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.

ON-GOING 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.

STUDENT CAMPUS RETURNS
While most student activities have been placed on hold, there are some class activities that will be allowed to resume on campus. Clinical and didactic sessions, as well as exams have been allowed to occur on campus with: (a) reduced class sizes; (b) adherence to mask guidelines; and (c) physical distancing both in class and outdoors while on campus property.

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.
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.
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 (humanresources@pcom.edu).

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:
  i. with chronic lung disease or moderate to severe asthma;
  ii. who have serious heart conditions;
  iii. who are immunocompromised (including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications);
  iv. with severe obesity (body mass index of 40 or higher);

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
v. with diabetes;
vi. with chronic kidney disease undergoing dialysis; and
vii. with liver disease.

SYMPTOM MONITORING REQUIREMENT
Employees and students who are returning to campus must conduct personal symptom monitoring every day through the #CampusClear app 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 location
- 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 upon receipt of a report of an infected or presumptively infected person having been on campus. This may include special cleaning/disinfesting, temporary closures, and appropriate notifications.

Those individuals that are unable to telework AND cannot return to campus are allowed to use EST during this time frame until they are able to return to campus. If time is being depleted, employees can request emergency EST from donated time. Please contact human_resources@pcom.edu for more information.

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**TESTING**

PCOM will begin requiring a negative RT-PCR COVID-19 test or a 14-day quarantine period prior to returning to campus for all individuals who have not been cleared through the #CampusClear app. If the test is not free or not covered by your insurance, PCOM will reimburse employees and students for the cost of the test upon submission of appropriate receipts/documentation to HR via covidnotice@pcom.edu

**PCOM will provide ongoing testing throughout the year, prioritized as follows:**
- Frequent, targeted testing for specific groups that have had higher incident of positive COVID-19 cases; and
- Ongoing randomized surveillance testing throughout the campus community during the academic year.

**CLOSE CONTACTS**

While COVID-19 is a highly contagious disease, the best evidence indicates that the disease is unlikely to spread through casual contact.

Close contact includes:
- Having been within 6 feet of someone diagnosed with COVID-19 for a period of at least 15 minutes in any environment, regardless of the use of face coverings or masks;
- Living in the same household as a person with COVID-19;
- Caring for a sick person with COVID-19; and/or
- Being in direct contact with secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

**TESTING SITES:** FOR A LIST OF TESTING SITES GO TO MYPCOM/COVID-19 RETURN TO CAMPUS

**DAILY HEALTH CHECK – #CAMPUSCLEAR APP**

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

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

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

You are not permitted on campus property if your self-assessment via #CampusClear does not provide you with approval to be on 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 #Campus Clear 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.

**PHILADELPHIA CAMPUS – ONLY**

The State of Pennsylvania just released a new app, COVID Alert PA, which will use Bluetooth technology to alert a person when they have come in close contact with someone who has tested positive for the coronavirus.

You just need to go to the Google Play Store or Apple App Store to get it. The app runs on iPhones that support iOS 13.5 and higher, and Android phones running Android 6.0 and higher. According to the PA Website, users can help fight COVID-19 by opting to tell the Department of Health, through the app, how you are feeling daily and whether you have any COVID-19 symptoms. If you do have symptoms, the app will give you information on what to do. This tool also helps you track your own symptoms within the app, and you’ll get public health information based on your responses. The app also can provide timely alerts if you’ve had a potential exposure to someone who tested positive for the virus.

To either Opt-In/Out go to this link: [https://www.pa.gov/covid/covid-alert-pa/](https://www.pa.gov/covid/covid-alert-pa/)
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 or you have received clearance from the Chief Occupational and Environmental Safety Officer, Patrick Wolf, patrickwo@pcom.edu or 215-871-6360:

<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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| **Healthcare Workers** | Symptom-based strategy:  
- 10 days after onset of symptoms, AND;  
- 24 hours have passed since the last fever without the use of fever-reducing medications, AND;  
- Symptoms have improved, AND;  
Consider consultation with infection control experts. | • 14 days after the last exposure. |
| **Severely Immunocompromised Persons** | Symptom-based strategy:  
- 20 days after onset of symptoms, AND;  
- 1 day without fever off antipyretics, AND;  
- Symptoms have improved | • 14 days after the last exposure. |
| **Non-Healthcare Workers** | Symptom-based strategy:  
- 10 days after onset of symptoms, AND;  
- 1 day without fever off antipyretics, AND;  
- Symptoms have improved | • 14 days after the last exposure. |
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: cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html
FACE COVERINGS – N95 USE

PCOM has mandated that N95 respirators be worn when practitioners are providing higher risk medical care or when students are conducting clinical skills training. In order to wear an N95 respirator effectively, achieving an adequate seal is essential. Facial hair, such as beards, sideburns, or some mustaches, that lies along the sealing area of a respirator will interfere with respirators that rely on a tight face piece seal to achieve maximum protection. Therefore, if the clinical duty or academic program requires an N95, as determined by the Occupational Safety and Health Program, those required to wear an N95 must not have facial hair that interferes with the seal of the respirator to the face.

EMPLOYEES:
Staff and faculty required to wear an N95 for a specific task will not be able to conduct those tasks or participate in the academic program if facial hair prohibits a proper fit of the N95.

STUDENTS:
Students required to wear an N95 for their academic program will not be able to conduct those tasks or participate in the academic program if facial hair prohibits a proper fit of the N95.

Anyone who was previously fitted for an N95 and then proceeds to grow facial hair will be automatically dismissed from their academic program.

For guidance on acceptable facial hair using an N95 please refer to CDC guidelines on Facial Hairstyles. Exceptions will be made to this requirement for religious exemptions.

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.
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 AND GATHERINGS
PCOM strongly discourages in-person meetings and gatherings (other than academic classes) of any size, whether on-campus or off-campus.

While preference should be given to virtual meetings and gatherings whenever possible, however, meetings and gatherings of no more than 10 person indoors or 25 person outdoors are permissible, provided there is strict compliance with the following:
- Masks must be worn.
- Physical distancing guidelines must be observed at all times.
- Pre-registration is required. A list of all registrants must be sent to covidnotice@pcom.edu AND studentaffairs@pcom.edu. Persons who are not registered may not attend.
- All attendees have to use and be cleared the day of the gathering or meeting through the #CampusClear App.

A meeting or gathering cannot be held unless an email requesting an event that is compliant with the foregoing safety requirements is submitted to covidnotice@pcom.edu at least a week prior to the event and is approved. The plan must include the name, email address, and cell phone number of the faculty, staff or student event organizer as well as information about the purpose of the meeting or gathering and how the organizers will meet the above requirements.
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.

**PERSONAL TRAVEL AND SELF-QUARANTINE**

Any vacation travel must follow the quarantine and notification process, if you have traveled to a known hotspot. You must log in via CampusClear AND email covidnotice@pcom.edu

Students must comply with the self-quarantining guidance issued through Student Affairs and notify covidnotice@pcom.edu

**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.

Beginning in January 2021, PCOM will begin offering a meal service on PCOM and PCOM Georgia for those who are working on campus. It will be a touchless service using an app called Eatify. You will be able to preorder your food for pick-up. Further information will be forthcoming on myPCOM.

**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).

LIBRARY AND STUDY SPACE
Tentative plans to re-open the libraries will begin effective October 20, 2020. The opening of the indoor spaces will be limited to 25% of the capacity recommendations of the CDC and local health departments and will require set appointments in 2 hour increments.
On the Philadelphia Campus outdoor tents will be utilized as additional study space. Adherence to physical distancing and mask guidelines is still required.
Any additional study space will have posted occupancy signs that will be enforced. These signs will display the maximum number of individuals allowed in a particular meeting or study space.
Any additional gatherings of any size, other than classes or other specifically permitted activities, whether on-campus or off-campus, must be avoided.

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

ADDITIONAL INFORMATION
Moving forward any additional updates to the guidelines or information will be located on myPCOM/COVID-19 Return to Campus Resources.

QUESTIONS AND CONCERNS
If you have an urgent safety concern or issue while on campus that requires immediate action, report it as soon as possible to your supervisor/instructor, the nearest Allied Universal security guard, 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/)