVEL AND SELF-QUARANTINING
Continued physical distancing remains critical to prevent further spread of COVID-19. We strongly encourage using Zoom, BlueJeans, or Google Meets to conduct meetings and facilitate group discussions. Other methods of communicating with colleagues include email, instant messaging and phone. When a meeting is essential, use outdoor spaces wherever possible.
Until further notice, all business-related interstate travel, other than for approved clinical activities, is prohibited without express prior authorization by the President or Provost. Such approved travel may require self-quarantining for 14 days upon your return.
Students must comply with the self-quarantining guidance issued through Student Affairs.

MEALS
Wash your hands thoroughly before and after eating. Whether eating on campus or at a restaurant off campus, wear your face covering until you’re ready to eat. At some point, College cafeterias/dining facilities will be reopen in a limited capacity. Take-out services will be available; seating will not be available in the cafeteria/dining facilities.
Whenever possible, we strongly encourage you to take breaks and eat outdoors, which helps to reduce the potential transmission of the virus. While you are eating, place your face covering with the outside part face down on a napkin or paper on your table. After finishing your meal, replace your face covering and discard the napkin or paper.
If you are eating in your work environment (break room, office, etc.), maintain six feet of distance between you and others. Individuals should not sit facing one another. Departments have removed or rearranged chairs and tables or added visual cue marks in break rooms to support physical distancing practices between individuals.
RESEARCH LABORATORIES

The return to research at College labs is taking place in a phased approach. People who are approved for access are required to wear face coverings while on campus and follow all of the other policies and guidance. This includes when getting to and from the lab, in the lab, and in any shared common spaces. Plan in advance to ensure that you have proper cleaning supplies on-hand to properly clean and disinfect your lab.

FACILITIES

BUILDING ENTRANCES AND EXITS
Entry to buildings will be regulated and monitored. Entry will be by badge only. You may not hold or prop open doors for any other person. Facilities will identify usable building access points and provide signage and other monitoring of hallways, stairs, elevators and public spaces.

Special care must be taken to avoid violating the social distancing and elevator guidelines when entering and exiting buildings, especially during peak hours. Arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc.

Once you have been authorized to return to campus, you should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time.

ENHANCED CLEANING PROCEDURES
PCOM’s housekeeping and facilities staff have enhanced their cleaning protocols for cleaning methods and frequency while using appropriate PPE. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, desks and tables, light switches, doorknobs).

OFFICE SUITE SIGNAGE
Occupational and Environmental Safety will provide signage for display in individual office suites.

QUESTIONS AND CONCERNS

If you have an urgent safety concern or issue while on campus that requires immediate action, report it a soon as possible to your supervisor/instructor, the nearest Allied Universal security officer, and Patrick Wolf, the Chief Occupational and Environmental Safety Officer, patrickwo@pcom.edu or 215-871-6360.

Reports of noncompliance with these Guidelines may be made 24/7 through the PCOM Compliance Hotline via phone at 844-337-3613 or online form - http://pcom.ethicspoint.com

REPORTS CAN BE MADE ANONYMOUSLY.

General questions or concerns should be directed initially to Human Resources for employees and Student Affairs for students.
MENTAL AND EMOTIONAL WELL-BEING

EMPLOYEE AND STUDENT ASSISTANCE PROGRAM

PCOM offers an Employee and Student Assistance Program (ESAP) that provides resources to help employees and their dependents and students cope with life events, including COVID-19. The ESAP, administered by Carebridge, provides confidential, short-term counseling from Licensed Professional Counselors at no cost to the employee.

A full range of assistance is available for topics such as:

- Stress, anxiety, depression
- Relationship, family, parenting issues
- Substance abuse
- Anger, grief, loss
- Life transitions
- Referrals for additional treatment, as needed

STUDENT MENTAL HEALTH RESOURCES

A full range of assistance is available for students. All students currently enrolled at PCOM may engage in counseling services at no cost. For more information click this link - Personal Advice and Counseling (https://www.pcom.edu/student-life/student-affairs/counseling/)

Carebridge
Toll-Free Number: 800-437-0911
Carebridge Website: www.myliferesource.com